TENNESSEE COLLEGE OF APPLIED TECHNOLOGY HARTSVILLE

716 McMurry Boulevard East
Highway 25 East
Hartsville, TN 37074

Phone: (615) 374-2147
Fax: (615) 374-2149

Website Address: www.tcathartsville.edu

Governed by:
The Tennessee Board of Regents

Accredited by:
The Council on Occupational Education

Years incorporating 2018 and 2019

EXTENSION CAMPUS
TRI-COUNTY EXTENSION CAMPUS

2575 North Springs Road
Red Boiling Springs, TN 37150
(615) 699-2224

INSTRUCTIONAL SERVICE CENTER
TROUSDALE COUNTY HIGH SCHOOL

262 McMurry Blvd. West
Hartsville, TN 37074
(615) 374-2147

INSTRUCTIONAL SERVICE CENTER
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
WILSON COUNTY

415 Tennessee Boulevard
Lebanon, TN 37087
(615) 547-1128

ACCREDITATION

The Tennessee College of Applied Technology Hartsville is accredited by the Accrediting Commission of the Council on Occupational Education.

The Tennessee College of Applied Technology Hartsville is approved for the training of veterans by the State Office of Veterans' Education. Approval is required by program.

Council on Occupational Education

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: (770) 396-3898
1-800-917-2081
Fax Number: (770) 396-3790
E-mail Address: pagel@council.org
Website: http://www.council.org

The Council on Occupational Education is a member of the Commission on International and Trans-Regional Accreditation (CITA) alliance. The accreditation with CITA is concurrent with the COE accreditation. Website: www.citaschools.org.

GOVERNANCE

The Tennessee College of Applied Technology Hartsville is one of 45 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system, which is comprised of six universities, thirteen two-year institutions, and twenty-seven TCATs. The Tennessee Board of Regents system enrolls more than 80% of all Tennessee students attending public institutions of higher education.

Tennessee Board of Regents

1 Bridgestone Park
Nashville, TN 37214
(615) 366-4400

Website address: http://www.tbr.edu

TENNESSEE BOARD OF REGENTS STAFF

Flora Tydings ..... Chancellor
Carol Tomlinson ..... Administrative Assistant III
James D. King .... Executive Vice Chancellor
Carol Puryear..V. C. for Economic and Community Dev.
Lynn Goodman ..... Special Assistant
Chelle Travis ..... Assist. V. C. -Student Services
Bob Wallace ....Director of Finance
Richard Woodward .Sr. Educational Tech Systems Coor

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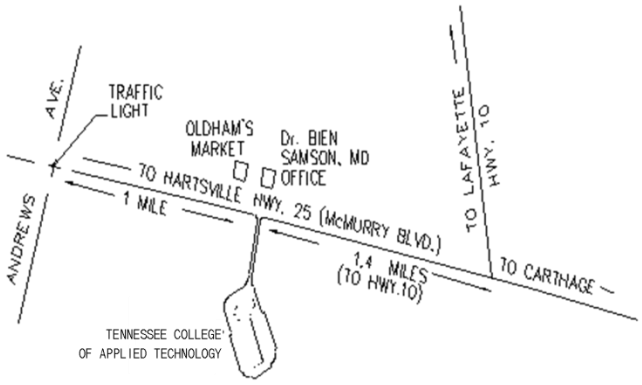
Directions to
Tennessee College of Applied Technology
HARTSVILLE

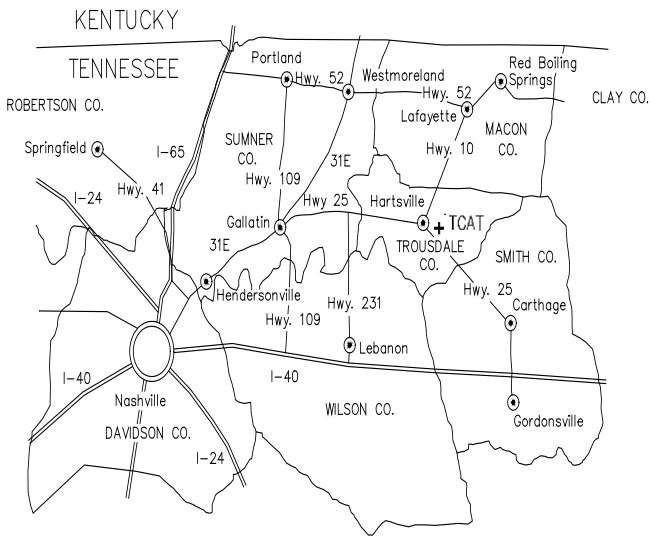


From Carthage, take Hwy. 25 West, approximately 17 miles. The school will be on the left.

From Lafayette at the Hwy. 52 and Hwy 10 intersection, take Hwy. 10 South, approximately 15 miles to junction of Hwy. 25. Turn right; go approximately 2 miles. The school will be on the left.

From Lebanon take Hwy. 231 North, approximately 12 miles to the 4-way stop. Turn right on Hwy. 25; go approximately 7 miles (through both traffic lights). The school will be on the right.

From Gallatin take Hwy. 25 East, approximately 11 miles. Go straight at 4-way stop for approximately 7 miles (through both traffic lights). The school will be on the right.



The Tennessee College of Applied Technology Hartsville (TCAT Hartsville) is a public, post-secondary educational Tennessee Board of Regents institution, dedicated to ***workFORCE development***. TCAT Hartsville is committed to providing opportunities for Tennessee adults to expand career horizons through quality technical education and to provide needs-centered training and qualified entry-level personnel for area business and industry. TCAT Hartsville maximizes access through open-entry, beginning students on an individual level and measuring pace and progress with the programs curriculum, and providing placement support while keeping pace with rapid technological change in demand occupations through continual upgrades of curriculum and equipment.

The Tennessee College of Applied Technology Hartsville was created by the Department of Education. Classes began in June, l965, and has been operating continuously. The TCAT Hartsville is now governed by the Tennessee Board of Regents.

The main campus is located one mile east of Hartsville on Highway 25 at 716 McMurry Blvd. East. Its setting is a beautiful 20-acre valley near the historic Cumberland River and Old Hickory Lake on Historic Avery Trace.

The physical resources of the campus are adequate, safe, and clean for all current programs. Supporting utilities for classrooms, labs, shops, offices, restrooms, break rooms, are appropriate. At present with current programs, these resources are being utilized at near capacity. Any significant expansion of current programs or new programs will likely require additional space.

Tennessee Colleges of Applied Technology have been provided in all sections of the State of Tennessee. Their purpose is to meet the needs of residents of the State for occupational and technical training preparatory for entry into business and industry.

Thank you for your interest in the Tennessee College of Applied Technology Hartsville. Your interest in TCAT Hartsville indicates that you desire a better future for yourself. The fact that you may choose to give us the opportunity to convey our knowledge and skills to you pleases us very much. We are interested in you and your future and we appreciate the trust you have in us. Rest assured that we will do everything we can to see that you receive the highest quality training.

Individualized instruction is utilized to the maximum in most programs. Our school policy provides that a student may enter a program when a vacancy occurs, start training at his/her own level, and progress at his/her own rate to the level he/she desires within the limitations of the school. Individualized instruction provides the student with the highest quality instruction possible in the occupational area of his/her choosing.

It is the philosophy of TCAT Hartsville that the development of specific skills and knowledge in an individual is not sufficient. Desirable worker characteristics are emphasized to instill character development, good work habits, reliability, honesty, and respect for authority needed for a productive society.

This catalog has been prepared to provide information about education and training opportunities provided by the Tennessee College of Applied Technology Hartsville, Tennessee. It is designed to serve as a guide for those who are interested in training.

The course offerings and requirements of TCAT Hartsville are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

TCAT Hartsville reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students to be effective whenever determined by the institution. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

The Tennessee College of Applied Technology Hartsville provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of the school, are trained and qualified for teaching at the Tennessee College of Applied Technology level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his/her application of appropriate study techniques to any course or program.

Mission

The Tennessee Colleges of Applied Technology serve as the premier suppliers of workforce development throughout the State of Tennessee. The Colleges fulfill their mission by:

- Providing competency-based training through superior quality, traditional and distance learning instruction methods that qualify completers for employment and job advancement;
- Contributing to the economic and community development of the communities served by training and retraining employed workers;
- Ensuring that programs and services are economical and accessible to all residents of Tennessee; and
- Building relationships of trust with community, business, and industry leaders to supply highly skilled workers in areas of need.

Revised: August 21, 2013 Directors' Meeting; September 20, 2013 TBR Quarterly Board Meeting

Purpose

The primary purpose of the Tennessee College of Applied Technology is to meet the occupational and technical training needs of citizens and residents of this area; this purpose includes employees of existing and prospective businesses and industries of the State.

TCAT Hartsville fulfills this purpose by providing both career-centered and needs-centered training. Career-centered training encompasses the TCAT Hartsville's full-time programs. Needs-centered training addresses the specific training or re-training needs of the individual business or industry. All courses are designed with the help of the company's management team to ensure that the employees receive the skills needed to meet specific technical skill requirements.

TCAT Hartsville is a training facility which is designed to meet industry standards. TCAT Hartsville simulates the occupational environment found in potential places of employment of the students. The controlling purpose of the

training offered is to prepare individuals for useful and gainful occupations, thereby enhancing their potential for employment in entry-level positions.

All persons desiring the opportunity for training are expected to fulfill their commitments to utilize the facilities provided and to make satisfactory progress in their preparation for employment. In addition, each student will abide by the policies necessary to assure that all training achieves its intended purpose in an efficient and safe manner.

Efforts are made to update equipment and course content in order to provide educational experiences necessary for an era of rapid technological change. The administrative and instructional staff is comprised of skilled and knowledgeable individuals who are competent in an occupational field, as well as being proficient instructors. Faculty and staff take advantage of special in-service training, state-directed workshops, field trips, and university courses.

The ***workFORCE development*** advantages for Tennessee citizens are:

- Attracts permanent quality businesses and industry to Tennessee and promotes expansion of existing business and industry.
- Allows skilled workers to remain in their local communities in Tennessee.
- Higher incomes for Tennessee citizens.
- Enhances Tennessee's tax base.
- Produces a better quality of life for:
    * The individual Tennessee citizen
    * Tennessee families
    * The local community

Tennessee College of Applied Technology Hartsville Personnel

Administration

Mae W. Perry .....President

Jonathan Smallwood ..... Assistant Director

Annette Bohanan ..... Coordinator/Student Services

Jason Coons.....TCEC Campus Coordinator

Lou Ann Hall .....Coordinator Allied Health

Kevin Harrison .....Academic Affairs / Community Relations

Support Staff

Karlene Gass .....TCEC Administrative Support Associate

Deborah Gregory .....Administrative Support Associate

Kandra Hire .....Academic Support Associate

Susan McDonald. .....Administrative Support Associate

Sandy Toney.....Administrative Support Associate

Bruce West..... Facility Support Associate

Instructors

Barry Allen .....Welding Technology

Angie Anderson.....Administrative Office Technology

Sheila Anderson .....Technology Foundations

Martina Bias.....Culinary Arts

Ed Bridwell .....Automotive Technology

Dale Buford ..... Machine Tool Technology

William Butrum..... Machine Tool Technology

Craig Creswell ..... Machine Tool Technology

Kelvin Davis..... General Building Trades

Justin Delk..... Mechatronics

Martin Denton ..... Mechatronics

Matthew Gordon .....Computer Information Technology

Melinda Green ..... Cosmetology

Leann Gregory ..... Health Science / Practical Nursing

Rodger Gregory..... Automotive Technology

Tamera Gulley..... Practical Nursing

Leland Hargis ..... Industrial Maintenance/Mechatronics

Jon Hesson ..... Machine Tool Technology

Danny Knight..... Industrial Maintenance/Mechatronics

Melvgn Luhrs ..... Practical Nursing

David Malmin.....Computer Information Technology

Clyde Mansfield .....Welding Technology

David Porter.....Welding Technology

Ralph Reed.....Advanced Manufacturing

Mike Russell..... Practical Nursing

Earl Scruggs..... Practical Nursing

Valerie Towns ..... Health Science/Practical Nursing

Nashville Career Advancement Center

Our job is to help find satisfying employment at no cost to you. It is our goal to assist you, the job seeker, in finding a job that is right for you by enhancing your job search skills.

Access to Resource Center: Take advantage of our facility that offers free use of phone, fax, copy machine, computers with Internet access, various books on careers, how to find a job and other useful materials such as labor market information.

Employer Presentations: Employers come on site at the Career Center to look for potential employees. Check the schedule at the main page of our Website (www.ncacworkforce.org) for employers' dates, times, and locations.

Employment Related Workshops: You can take a variety of Informational Sessions to enhance your chances of being employed or getting a better job. Resume, Interviewing, and Job Searching are just a few of the informational sessions we offer every week to get you ready.

Career Connections: Career Connections is a great source of networking, support, and job leads. A different employer is present at each one to share information about the company.

Our goal is to provide information and resources to connect you to employment opportunities.

Career Development Facilitator
716 McMurry Boulevard East
Hartsville, Tennessee 37074
Phone: 615-374-9501

Operated in Part by

MTWDB MIDDLE TENNESSEE WORKFORCE DEVELOPMENT BOARD
ADMINISTERED BY: NASHVILLE CAREER ADVANCEMENT CENTER

Calendar of Operations

The operating calendar of the Tennessee College of Applied Technology Hartsville is based on a fiscal year beginning September 1 and ending August 31 of the following year. A minimum of 216 instructional days is included in the school year, which is divided into the following terms:

Spring Term
January, February, March, April

Summer Term
May, June, July, August

Fall Term
September, October, November, December

This calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the College, including severe weather, loss of utility services, or orders by federal or state agencies.

This College operates on a trimester calendar. However, day students are enrolled throughout the year as openings occur. Evening classes, special industry and needs-centered training classes may be organized at any time.

Calendar for the 2018 – 2019 Year

Fall Term, 2018

September 4	Classes Begin
October 12	Student Holiday
Nov. 22-23	Thanksgiving Holiday
December 19	Classes End

Spring Term, 2019

January 3	Classes Begin
January 21	Martin L. King Jr. Holiday
February 18	President's Day
March 11-15	Student Holiday
March 30	Good Friday Holiday
April 23	Classes End

Summer Term, 2019

May 1	Classes Begin
May 24-28	Memorial Day Holiday
June 26 – July 5	Student Holiday
August 23	Classes End

Student Information and Requirements

General Admissions Requirements

The minimum age for enrollment is eighteen (18) or a high school diploma or G.E.D. The enrollment of high school students requires a special agreement between the Tennessee Board of Regents, the Local Board of Education, and TCAT Hartsville.

Prospective students are urged to apply at any time. Steps in making application are as follows:

1. Complete college application located at www.tcathartsville.edu (Apply Now)
2. Contact Student Services to obtain information on admission packet requirements.
3. Submit official high school transcripts or high-school equivalency and other colleges and universities.

Effective January 1, 2018, The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning measles, mumps, rubella, varicella, and hepatitis B infections to all students matriculating for the first time. Tennessee law requires that such students complete and sign a waiver form provided by the institution that includes detailed information about these diseases. The required information below includes the risk factors and dangers of these diseases as well as information on the availability and effectiveness of vaccines for persons who are at-risk for these diseases. The information concerning each disease is from the Centers for Disease Control and the American College Health Association.

The law does not require that students receive vaccination for enrollment. Furthermore, the institution is not required by law to provide vaccination and/or reimbursement for the vaccine. However, should the college experience an outbreak of a communicable disease; no students without documented immunization for the disease will be permitted to return to campus until proper documentation of immunization is provided.

Each student enrolling will undergo the TCAT Hartsville's Technology Foundations assessment program; if found deficient in reading, writing, mathematics, or study skills, he/she will attend the TCAT Hartsville's Technology Foundations program as a part of his/her instructional day. This activity is designed to assist the student in making satisfactory progress in his/her chosen program.

The Tennessee College of Applied Technology Hartsville is authorized to enroll immigrant/permanent resident students. The students shall provide TCAT Hartsville with a Resident Alien Card (Form I-551) or other acceptable documentation to verify permanent resident status. Tennessee Colleges of Applied Technology are not authorized to accept Student Visas. Foreign students who speak little English are encouraged to enroll in an ESL program before entering the Tennessee College of Applied Technology Hartsville.

Licensed Practical Nursing Program Admission Requirements

Individuals must be 18 years of age. Admission to the Practical Nursing program is not automatic, even though the

applicant may be academically qualified and recommended by a member of the Practical Nursing Advisory Committee.

Applicants seeking admission to the Practical Nursing program must:

1. Attain a passing score on the HESI Test.
2. Apply for admission to TCAT Hartsville and the Practical Nursing program.
3. Submit evidence of high school graduation or GED equivalency.
4. Submit written references on forms provided.
5. Submit evidence of a recent physical examination by a licensed physician or nurse practitioner as well as proof of MMR, Varicella (Chicken Pox) Immunization, TB skin test, and Hepatitis vaccine (or declinations to take).
6. Report for enrollment upon notification of acceptance.
7. Undergo a background check. The student will assume responsibility for payment of this background check. Results must be received at the Tennessee College of Applied Technology Hartsville before the student begins class.

The Practical Nursing Advisory Committee shall review the application procedures for admission to the Practical Nursing program.

Qualified applicants not accepted into the class for which they applied may be considered for admission to a subsequent class.

Transfer Students

Before admission to the program, an individual desiring to transfer from another program and/or requesting advanced standing must be 18 years of age or have a waiver and:

1. Submit an application to TCAT Hartsville.
2. Attain a passing score on the HESI Test.
3. Submit official transcripts and course descriptions from previous education institutions.
4. Submit letters of recommendation from previous nursing instructors at the previous institution and/or other documentation as deemed appropriate.

5. In order to be given credit for any of the following subjects, the applicant may be required to take a comprehensive exam and pass with at least an 80: Basic Science and Anatomy, Nutrition and Diet Therapy, Nursing Principles and Skills, Maternal Child Nursing, Pediatric Nursing, Pharmacology and Administration of Medications, Medical/Surgical Nursing, Geriatric Nursing, and Psychiatric Nursing and Mental Health Concepts.
6. Students must have maintained a minimum of an 80 average in each completed subject. Attendance and participation must be acceptable.
7. Transfers will be dependent upon class space availability. The Coordinator of Practical Nursing will review each application for transfer with the School President, and acceptance into the Practical Nursing Program will be at the discretion of the school administration.
8. Each admission will be on an individual basis.
9. The entire curriculum cannot be changed. Upon successful completion, credit for the first term of PN will be given. The student must have a current CPR card.

Readmission

Any student who has withdrawn from the program and desires re-admission must re-apply and be considered for admission. Each applicant will be considered individually and may be required to pass a comprehensive exam(s) in order to obtain advanced status.

Readmission from Suspension

The Health Sciences Education Coordinator may recommend re-admission of a suspended student to the school President depending on the cause for suspension. Certain causes for suspension may prevent readmission. Criteria the Coordinator of Practical Nursing will consider in assessing for re-admission are as follows:

a. Assessment of the candidate's willingness to address deficiencies that contributed to the prior suspension, and
b. Assessment of likelihood the re-admitted student may succeed.

Exceptions

a. In individual cases of extenuating circumstances consideration may be given for exceptions to suspension due to absences. Such exceptions should be fully documented.
b. Additional retention standards for specific programs may be maintained by TCAT Hartsville pursuant to accreditation or licensing requirements.

*Due to the structure of the Practical Nursing Program re-entry may not be possible for one full year on some campuses.

Fee Schedule

Fee amounts are determined annually by the Tennessee Board of Regents. For more information concerning tuition and fees, contact the Tennessee College of Applied Technology Hartsville.

Effective: Fall Trimester, 2017

Enrollment Hours	Maintenance Fee	Technology Fee	Student Activity Fee	Total
1-40	$ 188.00	$ 41.00	$10.00	$ 239.00
41-80	$ 254.00	$ 41.00	$10.00	$ 305.00
81-135	$ 383.00	$ 41.00	$10.00	$ 434.00
136-217	$ 666.00	$ 67.00	$10.00	$ 743.00
218-340	$ 1,076.00	$ 67.00	$10.00	$ 1,153.00
341-432	$ 1,204.00	$ 67.00	$10.00	$ 1,281.00

The Practical Nursing Program and Welding Technology program have an additional special academic fee of $ 100 per trimester for a total of $ 300 per year.

The fees listed above are accurate as of the date of publication. All fees are subject to change without prior notification.

Fee Charges

Students may charge tuition and fees to the Pell Grant, the Wilder-Naifeh Technical Skills Grant, Tennessee Promise, or Tennessee Reconnect. Students who wish to charge tuition and fees must have a signed award letter from TCAT Hartsville. Charge forms are available to the awarded student at registration. Payment must be made before the student will be officially admitted to class.

Service members, Veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

Full-Time Student Fees

All full-time students (30 hours per week) enrolling for 341 hours and above will pay a maximum fee per term. Students enrolling or completing between a term's beginning and ending dates will pay a prorated fee for that term based upon the fee schedule. Fees must be paid during registration before a student will be officially admitted to class. Thereafter, the fee must be paid at registration or on the first day of enrollment. Also, a Technology Access Fee (a fee to provide funds to purchase equipment for more up-to-date high-tech computerized training at TCAT Hartsville) is charged each time the Maintenance Fee is paid.

Part-time Student Fees

Students enrolling in short-term, part-time (less than 30 hours per week) or supplemental programs (less than 432 hours) will be assessed a fee based on the length (number of hours) of the program in which he/ she plans to enroll. The fee is collectible at the beginning of the program. If a full-time student enrolls in a part-time program, the student will pay the full-time fee and the part-time fee. Full-time and part-time are considered as two separate operations. Also, a Technology Access Fee (a fee to provide funds to purchase equipment for more up-to-date high-tech computerized training at the College) is charged each time the Maintenance Fee is paid.

Fee Waivers

A. Full-time regular employees of the TBR and UT systems are eligible to enroll in one credit course per term at any state of Tennessee public postsecondary institution (TBR or UT), with fees waived for the employee.
B. Part-time regular and part-time temporary employees, excluding adjuncts, of community colleges and TN Colleges of Applied Technology (TCATs) are eligible to enroll in one credit course per term at the college in which they work, with fees waived for the employee.
C. The waiver is limited to one class, not to exceed 4 credits or 120 clock hours. It may apply for partial payment of classes of more than 4 credit hours or 120 clock hours.
D. The enrollment is limited to available space with the intent that tuition-paying students shall not be denied enrollment by a student using a fee waiver.
E. If applicable, the fee waiver should be used before other forms of educational assistance that may be offered by the institution.

Fee Discounts

A maintenance fee discount equal to 50% will be provided to spouses and dependent children under the age of 24 whose parent is employed by the TBR or UT system. A maintenance fee discount of 25% will be given to dependent children under the age of 24 whose parent is employed as a full-time state employee or certified teacher in a Tennessee public school or whose parent is a retired state employee.

Less Than Full-Time Status Eligibility

Students who feel they must attend school part-time during the day should follow this procedure:

1. Discuss with the Coordinator of Student Services the possibility of a part-time schedule. Students desiring to attend school on a part-time basis should be employed in a field related to their training. Schedules will be approved on availability of openings.
2. The Coordinator of Student Services will discuss with the student the consequences of the schedule change. For example: amount of time to complete the training; financial aid awards may be adjusted or stopped completely; V.A. benefits may decrease; scholarship eligibility may cease for part-time training.
3. The student will make a decision based on Item 2 and the Coordinator of Student Services will notify the instructor of the new schedule.

Secondary Student Fees

For secondary (high school) students, when attending as a portion of their high school curriculum, fees will be paid by the Dual Enrollment Grant of the Tennessee Education Lottery (as long as a student meets eligibility requirements) and books will be paid for by the sponsoring school system.

Refund of Maintenance Fees

All refunds are to be given within 30 days of student becoming eligible for refund.

Fee Refunds

A. Eligibility for refunds:
    1. Change in a full-time student's schedule which results in a re-classification to a part-time student.
    2. Change in a part-time student's schedule to fewer hours.
    3. Voluntary withdrawal from TCAT Hartsville.
    4. Cancellation of a class by TCAT Hartsville.
    5. Death of a student.
    6. Students administratively dismissed will not be eligible for refunds.
B. Calculation of the refund:
    1. Full Refund:
        a. 100% of fees will be refunded for classes cancelled by the College.
        b. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.

c. 100% of fees will be refunded in the case of the death of a student.

2. Partial Refunds:
   a. A refund of 75% may be allowed if a course is dropped or a student withdraws within the first 10% of the class hours.
   b. A refund of 50% may be allowed if a course is dropped or a student withdraws within the first 20% of the class hours.
   c. No refunds permitted after 20% of the class hours completed.
3. There will be no refund after the first official day of classes when a minimum fee is collected.
4. There is no refund of the Technology Access Fee.

* Note: The Regents Online Degree Program Students use the same refund policy as on-ground students.

Returned Check Policy

Students/customers who have paid for fees and/or books with a check not honored by their bank will be notified immediately. **Failure to make cash payment on the returned check within 15 calendar days from the date of notice will result in the student being terminated from class**. A returned check fee of $30.00 will be assessed.

Transfer Policy – Credit for Previous Training

Previous educational training and/or experience will be evaluated and the student will be enrolled in training at the student's proficiency level. The time normally required for training will be shortened accordingly. Training completed in high school, technical institutes, colleges, and other training situations, such as business and industry, or the military will be evaluated toward completion requirements where applicable. Documentation and/or evidence of training or proficiency must be supplied by the student.

It is the policy of Tennessee College of Applied Technology Hartsville to accept, for full credit, the hours of transfer in the same or similar training from other Tennessee Colleges of Applied Technology upon the receipt of a valid transcript; however, successful completion of competency examinations may be required in some areas of study. Transfer students must go on the waiting list for a program the same as anyone else.

Articulation with Community Colleges

TCAT Hartsville has established an articulation agreement with the Tennessee Board of Regents Community Colleges System as a means of eliminating repetition of course studies for students who choose to continue their education after successfully completing a program at TCAT Hartsville. Students who have mastered certain course competencies which are equivalent to course competencies offered through the Community Colleges may receive credit by achieving an acceptable score on course challenge exams.

Policy Changes

Policies will, of necessity, be changed from time to time by the school administration. Suggestions for policy changes from students will be welcomed and considered. Decisions relative to circumstances and events not covered by the policies will be the responsibility of the administration.

Advisory Committees

Advisory committees play an important role in TCAT Hartsville by providing information and recommendations, which may assist the administrative staff in making decisions favorable to the effective operation of TCAT Hartsville. TCAT Hartsville also utilizes occupational advisory committees, which aid the instructional staff in assessing the needs of the students and local industry. These advisory committees assist the instructional staff in keeping abreast of the latest equipment, methods, and technologies in the respective occupational areas.

Personnel

The personnel of the Tennessee College of Applied Technology Hartsville have wide experience in their respective fields. They are employed by the Tennessee Board of Regents on the basis of their technical competence and professional training. A continuing program of supervision and teacher training is provided to keep the instructors current on trends, new developments, ideas, materials, teaching aids, and equipment in their area of specialization.

Student Services

Student Services include those activities involving recruitment and retention, pre-enrollment counseling and training period counseling. Although training period counseling is the responsibility of the administration, counseling and instructional staff, Tennessee College of Applied Technology Hartsville has a Coordinator of Student Services available to assist students in matters concerning their education, personal and social problems, and financial aid. Since students come from varied backgrounds, the coordinator is cognizant of the student's need for guidance and counseling in the technical setting.

The programs at Tennessee College of Applied Technology Hartsville are designed to prepare students for a specific career objective; therefore, it is important that an intelligent selection be made based upon the student's interests, aptitudes, and abilities.

The Coordinator of Student Services has services available to all students. Vocational counseling, assistance in job placement, financial counseling, and assistance with personal problems that affect a student's school life are available. Students are encouraged to consult the Coordinator for any of these services.

Office Hours are Monday-Friday, 7:30 am-4:30pm.

Student Progress

Evaluations are recorded for each student at the end of 72 days of instruction that comprise a term. Those evaluations include the following scale of progress:

A.....94-100
B.....87-93
C.....80-86
D 73-79
F 0-72

Grades for courses will be determined as described in course syllabi. Students will be graded in the following categories:

1. Skill Proficiency
2. Theory / Related Information

A student must maintain a "D" (73) or better average per course and a "C" (80) or better average per term.

Allied Health Courses require a "C" (80) or better average per course.

Failure to do so will result in suspension at the end of the term.

Additional retention standards for specific programs may be maintained by the school pursuant to accreditation or licensing requirements.

Readmission from Suspension for Grades and Attendance:

A. The President may consider for readmission the applicant who has been suspended.

B. Criteria that the President will consider in assessing candidacy for readmission are as follows:

   1. Assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension, and
   2. Assessment of the likelihood that the readmitted student may succeed in pursuing his or her training objective.

Completion Requirements

Satisfactory completion may be achieved by demonstrating proficiency based on the occupational entry requirement. A certificate level credential may be awarded to any preparatory student who completes the competencies outlined in the curriculum and to any supplemental student who completes objectives for upgrading necessary skills and knowledge after a minimum of 90 clock hours. A diploma may be awarded to each preparatory student who demonstrates satisfactory proficiencies in a complete course of study. (See each program area listed for those job titles designed as complete courses of study.)

NOTE: Some classes, such as Allied Health programs, may have different completion requirements and may require additional testing. Consult the Instructors for these procedures.

Records and Transcripts

Student records shall be treated as confidential. They shall be directly accessible only to the professional staff of TCAT Hartsville, and to such other individuals and agencies as set forth by law, Tennessee Board of Regents Policy, or as authorized in writing by parents, guardians, or the adult student themselves.

A final transcript will be provided to each student upon graduation, if requested. Also, a copy of the transcript can be sent to potential employers or other educational institutions upon request from the student/graduate. Those current students seeking a copy of his/her transcript may contact the Student Services Office for a copy. A graduate may obtain a transcript at any time by submitting the transcript request form, located on our college website.

Student Records

Progress reports, attendance records, and work evaluations are maintained on each student and are filed in the Student Services office, along with such information that may be pertinent for successful employment. An evaluation and discussion of progress is recorded. Two unsatisfactory evaluations in succession are grounds for suspension from training at the discretion of the TCAT Hartsville President.

Students must maintain a "C" or better average for each period of instruction or be subject to suspension. Re-entry into training, for any student so suspended, must be approved.

Placement

The placement of students in satisfactory employment is a primary objective of the Tennessee College of Applied Technology. Responsibility for the placement of students is vested in the administrative, counseling, and instructional staff. (The student must also fully participate in the job seeking process.) TCAT Hartsville maintains close communications with employers, both in the local community and statewide.

Transcripts are available to the student or to persons or agencies authorized upon request unless the student is in financial aid default status.

Graduates of the Tennessee College of Applied Technology Hartsville should not be expected to compete with journeymen who have developed skills and experience on the job. Usually, they are considered for "entry-level" employment in their respective occupation.

TCAT Hartsville maintains an Employment Opportunities book located in the Student Services department. Students are encouraged to use this as an aid in job placement.

Follow-Up

As an aid in evaluating the effectiveness of course offerings, the instructional staff maintains close contact with former students by correspondence, personal contacts, and contact through a working relationship with employers. Surveys and student follow-up studies are made to determine if changes need to be made in meeting the individual student needs, as well as the needs of the employers. Employers, school personnel, and others are involved in follow-up efforts in order to assess and/or improve ways of serving the needs of each student.

Students may expect the initial follow-up contact to occur approximately 12 months after leaving the training program. There will be additional periodic contact for further follow-up and students are strongly urged and encouraged to take a few moments to respond to these questionnaires in a frank and candid manner. An initial and subsequent graduate/drop-out placement record is maintained on all students as information is made available to compile a class/school track record. This track record is made available to the public.

Live Work Projects

All projects must be selected with the approval of the instructor and must correspond with the program area. Each project is a “learning project” for the student to gain knowledge and skill; therefore, the work performed is that of the student and does not carry any guarantee. TCAT Hartsville may perform services for public non-profit agencies, persons employed by the Tennessee Board of Regents and students of TCAT Hartsville. Live work agreement forms must be completed on all projects accepted. Anyone accepting pay for live work performed will be dismissed immediately. Persons requesting service must agree to the following:

1. Authorize the performance of work on the described project.
2. Furnish all repair parts and/or supplies which, in the judgment of the instructor, are needed.
3. Authorize the testing and/or inspection which, in the judgment of the instructor, are needed.
4. Release TCAT Hartsville (personnel and students) from any liability for damage which may result from the project (fire, theft, accidents, etc.)
5. Provide proof of ownership of the item, if requested by the administration.
6. A live work fee will be charged to all students requesting live work. Additional fees may be incurred depending on the project.

Cooperative Training Program

The Cooperative Work Program (Co-op) is an integral part of the learning experiences provided for students at the Tennessee College of Applied Technology Hartsville and is defined as work related training received at an approved business or industry under the terms of a signed Cooperative Work Program Agreement. Students who are enrolled in Co-op should be paid a salary commensurate with entry level employees completing the same task. The program provides a method of instruction whereby Tennessee Colleges of Applied Technology and business and industry are partners in developing a workforce for tomorrow’s technology. For this reason the student and the prospective Co-op program company must meet policy

Eligibility requirements and sign the Co-op Agreement. The student is required to attend class one (1) day per week (6 hours).

Program Transfers/Withdrawals/Repetitions

The Student Services Office will work with the student in order to find a suitable occupational area. It is expected that generally this will occur during the first term of the student's training; therefore, transfers within program areas will be limited.

Withdrawal from class will be subject to College‘s refund policy and financial aid re-calculation may be necessary; withdrawal from class may constitute financial aid probation for subsequent terms. Repetition of previously credited work is allowed at the discretion of the instructor. Financial aid will be granted only for new coursework.

When it becomes evident that a student will not benefit from the training program offered in a particular area, he/she may be transferred to another program. The decision to transfer is made upon careful consultation with the Coordinator of Student Services and the instructors involved concerning the best interest of the student. Final approval of a transfer must be made by the President.

Terminated Training

Every student should talk with his/her instructor and the Coordinator of Student Services before terminating training. Exit interview information MUST be attained from each terminating student, regardless of the reason for leaving. The correct procedure to follow is:

1. First, talk with your instructor. Explain why you are leaving and your future plans.
2. Talk with the Coordinator of Student Services. There is important information that the Coordinator will need and must file with your records. Most of this information must be forwarded to various agencies and the Tennessee Board of Regents.

Should a student leave school without following this procedure, his/her certificate or diploma might be held until proper steps are taken. TCAT Hartsville may not assist a student in seeking employment if he/she leaves under these circumstances. Re-entry into training will require an interview.

Clock Hour Credit

All TCAT Hartsville training is recorded in clock hours. Students earn credit based on the number of clock hours they are in class. Some short-term programs may require as few as 30 clock hours to complete, while others may require as many as 2,160 clock hours for completion. Full-time day students are enrolled six (6) hours per day, five days each week for a total of 30 clock hours per week.

Class Schedule

Classes will start promptly at 8:00 a.m. and will be dismissed for the day at 2:30 p.m., except for classes otherwise noted. There will be a 15 minute break in the morning; lunch periods have been planned on a graduated schedule. Specific class schedules are determined and announced at the discretion of the instructor.

Attendance Policy

A. The nature of the programs at the Tennessee College of Applied Technology Hartsville is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress.

1. A full-time student enrolled for a full term, (72 days), and that has been absent for more than 5.5% (24 hours) of the scheduled hours enrolled will receive documented communication alerting the student to the number of hours remaining prior to suspension. Available community and institutional resources will be shared to assist students with attendance issues. Hours must be prorated for all part-time students and full-time students enrolled for less than a full term.

2. When a full-time student enrolls for a full term, (72 days), and has absences exceeding 9.7% (42 hours) of the scheduled hours enrolled, that student will be suspended. A student suspended for attendance may appeal the suspension in writing to the President within three days of suspension. A student appealing suspension for attendance may remain in class until the suspension has been reviewed. Suspension hours must be prorated for all part-time and full-time students enrolled for less than a full term.

3. When a student misses three consecutive days without contacting the institution, that student will be withdrawn from the college.

4. A student is considered tardy if not in the classroom at the designated time for class to start.

    a. 5 tardies – documented warning by the instructor
    b. 6 tardies – documented probation by designated authority
    c. 7 tardies – referred to the President and may be suspended.

5. An attendance record for each student is maintained in the student information system.

6. In individual cases of extenuating circumstances, the President may make exceptions to suspension due to absences. Such exceptions should be fully documented.

Readmission from Suspension for Grades and Attendance:

A. The President may consider for readmission the applicant who has been suspended.

B. Criteria that the President will consider in assessing candidacy for readmission are as follows:

1. Assessment of the candidate's willingness to address those deficiencies that contributed to the poor suspension, and

2. Assessment of the likelihood that the readmitted student may succeed in pursuing his or her training objective.

Since employers pay wages only to those employees who are on the job, TCAT Hartsville must adopt essentially the same policy. A prospective employer will review a student's attendance record very closely; therefore, it would benefit each student to be in attendance every day possible.

On the first day of an absence, each student must call TCAT Hartsville's office at (615) 374-2l47 and report the absence to the instructor and when the student plans to return. If the student cannot call TCAT Hartsville, he/she should send word by someone, if possible. Since there are usually waiting lists for all classes, any student who fails to notify TCAT Hartsville before the third day of absence will risk having his/her place filled by a person on the waiting list. Upon returning to the TCAT Hartsville, the student must report to the instructor for an evaluation of the absences.

Parking

All students are required to register their vehicles with the school and to park in areas designated for student parking. Everyone is requested to drive slowly and cautiously while on campus. The speed limit is 15 mph.

1. Parking Regulations

a. Painted lines, markings and other visible signs will be used to designate authorized parking areas.
b. Inability to locate an authorized parking space on campus will not excuse improper parking.
c. Improper parking includes, but is not limited to the following:
    1. Parking in unauthorized spaces or areas;
    2. Parking in driveways, sidewalks, intersections, or loading zones;
    3. Parking in any manner that blocks properly parked vehicles, such as "double-parking"
    4. Parking in spaces designated for use by disabled persons only;
    5. Parking within 15 feet of a fire hydrant.
d. Improperly parked vehicles may be towed at the owner's expense.

2. Traffic Regulations

a. The responsibilities and duties of drivers of motor vehicles on campus include, but are not limited to the following:
    1. Obeying all state and local laws regarding the operation of motor vehicles in addition to these regulations.
    2. Observing the maximum speed limit posted on campus.
    3. Exercising reasonable care under all circumstances and avoiding reckless driving of any kind.
    4. Obeying all traffic signs.
    5. Yielding right of way to all pedestrians at all times.
    6. Reporting all traffic accidents occurring on campus which involves injury to persons or property to the school's President or his/her designee.
    7. Refraining from littering from a vehicle.

b. The school does not assume any responsibility for the security of or loss or damage to any vehicle or its contents while on campus.

3. Penalties for Violations of Traffic and Parking Regulations

a. The school may set and impose fines for violations of traffic and parking regulations.

b. As required by state law, a maximum fee of $200.00 shall be imposed for unauthorized parking in a space designated for use by those with disabilities.
c. Violators may also be subject to disciplinary action in accordance with the system wide Rule 0240-2-3.02 governing student conduct and disciplinary sanctions.
d. A citation for any traffic or parking violation may be appealed to the President or designee in accordance with procedures established by the College.

Dress Code

All students should dress and groom themselves as they would if they were working in business or industry. All students may be required to purchase certain prescribed clothing, such as shop suits, pants, shirts, aprons, ties, etc., suitable for his/her particular training area. Inappropriate dress may be noted by administration as needed. **In addition, name badges must be worn at all times.**

NOTE: Some classes, such as Allied Health programs, may have additional dress code requirements. Consult the Instructors for further information.

Tobacco Use Policy

Smoking: On October 1, 2007 the Non-Smoker Protection Act took effect prohibiting smoking in all enclosed public places within the State of Tennessee. The Tennessee College of Applied Technology Hartsville prohibits all persons from smoking within 20 feet of any entrance into the school. Smoking is permitted during lunch and breaks, but taking time to smoke shall not interfere with the daily schedule or TCAT Hartsville policy and shall not infringe upon the rights of non-smokers nor be permitted in an area that will present a safety hazard. Cigarette butt receptacles are provided, and all persons are expected to properly dispose of their cigarette butts. Designated outdoor areas have been provided for smoking; smoking outside any of the designated smoking areas is prohibited.

This policy applies to all forms of tobacco products including, but not limited to, cigarettes; pipes; cigars; chewing tobacco and snuff; tobaccoless snuff; as well as, vaping; smokeless electronic cigarettes; and other similar devices. Violations for use in non-designated areas will result in the following: 1st time – written warning; 2nd time – one day suspension; 3rd time – termination. All persons are expected to properly dispose of smokeless tobacco and tobaccoless snuff; improper disposal is litter which violates the student conduct policy.

Designated areas:

Hartsville – gazebo to the east of the Administration Building; courtyard between Administration Building and Right Shop Wing; Wilson County Campus – gazebo to the north of the Administration wing; Tri-County Extension Campus – not permitted.

Food Policy

The stated TERMS AND CONDITIONS shall apply:

- Re-sealable drink containers are permitted in the classroom at instructor's discretion.
- Food and drink may be consumed in the classroom during scheduled lunch break at instructor's direction.
- After lunch, all food containers must be removed from the classroom and deposited properly in the appropriate receptacles located outside the classroom
- All approved fund-raising events involving the sale of food must be held in the Student Break room or outdoors

Traditionally, the last day of each term has been a day of classroom/lab clean up and fellowship that includes eating together. An exception to the above is granted for these end-of-term activities. Regarding the end-of-term activities, the stated TERMS AND CONDITIONS shall apply:

- Each class is responsible for bagging and sealing all garbage and depositing it properly in the appropriate receptacles located outside the classroom
- All food and drinks remaining after the parties are completed should be removed from the campus before faculty and students leave for the break

Each faculty member shall have authority to modify the food and drink policy to be more limiting in his or her classroom. The classroom policy is non-negotiable by student. A copy of the stated classroom policy must be filed in the Office of Student Services. Faculty may change classroom policy at any time by submitting a revised policy in writing to both offices.

Housekeeping

All waste paper, cups, cigarette butts, and other refuse must be placed in receptacles, which are provided. Each student group will be responsible for keeping his/her shop area clean and orderly at all times. Salvageable materials should be separated from the waste as directed.

Telephone Calls

Students are not permitted to use the school phones except for emergencies. Students are discouraged from receiving calls unless an emergency warrants it. Cellular phone calls may be made, and text messages may be sent or received **ONLY** on a student's break and/or lunch. During class time, cellular phones **must be** turned off.

Books and Materials

All students are expected to purchase all necessary books and supplies. Any other items required for the course must be purchased within a reasonable length of time. Failure to purchase necessary supplies by the date specified by the instructor may result in suspension from the program. All items purchased by the student become that student's personal property and no refunds can be given on any item.

Students enrolling at TCAT Hartsville must provide the following items as required for their chosen area of training:

(1) Textbooks, workbooks, paper and pencils
(2) All parts and material used on personal projects
(3) Uniforms, safety glasses and other personal items as required by specific occupational areas

Bookstore Refund Policy

Tennessee Colleges of Applied Technology do not refund bookstore purchases. This includes any vouchers (certification, testing, et al.)

Tools and Equipment

Students are responsible for proper use and care of tools and equipment. Any tool lost or damaged will be reported by the student.

Attitude

Students are expected to develop proper work habits and to maintain a sincere, cooperative attitude at all times. Students who cannot conform to this regulation may be dismissed.

Work Ethics Program

The U.S. Department of Labor estimates that 80 percent of workers who lose their jobs do so not because of lack of occupational skills, but because of poor work ethics. The mission of technical education is to provide business and industry with trained workers who possess both strong occupational skills and good work habits.

Business and industry leaders have identified essential worker characteristics that should be taught and practiced in order to develop a viable and effective workforce. The ten worker characteristics traits are:

1. Attendance
2. Character
3. Teamwork
4. Appearance
5. Attitude
6. Productivity
7. Organizational Skills
8. Communication
9. Cooperation
10. Respect

TCAT Hartsville includes into each program curriculum lessons on all ten worker characteristics. Each student receives a work ethics grade which is reported on the student's transcript.

Three primary results of the Work Ethics Program make it a winning proposition for all concerned. These results are:

- Students begin employment with positive work ethic skills which enhance their value as employees.
- Instructors develop more motivated and attentive students.
- Employers acquire employees with desirable work habits.

Safety

Strict safety precautions will be observed and practiced at all times. No student will be permitted to use any machine or training equipment without permission from the instructor. Safety equipment, as provided by TCAT Hartsville or the student, must be worn at all times when prescribed by the instructor.

General Safety Rules

Use of Tools and Equipment. Tools, equipment, or training apparatuses will not be used until instruction in safety practices have been given.

Habits of Cleanliness. Work areas are to be free of debris, tools, oil, water, etc. for the protection of the students and others.

Fire Extinguishers. Fire extinguishers are located in each program area.

Exits. Each shop area has at least two exits.

First Aid Station. First aid kits are located in each shop area and also in the administrative office.

Safety Habit. Safety habits will be developed and maintained for the benefit of the student as well as fellow students.

Cooperation. Safety programs will be observed at all times. Cooperation will be given with any safety programs developed.

Visitors

Visitors must have permission from the office to visit individuals or areas. Interested persons, of course, are encouraged to tour our facility. Visitors must wear safety equipment, which will be provided by TCAT Hartsville, whenever inspecting those areas where such safety equipment is appropriate. Visitors to program areas will be identified and will be escorted.

Selective Service Registration

All male students born in 1960 or later, who have attained the age of 18, **MUST** have proof of selective service registration before registering for classes at the Tennessee College of Applied Technology Hartsville. To register, visit www.sss.gov.

Student Insurance

Domestic students seeking to purchase health care coverage should visit www.TBRstudentHIX.com. Note that for the TCAT Accident Plan, the student may either select an Accident specific plan under Optional Coverages or some of the student health insurance plans include an accident provision. Students should shop both ways to see what rates/coverages work best for their individual circumstances.

International students should see Student Services for student insurance information.

Voter Registration Forms

Voter Registration can be completed at http://govotetn.com/ for student's registration to vote in special, gubernatorial, primary, or Presidential elections. This must be completed, and mailed no later than 120 days prior to the voter registration deadline.

Inclement Weather Policy

The Tennessee College of Applied Technology Hartsville will normally remain open as scheduled regardless of weather conditions. The Tennessee College of Applied Technology Hartsville will offer classes on a regular schedule unless weather conditions are extremely severe area-wide. When in doubt, students are urged to use their own judgment regarding attendance. **Decisions regarding cancellation of classes are independent of other local school systems.** Closure of Trousdale County Schools does **not** automatically warrant closure of TCAT Hartsville. TCAT Hartsville will attempt to notify local television broadcasting networks of any cancellation of classes. Please note that radio/TV stations customarily announce school closings and **do not ordinarily announce that a school is open.**

Two-Hour Delayed Openings: In the event that inclement weather suggests we open Tennessee College of Applied Technology Hartsville on a two-hour delay, the announcement will be made via the local news station, student alert system, school website, and Facebook. Students and faculty should use caution and not endanger their lives or safety by attempting to reach the campus when local conditions prohibit safe travel. **Should the college undergo a two-hour delay, students will be required to make up the hours of closing prior to the end of the term. The scheduled time will be announced by the President.**

Closures: In the event inclement weather suggests we close TCAT Hartsville for the day, the announcement will be made on local television or radio. If there is any doubt as whether TCAT Hartsville will be opened or closed on a given day, call TCAT Hartsville to verify the status. **Should the college close, students will be required to make up the hours of closing prior to the end of the term. A scheduled day will be announced by the President.**

Canceling Classes

The cancellation of classes at this TCAT is a rare occurrence. Classes are occasionally cancelled during the winter due to bad weather, but are always made up before that particular term ends. Due to the open-entry, open-exit type of operation and the individualized instruction format, this causes no difficulty, and very little delay, to the completion of a student's program.

Closing Programs

Since all of the programs at Tennessee College of Applied Technology Hartsville are being offered due to the established needs of area business and industry, it is expected that few programs will ever need to be closed. However, should it be discovered that the need for a particular program no longer exists, Tennessee Board of Regents procedures for phasing out a program will be put into effect. Any student in a program that might be closed is given the opportunity to complete prior to closing or transferring to another program.

A program might be phased-out or terminated if: (a) the placement rate is low in jobs trained for or in related jobs (below 50% for two consecutive years); (b) the student demand is below desired standard (below an annualized FTE of 10 students); (c) there is a high attrition rate and/or low rate of completers. Detailed procedures may be obtained by contacting TCAT Hartsville.

Student Conduct

Institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution-controlled property.

Individual or organizational misconduct which is subject to disciplinary sanction shall include, but not be limited to, the following examples:

1. Conduct dangerous to others
2. Hazing (Public Chapter 500)
3. Disorderly conduct
4. Obstruction of or interference with institutional activities or facilities
5. Misuse of or damage to property
6. Theft, misappropriation, or unauthorized sale
7. Misuse of documents or identification cards
8. Firearms and other dangerous weapons brought onto State property
9. Explosives, fireworks, and flammable materials
10. Alcoholic beverages
11. Drugs
12. Gambling
13. Financial irresponsibility
14. Unacceptable conduct in hearings
15. Failure to cooperate with institutional officials
16. Violation of general rules and regulations
17. Attempts and aiding and abetting the commission of offenses
18. Violations of state or federal laws
19. Litter
20. Public Intoxication
21. Drug Paraphernalia
22. Academic Misconduct, Plagiarism, Cheating, Fabrication, or Facilitating of Such Act. For purposes of this section, the following definitions apply:
    1. Plagiarism. The adoption or reproduction of ideas, words, statements, images or works of another person as one's own without proper acknowledgment.
    2. Cheating. Using or attempting to use unauthorized materials, information or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
    3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
    4. Facilitation. Helping or attempting to help another to violate a provision of the institutional code of academic misconduct.
23. Pornography
24. Sexual Misconduct

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on institutionally or school owned, leased, or otherwise controlled property, or which occurs off-campus when the conduct impairs, interferes with or obstructs any institutional or school activity or the missions, processes and functions of the institution or TCAT Hartsville. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus, which poses a substantial threat to persons or property within the institutional or school community.

For the purpose of these regulations, a "student" shall mean any person who is registered for study in any institution or school governed by the Tennessee Board of Regents for any academic period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the school.

Acceptable Use of Lab Facilities and School Equipment
General Principles:

The guiding principle of these policies is to ensure equal access to information systems lab equipment while ensuring the safety and well-being of all personnel participating in this course/institution. While you are at this training facility, it is your responsibility to demonstrate respect for every individual's right to privacy and to treat the training equipment and the facility with the proper care. In addition, you must obey all laws pertaining to intellectual materials.

Use Guidelines:

1. Resources may only be used for authorized purposes.

2. Protect your user ID and system from unauthorized use. You are responsible for all activities conducted with your user ID or that originate from your system.

    - Access only information that is your own, that is publicly available, or to which you have been given authorized access.

    - Use only legal versions of copyrighted software in compliance with vendor's license requirements.

    - Be considerate in your use of shared resources. Refrain from monopolizing systems or overloading networks with excessive data, degrading services. Do not waste computer time, connect time, disk space, printer paper, manuals, or other resources.

    - You may ***not*** use another person's system, user ID, or password without permission.

    - You may ***not*** use computer programs to decode passwords or access control information except in assigned lab activities limited to laboratory equipment, ***not*** on networks outside the immediate lab area, such as the school's network.

    - You may ***not*** circumvent or attempt to circumvent workstation or network security

measures. Exceptions may be made by the instructor for certain assigned lab activities conducted under direct instructor supervision.

- You may ***not*** engage in any activity that might harm equipment or release a virus into the system or workstation unless specifically directed to do so by the instructor.

- You may ***not*** alter or modify any hardware, software, or data on any system except under the direct supervision of the instructor.

- You may ***not*** use any school equipment or software for commercial, political, or religious purposes.

- You may ***not*** make illegal copies of software. Copying software materials is only permitted as part of a lab activity under direct supervision of the instructor.

- You may ***not*** use e-mail for circulating hate mail, pornographic material, political or religious materials, or to transfer intellectual properties from the lab area to another location.

- You may ***not*** use any school equipment to harass another person.

- You may ***not*** access or attempt to access any school records, memos, passwords, or documents.

- You may ***not*** use another person's name when using e-mail.

- You may ***not*** download music, audio, video, or graphic materials unless it is part of a lab activity under the direct supervision of the instructor.

- You may ***not*** sell or give someone else access to the network or workstation by providing them with a copy of your user ID and/or password.

- You may ***not*** use equipment to produce or attempt to produce forged documents or currency of any kind.

- You may ***not*** use equipment to alter any documents or currency.

- In general, you may ***not*** engage in any activity not authorized by the school or instructor. When in doubt, or when considering an act that does not comply with the general principles outlined above, check with the instructor.

Enforcement:

The school considers any violation of *Acceptable Use of Lab Facilities and School Equipment* policy a very serious offense. The school reserves the right to inspect any computer, computer files, disk, storage devices, printed materials, etc. Theft of personal information or intellectual materials and deliberate damage are serious offenses. Some cases of accidental damage resulting from poor judgment will also be considered serious. Actions for violations may not be limited solely to the school. Some violations may be turned over to law-enforcement authorities. All types of criminal acts will be reported to law enforcement authorities.

GRADUATION AND PLACEMENT INFORMATION

2016 - 2017 Year

Tennessee College of Applied Technology Hartsville

September 1, 2016 through August 31, 2017

		AM	AOT and ON LINE	ADV Man	CIT	CIT Lebanon	C.N.A.	MAINT	MTT	MTT Lebanon	PN Sept	PN Jan.	Weld	Weld Lebanon
1	Beginning Enrollment	5	19	11	9	15	0	32	47	10	0	12	7	15
2	New Enrollees	21	29	9	18	15	25	44	31	16	33	25	24	5
3	Cumulative Enrollment	26	48	20	27	30	25	76	78	26	33	37	31	20
4	Still Enrolled	9	16	11	10	16	0	21	23	17	0	17	7	4
5	Non-Graduate Completers	5	2	1	3	3	0	15	3	2	2	2	1	0
6	Graduate Completers	6	27	5	8	8	23	29	48	5	19	12	18	12
7	Total Completers	11	29	6	11	11	23	44	51	7	21	14	19	12
8	Non-Graduate Completers Employed in Positions Related	5	2	1	3	3	0	15	3	2	2	2	1	0
9	Graduate Completers Employed in Positions Related	5	24	5	4	6	22	28	42	4	14	12	14	9
10	Total Graduate Completers Employed in Positions Related	10	26	6	7	9	22	43	45	6	16	14	15	9
11	Graduate Completers Employed in Positions Unrelated to Field	0	2	0	3	0	0	0	6	0	0	0	3	2
12	Graduate Completers Waiting to Take Licensure	0	0	0	0	0	0	0	0	0	2	0	0	0
13	Graduate Completers Who Took Licensure	0	0	0	0	0	0	0	0	0	17	12	0	0
14	Graduate Completers Who Passed Licensure	0	0	0	0	0	0	0	0	0	17	12	0	0
15	Graduate Completers Unavailable for Employment	0	0	0	0	1	0	1	0	0	0	0	0	0
16	Graduate Completers Who Refused Employment	1	1	0	1	1	0	0	0	1	0	0	0	0
17	Graduate Completers Seeking Employment / Status Unknown	0	0	0	0	0	1	0	0	0	3	0	1	1
18	Withdrawals	6	3	3	6	3	2	11	4	2	12	6	5	4
19	Sum of #12, #15, and #16	1	1	0	1	2	0	1	0	1	2	0	0	0
20	Graduate Completers Minus Waiting to Take Licensure, Unavailable for Employment and Refused Employment	5	26	5	7	6	23	28	48	4	17	12	18	12
21	Total Completers Minus Waiting to Take Licensure, Unavailable for Employment, and Refused Employment	10	28	6	10	9	23	43	51	6	19	14	19	12
22	Graduation Rate	35.3%	84.4%	55.6%	47.1%	57.1%	92.0%	52.7%	87.3%	55.6%	57.6%	60.0%	75.0%	75.0%
23	Total Completion Rate	64.7%	90.6%	66.7%	64.7%	78.6%	92.0%	80.0%	92.7%	77.8%	63.6%	70.0%	79.2%	75.0%
24	Graduate Placement Rate	100.0%	92.3%	100.0%	57.1%	100.0%	95.7%	100.0%	87.5%	100.0%	82.4%	100.0%	77.8%	75.0%
25	Total Placement Rate	100.0%	92.9%	100.0%	70.0%	100.0%	95.7%	100.0%	88.2%	100.0%	84.2%	100.0%	78.9%	75.0%
26	Licensure Pass Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A
	Estimated Cost of Books and Supplies	$390	$1,043	$991	$1,500	$1,500	$550	$2,500	$1,100	$1,100	$2,200	$2,200	$500	$500

Cost of Tuition and Fees for 2017 - 20178 Year is $1,246 per term (1,246 x 3 = $3,738)

As of December 2, 2017

Financial Assistance

The Federal Government has made available financial assistance for those students who cannot afford to pay for all or part of the cost of higher education. There are three categories for classifying financial assistance: grants, work study, and interagency funds. The most common resources within these categories are the Federal Pell Grant, Federal Work Study, Federal Supplemental Educational Opportunity Grant, Tennessee Student Assistance Award, Wilder-Naifeh Technical Skills Grant, Tennessee Promise, Tennessee Reconnect, Veterans Assistance, Workforce Innovation and Opportunity Act (WIOA), and Vocational Rehabilitation. Information regarding available sources of financial aid and application requirements may be obtained from the Student Services Office.

The federally financed student assistance programs and TCAT Hartsville assume that a student and his/her parents have the primary obligation to finance the education of the student. The student is expected to use a portion of his/her own savings to assist in paying for his/her own education. When these responsibilities have been met, financial aid programs assist the student in meeting the remaining need.

A complete application includes but is not limited to a "need analysis" - Free Application for Federal Student Aid (FAFSA). You may also be asked to submit additional information and/or documents. All information necessary to complete your financial aid file must be submitted in a timely manner. Failure on your part to do so may result in denial of some or all types of financial aid assistance that you might have otherwise been eligible to receive.

The Tennessee College of Applied Technology Hartsville is aware of the growing concern among students about the cost of education – a concern so great that students can become discouraged. Financial aid is available to assist students to attend; because of financial aid many successful adults have been able to complete their educational goals. It is important to remember that you must apply early because some student aid programs have limited funding.

The Tennessee College of Applied Technology Hartsville offers a broad range of financial assistance to qualified students. Fair and equal consideration is given to applicants without regard to race, color, sex, national origin, religion, age or disability. To determine eligibility for financial assistance, the Financial Aid Office uses a federally-approved need analysis document – the Free Application for Federal Student Aid (FAFSA). This application provides the information needed to identify a family's expected contribution and your financial need.

Don't reject the idea of applying for financial aid because you think your family income may be too high. Factors such as family size and number of family members attending college are also considered in determining eligibility. A student may also inform the Financial Aid Office of "special circumstances" that we need to consider when reviewing your eligibility for financial assistance. **So apply, and do so early!!!!!**

For further information regarding federal aid/student loans, contact the Department of Education Student Loan Ombudsman at 1-877-557-2575.

Applying For Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Assistance with applications is available in the Student Services Office. If application for financial aid was made during the prior academic year, a Renewal Application may be completed. Be sure to include Tennessee College of Applied Technology Hartsville as a recipient of information when completing a FAFSA; our institutional code number is 013893. Applicants are expected to provide accurate and truthful information when applying for financial assistance.

Student Eligibility for Financial Aid

In order for a student to receive financial assistance from federal or state financial aid programs he/she must:

1. Be enrolled in an eligible program (at least half-time).
2. Be a U. S. citizen or an eligible non-citizen.
3. Show that he/she has financial need (completed "Need Analysis" form).
4. Not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by Title IV monies.
5. Be making satisfactory progress in accordance with policy.
6. Not be in default on a National Direct Student Loan, any Federal Student Loan, nor PLUS loan at the school he/she previously attended.
7. Not owe a refund on a Federal Pell Grant or a Federal Supplemental Educational Opportunity Grant.
8. Have a signed statement of registration compliance indicating either that he/she has registered with the Selective Service or that he/she is not required to register.
9. Have a signed statement of educational purpose (saying that the student will use the money only for expenses related to attending school).

10. Have a high school diploma or GED.
11. Have a processed Free Application for Federal Student Aid (FAFSA).

Award Notification

A financial aid award decision is made after receipt of all required documents. Tuition, fees, and books may be charged against a Pell Grant or Wilder-Naifeh Technical Skills Grant award. Tuition and fees may also be charged against the Tennessee Promise and/or Tennessee Reconnect. The awarding process generally does not begin until April prior to each award year.

If awarded, the student will receive an award letter. He/she will need to review the information, then sign and return the award letter to the Student Services Office. If the student is not eligible for financial assistance, a letter will be sent stating the reason.

Satisfactory Progress and Attendance for Financial Aid

1. To make satisfactory progress a student must:
    A. Complete 77% of cumulative scheduled hours (pace of completion)
    B. Must maintain a minimum passing grade of "C" as published by the institution
2. Satisfactory progress will be evaluated at the expected end of a student's payment period. If the student fails to make satisfactory progress, the student will be placed on financial aid warning for the next payment period. If the student fails to make satisfactory progress for the next payment period, financial aid will be suspended. There is no appeals process for financial aid satisfactory progress. In order to re-establish financial aid, a student must make satisfactory academic progress at the next evaluation date.
3. Transfer Credit – Students who receive credit for hours completed for previous education (other institutions, life experience, work credit, dual enrollment, etc.) will have their program length reduced. These transfer hours will not be included in cumulative grade average or pace of completion.
4. Repeats (Repeating after program completion) – Any student who completes an entire clock hour program and later re-enrolls to take that same program again or to take another program may be paid for repeating coursework regardless of the amount of time between completion of the first program and beginning the same program or another program.
5. Withdrawals – will not impact a student's satisfactory academic progress unless they return after 180 days.

    Re-entry within 180 days – A student who withdraws from a clock hour or credit hour non-term program and re-enters within 180 days is considered to remain in the same payment period when he/she returns and, subject to conditions imposed by the Department of Education, is eligible to receive FSA funds for which he/she was eligible prior to withdrawal, including funds that were returned under R2T4 rules.

    Re-entry after 180 days and transfer students - Generally, you must calculate new payment periods for a clock hour or credit hour non-term program for:

    - A student who withdraws and then re-enters the same program at the same institution after 180 days, or
    - A student who withdraws from a program and then enrolls in a new program at the same institution, or at another institution *within any time period.*

Loss of Financial Aid Eligibility

Students who have been determined to be in default on a prior student loan, or who owe a refund of a grant or any other school funds, will not be eligible for financial aid until they are determined to be in good standing. Students who do not maintain satisfactory progress and attendance as stated in the Catalog and Student Handbook may lose his/her financial aid eligibility, either on a probationary or permanent basis.

Disbursement of Checks

Excess financial aid checks for Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Tennessee Student Assistance Award, or Wilder-Naifeh Technical Skills Grant will be disbursed on a timely basis as student progresses through the program. Late enrollment will delay disbursement of checks. Proper identification is required before releasing checks.

Overpayments

An overpayment is any amount of Title IV aid received that is greater than a student is entitled to receive. This may occur, for example when awards or disbursements are made incorrectly, when a student reports incorrect information on his/her financial aid application(s), or when a student withdraws from school before completing the term. Any information, which the Financial Aid Administrator discovers is incorrect, must be corrected according to the procedures outlined in the Federal Regulations.

Changes of Program for Financial Aid Recipients

A student may make two (2) program changes and still be eligible to receive financial aid. At each program change, the student will establish a new time frame for completion of that program.

Financial Aid for Transfer Students

If a student transfers from one school to another, the awarded financial aid does not automatically transfer as well. To continue receiving aid at the new school, check with the Coordinator of Student Services to learn what programs are available and what steps must be taken. If receiving federal student aid and decide to transfer, the original school must notify NSLDS (National Student Loan Data System) according to Federal regulations.

If granted a Federal Pell Grant, a student must obtain a duplicate of the Student Aid Report (SAR) to submit to the new school's Coordinator of Student Services. If granted a Federal Student Loan, check with your lender to be certain the loan will be continued at the new school. If granted a Federal Supplemental Educational Opportunity Grant or a Federal Work-Study job, check with the Financial Aid Administrator at the new school for the availability of funds from these programs.

Return of Title IV Funds Policy

This federal legislative policy regarding a student's federal financial aid became effective October 7, 2000. Simply stated, this policy is used to determine what percentage of financial aid a student has earned during his/her enrollment if he/she chooses to terminate from the Tennessee College of Applied Technology Hartsville. Worksheets are completed by the Financial Aid Officer upon notification of a student's termination. The worksheet calculation determines whether the terminated student is due a post-withdrawal disbursement or a repayment is due to Title IV funds by the student. In either case, the student is notified in writing within set time frames; disbursement or student repayment must follow.

The attendance requirement at Tennessee College of Applied Technology Hartsville is a necessary consideration when calculating the funds due to Title IV by the student or the funds due to the student from Title IV. The Return of Title IV Funds Policy is a result of a student terminating before the term ends. Therefore, if a student fails to meet the satisfactory attendance policy (complete 90.3% of the scheduled hours for which the student enrolled) and satisfactory academic progress, the student is placed on financial aid warning. Satisfactory progress must be re-established in order to receive further financial aid disbursements. Of course, the attendance requirement is not applicable if a student terminates before the term ends due to graduation.

Receiving Financial Aid – Rights and Responsibilities

Student Rights…You have the **right to ask** the school:

- The names of its accrediting and licensing organizations;
- About its programs; its instruction, laboratory, and other facilities;
- Cost of attendance and the policy on refunds to students who terminate;
- What financial assistance is available, including information on all federal, state, local, private, and institutional financial programs;
- The procedures and deadlines for submitting applications on each available financial aid program;
- How it selects financial aid recipients;
- How it determines your financial need. This process includes how costs for tuition and fees, transportation, books and supplies, and personal and miscellaneous expenses are considered in calculating your need (such as parental contribution, other financial aid sources and/or awards, etc.)
- To explain each type and amount of assistance in your financial aid package;
- To reconsider your financial aid package if you believe a mistake has been made, or if your enrollment or financial circumstances have changed;
- How the school determines whether you are making satisfactory progress and what happens if you are not;
- What special facilities and services are available to the handicapped.

Student Responsibilities… It is **your responsibility** to:

- Review and consider all information about a school's program before you enroll;
- Pay attention to your application for student financial aid, complete it accurately, and submit it on time to the appropriate agency. Errors can prevent or delay your receiving aid;
- Know and comply with all deadlines for applying and re-applying for aid;

- Provide all documentation, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application;
- Notify the school of any information that has changed since you applied for financial aid;
- Read, understand, and keep copies of all forms you are asked to sign;
- Notify the school of a change in your name, address, or attendance status;
- Understand overpayments and the consequences;
- Understand the school's refund policy;
- Inform the Financial Aid Office of any grant, scholarship, or loan awarded to you by a source other than the Tennessee College of Applied Technology Hartsville Financial Aid Office;
- Maintain satisfactory progress for financial aid purposes. Recipients are expected to enroll as full-time students unless prior arrangements have been made with the Financial Aid Office;
- Re-apply for Federal Student Aid each year. Your financial aid award is made on an annual basis. New applications are available in January for the award year beginning the following July.

Various Financial Aid Programs

Non-repayable awards that are extended to students to use for educationally related expenses are termed **grants**. Basis for these awards is an established financial need.

1. Federal Pell Grant: This program makes funds available to eligible students attending approved post-secondary institutions; students must be enrolled in an eligible program within that institution. Students who have a four-year college degree are not eligible for this grant. The Federal Pell Grant is to be used as a base for all needy students who apply for financial assistance through TCAT Hartsville.

2. Federal Supplemental Educational Opportunity Grant (FSEOG): Students who exhibit financial need, who without the grant would be unable to continue his/her education, are eligible for this grant. A percentage match is made by the institution as well. A recipient should be enrolled on a full-time basis in an eligible program. Students who have a four-year college degree are not eligible for this federally funded program. Those students with the most need will receive priority for awards.

3. Federal Work-Study Program (FWSP): This program is funded federally and institutionally matched on a percentage basis. FWSP provides jobs for students who have great financial need and who must earn a part of their educational expenses. A student may apply if enrolled in an eligible program at TCAT Hartsville on a full-time basis. Availability is contingent on federal funding.

4. Workforce Innovation and Opportunity Act (WIOA): WIOA is a program to help prepare economically disadvantaged and unemployed people for the labor force. Funding for the WIOA program is provided by federal and state sources. For more information, contact the Student Services Office at TCAT Hartsville or a representative of the WIOA program in your county.

5. Tennessee Opportunity Programs, Inc. (TOPS): TOPS is a program that can benefit the seasonal farm worker and his/her family while attending a TCAT. This program can help with books and tuition as well as a stipend for attendance. For additional information, contact the Student Services Office or Amy Lockhart at (931) 473-2721.

6. Tennessee Student Assistance Award (TSAA): This state program awards non-repayable financial assistance to needy undergraduate students who are residents of Tennessee and enrolled in post-secondary education. The award is based on the amount of tuition and mandatory fees charged by the post-secondary institution for the academic year. Eligibility requirements are: (1) be a resident of Tennessee, (2) be accepted or enrolled as an undergraduate student, (3) be in need of financial assistance, and (4) submit a Free Application for Federal Student Aid (FAFSA). Those students with the most need will receive priority for awards.

7. Veterans Administration (GI Bill/VA Rehab.): Students who may qualify for assistance through the Veterans Administration due to active service or due to a parent, who is a disabled veteran, should contact the Financial Aid Office at TCAT Hartsville or the Veterans Administration at 1-800-827-1000 for further information.

8. Vocational Rehabilitation: Students who have impairment may be eligible for assistance through this state administered program. Students should contact the local Vocational Rehabilitation office to arrange an interview.

9. Wilder-Naifeh Technical Skills Grant (WNTSG): Part of the Tennessee Education Lottery Scholarship program for Tennessee residents that attend a TCAT.

10. Tennessee Promise: Beginning with the high school graduating class of 2015, Tennessee Students may be eligible to receive a last dollar scholarship for tuition only. Additional information on Tennessee Promise can be found at www.tnpromise.gov.

11. Tennessee Reconnect: Beginning July 1, 2015, independent adults, as defined by FAFSA, may be eligible for a last dollar scholarship for tuition only. Additional information on Tennessee Reconnect can be found at www.tnreconnect.gov.

12. Outside Aid Sources: There are other federal and state agencies that provide financial assistance or benefits to students. Financial assistance that you may receive from other sources includes scholarships, employee fee waivers, dependent tuition discounts, and any other assistance. All outside aid sources must be considered in determining eligibility for financial assistance.

Change of Status Procedure

An institution may allow a change from full-time to part-time status within the same term only when there are documented medical or personal reasons. Such medical or personal reasons shall include, but not be limited to, illness of the student, illness or death of an immediate family member, extreme financial hardship of the student or student's immediate family, or other extraordinary circumstances beyond the student's control where continued full-time attendance by the student creates a substantial hardship.

A change of status could be an increase or decrease in scheduled hours to attend. If approved, the amount of any financial award being received may be adjusted based on the revised scheduled hours for the term. In the event the Coordinator of Student Services denies a change of status, the student has a right to appeal (see Institutional Review Panel policy).

Appeal and Exception Process

The Institutional Review Panel (IRP) is established for the purpose of hearing appeals from decisions denying or revoking applicants' Wilder-Naifeh awards.
The following items are allowed for appeals:

1. Denial of Change of Status
2. Denial of a Leave of Absence request
3. Denial of Reinstatement of Eligibility after a Change in Grade
4. Denial of Reinstatement of Eligibility after the Grade for an Incomplete Course is reported

The IRP will be designated by the institution administrator and may be composed, but not limited to, the following: two faculty members, two students, one administrator, and one support staff. An alternate will be designated for any IRP member who is personally involved in a particular case or is otherwise unable to attend. No eligible institution official rendering a decision to deny or revoke a Wilder-Naifeh award shall participate in the appeal process.

IRP Appeals Process and Timeline

Any student wishing to appeal to the IRP must provide a written appeal within five (5) calendar days of notification of denial.

The IRP may review the student's appeal without a hearing and shall make a determination no later than fourteen (14) calendar days after the student properly files an appeal.

The IRP shall render a written decision no later than seven (7) calendar days after considering an appeal, except for urgent circumstances.

Appeals of IRP's Decision

A student seeking an appeal of a decision rendered by the IRP shall request in writing an appeal outlining the basis for the appeal with the Tennessee Student Assistance Corporation TELS Award Appeals Panel within fourteen (14) calendar days from the date the decision was delivered to the student.

Tennessee Student Assistance Corporation
TELS Award Appeals Panel
404 James Robertson Parkway, Suite 1950
Nashville, TN 37243

Leave of Absence

For rare and unusual circumstances, a student may request a leave of absence (LOA) to continue eligibility for WNTSG. A LOA may be approved for documented medical or personal reasons, such as serious extended illness of the student, serious extended illness or death of an immediate family member, extreme financial hardship of the student or the student's immediate family, or other extraordinary circumstances that are beyond the student's control where continued enrollment creates a substantial hardship.

A student must submit a written request in advance for a leave of absence unless an unforeseen circumstance prevents the student from doing so. The student's signed and dated request must include the reason for the request, beginning and ending dates of the leave, and supporting documentation.

The student will be readmitted as space is available upon completion of the LOA.

An approved LOA will be treated as a withdrawal for all financial aid programs other than the WNTSG. This may cause other awards to be recalculated and in some cases a Return of Title IV funds calculation may be necessary.

A leave of absence will not be granted for less than 9% of the student's scheduled hours or longer than the scheduled hours remaining in the term at the time of the leave.

If the student's request for a leave of absence is denied, the student may appeal the decision to the Institutional Review Panel (IRP).

Military Mobilization of Eligible Students

Members of the United States Armed Services, National Guard, of Armed Forces Reserves receiving a Wilder-Naifeh Technical Skills Grant who are mobilized for active duty during a term that is already in progress shall be granted a personal leave of absence and shall not have their Wilder-Naifeh Technical Skills Grant eligibility negatively impacted. The hours attempted during the term will not be taken into consideration for purposes of satisfactory progress for determining future Wilder-Naifeh Technical Skills Grant eligibility.

The student's Wilder-Naifeh Technical Skills Grant eligibility will resume as if no break in enrollment has occurred as long as the student re-enrolls within one year following their return from the mobilization.

A student whose spouse, child, or parent is mobilized for active duty may also request a personal leave of absence. The same provisions as above will apply in these situations. The student must provide the Student Services Office a copy of their military orders and complete a Leave of Absence request form.

For all other financial aid programs, including Title IV and Veterans Education Benefits, the LOA will be treated as a withdrawal. Accordingly, awards will be recalculated and in some cases, a Return of Title IV calculation may be necessary.

Summary

Remember, any commitment of governmental funds (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Wilder-Naifeh Technical Skills Grant, Tennessee Promise, Tennessee Reconnect, Tennessee Student Assistance Awards) is contingent upon Congressional appropriations and subsequent receipt of those funds by Tennessee College of Applied Technology Hartsville.

APPLICATION PROCESS/REQUIREMENTS
CHECK LIST

Name (please print) _____ Name of Program _____

*Before an enrollment application can officially be placed on a waiting list, the following requirements **must** be met:*

Please check as each requirement has been completed. Once all of the requirements have been checked off, return all requested items to the Student Services office and the application will officially be placed on the waiting list.

- ☐ Complete application
- ☐ Provided proof of required immunizations – MMR and Varicella (chicken pox) - See enclosed forms
- ☐ Proof of High School Education
- ☐ Photo ID
- ☐ Financial Aid Application (FAFSA) has been completed (verification also complete if applicable) or a waiver signed by the student that he/she does not want to apply (School Code: 013893)
- ☐ If "male" and between the ages of 18 and 26, I am providing documentation that I have registered with Selective Service. Please visit www.sss.gov if you do not have your registration card. If not required to register or not registered, list your reason: _____
- ☐ Met with Student Services representative and discussed the cost of attendance (tuition/books/supplies), available financial aid, and the course outline/description
- ☐ Met with the instructor and received information regarding the curriculum, grading policy, prior year's completion and placement rate, placement potential, description of job, and average salary

All requirements are complete and your application will now be placed on the official waiting list.

SS Signature _____ *Date Signed* _____

CC: Prospective Student, Student Services

Effective: May 1, 2012 ***Form Revised 1/2017***

Program Offerings
Main Campus - Hartsville, TN

ADMINISTRATIVE OFFICE TECHNOLOGY

DIPLOMA
Accounting Assistant ..... 1296 hrs.
Administrative Assistant ..... 1296 hrs.
Medical Administrative Assistant ..... 1296 hrs.

CERTIFICATE
Administrative Support Specialist ..... 864 hrs.
General Office Assistant ..... 432 hrs.

Certificate levels of completion are exit points and are awarded at the discretion of the instructor.

The mission of the Administrative Office Technology program is to provide technical instruction and training in the field of business with the opportunity to build knowledge, skills, and attitudes that are essential for successful entry-level employment.

The Administrative Office Technology curriculum develops the knowledge, skills, and attitudes office professionals need to secure good jobs and to succeed in the office of the 21st Century. Our curriculum reflects state-of-the-art office technology and promotes the use of computers and other current business technologies.

Students have the opportunity to work and experience extensive "hands-on" training with modern office equipment and computer software. Each phase of the program has been carefully structured so that every student may reach the maximum skill level regardless of whether or not the student has had prior office training or experience.

Depending upon the course of study chosen, courses may include: Learning Strategies, Professional Development, Introduction to Computers, Keyboarding and Document Processing, Business Math and Personal Finance, Office Procedures, Business Communications, Employability Skills, Accounting, Payroll, Advanced Telecommunications, Customer Service Relations Management and Ethics, Public Communication, Collections Management, Customer Service Technology Trends, Medical Terminology, Medical Ethics, Medical Office Procedures, and Medical Transcription.

AUTOMOTIVE TECHNOLOGY

DIPLOMA
Automotive Technician – General Line .....2160 hrs.

CERTIFICATE
Automotive Service Technician ..... 1728 hrs.
Automotive Technician Apprentice .....864 hrs.
Brake & Chassis Technician. ..... 432 hrs.

All students must complete Safety and Orientation for a total of 60 hours.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor.

The mission of the Automotive Technology program is to provide the opportunity to build knowledge and skills through ASE-based technical instruction and training, so students may gain entry-level employment in the automotive field. Students will prepare to test for Automotive Service Excellence certifications.

Technological developments in the modern automobile require that the skilled technician have the knowledge and ability to accurately diagnose and locate problems, then take proper corrective action. The course is designed to prepare students for entry into the automotive repair field with a sound foundation of basic technical knowledge and skill. The course includes instruction in the theory and operation of four-cycle gasoline engines, engine performance, electrical/electronic systems, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, and heating and air conditioning.

The objective of this course is to provide the individual student with a thorough understanding of the methods of servicing and repairing automotive vehicles. Each unit of study is approached by starting with the basic theory involved. Then, actual hands-on service of lab vehicles using factory approved methods of maintenance and repair. The student receives a high degree of individualized instruction to make them as knowledgeable as possible in the use of tools, special

equipment, technical manuals, computerized service equipment, service specifications, diagnosis and methods of repair. Written performance tests are given to record the individual student's progress.

Students are encouraged to take the ASE (Automotive Service Excellence) test in each area. The successful completion of the test certifies that person as an automotive technician in the area tested.

NURSING ASSISTANT

CERTIFICATE
Nursing Assistant ..... 120 hrs.

This program prepares students to enter health-care facilities, such as hospitals, private duty services, physicians offices, and schools in our five-county service area and the surrounding area.

The course content includes basic nursing skills, patient personal care and hygiene, communication and interpersonal interaction, ethical and legal responsibilities in the work setting, infection control methods, safety measures, rehabilitation and restorative care, and patient mental health needs. Upon successful completion of the course and attendance of 120 clock hours, the student is eligible to sit for the State of Tennessee's Nurse Aide Test to become a Certified Nurse Assistant (CNA).

COMPUTER INFORMATION TECHNOLOGY

DIPLOMA
Information Technology Systems Coordinator ..... 2160 hrs.
Information Technology System Support Specialist ..... 1728 hrs.
Information Technology Security Specialist ..... 1296 hrs.

CERTIFICATE
Information Technology Network Support Specialist ... 1080 hrs.
Technical Support Specialist ..... 642 hrs.
Personal Computer Operator ..... 216 hrs.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor.

The mission of the Computer Information Technology program is to provide the opportunity to build knowledge and skills through technical instruction and training, so that students may gain entry-level employment in a computer-related field. Students will prepare to test for industry-standard certifications.

The Computer Information Technology program focuses on business relevant computer training in an on-the-job type of environment. Computer hardware and software skills are built quickly, using state-of-the-art equipment and hands-on training techniques. Students are guided by instructors experienced in product usage and effective teaching practices. Realizing that adult students learn best by doing, computer concepts and functions are taught and the students are offered opportunities to apply what they have learned.

Students are first introduced to computer concepts and literacy, then advance to software applications and operating systems. Today's computer world is ever changing, and networking multiple computers together continues to be an ever increasing part of that change.

This broad-based training in software applications, computer networking and hardware setup and maintenance help to achieve successful job placement after course completion.

INDUSTRIAL MAINTENANCE/MECHATRONICS

DIPLOMA
Industrial Automation Technician .....2160 hrs.
Industrial Mechanical Maintenance Technician .....1728 hrs.
Industrial Maintenance Technician .....1296 hrs.

CERTIFICATE
Programmable Logic Controllers .....1296 hrs.
Industrial Maintenance Helper ..... 864 hrs.
Preventative Maintenance .....432 hrs.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor. A diploma is awarded upon successful completion.

The mission of the Industrial Maintenance/Mechatronics program is to provide the opportunity to build knowledge and skills through technical instruction and training, so students may gain entry-level employment in the Industrial Maintenance field.

The Industrial Maintenance/Mechatronics program is designed to develop proficiency in multiple skill areas to fill industry demand for mechanical and electrical/electronic industrial maintenance personnel. Students receive practical instruction and guidance in individually paced study and skill practice in each area.

Areas of study and skill development include:

- Mechanical Maintenance
- Hydraulics
- Pneumatics
- Basic Electricity

- Electric Motor Control
- Intro to PLCs
- PLCs
- Intro to Robotics
- Advanced PLCs and Robotics
- Mechatronics Automation

MACHINE TOOL TECHNOLOGY

DIPLOMA
Machinist I ..... 1728 hrs.
General Machinist ..... 1296 hrs.

CERTIFICATE
Machine Set-Up Operator ..... 864 hrs.
Production Machine Operator ..... 432 hrs.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor.

The mission of the Machine Tool Technology program is to provide the opportunity to build the knowledge, skills and attitudes that are essential for successful entry-level employment in the machining field through technical instruction and training.

The exciting field of machine tool technology provides the opportunity for crafting metal through the use of knowledge and hands-on experience. A high degree of mechanical aptitude and a desire to learn makes this career an excellent choice. NIMS Certification is available in different areas.

This program is designed to provide the technical instruction and skill development for the student to become gainfully employed in the machining field. Most instruction is given on an individual basis, thus allowing the student to progress at his/her own pace. The instruction includes both theory and hands-on experience.

Units of Study:

- Practical Safety
- Mathematical Concepts
- Engineering Drawings
- Measure/Inspect
- Conventional Machining
- Mfg. Materials and Processes
- Lathe Competency
- Mill Competency
- Advanced Machining
- Advanced CNC

PRACTICAL NURSING

DIPLOMA
Practical Nursing ..... 1296 hrs.

CERTIFICATE
Nursing Aid .....432 hrs.

The mission of the Practical Nursing Program is to prepare individuals for successful mastery of the competencies required of the practical nurse and for successful completion of the national licensure exam leading to licensure as a Licensed Practical Nurse.

Education of the practical nurse is characterized by its emphasis on clinical – practical experiences necessary to meet common nursing problems. The curriculum is based on concepts from the biological and behavioral sciences in a planned sequence of correlated theory and clinical experience. This is achieved through selected learning experiences progressing from simple to complex. These experiences are provided in order to offer the practical nurse student the opportunity to develop knowledge, skills and attitudes that are essential for the practice of practical nursing and for providing the foundation for continuing personal and professional growth and development.

The Practical Nursing Program is a 12-month diploma program, which consists of a combination of classroom, laboratory, and clinical experiences. These experiences expose the student to the wide variety of tasks and responsibilities required of today's practical nurse. Upon completion of the program, the student is prepared to take the State Board of Nursing Exam, and may upon passing become a Licensed Practical Nurse.

Education is an ongoing process of learning. Each individual is afforded the realization of his/her potential in a changing society enabling him/her to become progressively self-directed and self-disciplined.

Areas of study include:

- Vocational Relationships
- Basic Science and Anatomy
- Nutrition and Diet Therapy
- Nursing Principles and Skills
- Pharmacology and Administration of Medications
- Medical Surgical Nursing
- Geriatric Nursing
- Psychiatric Nursing and Mental Health Concepts
- Maternal Child Nursing
- Pediatric Nursing
- Advanced Vocational Relationships

WELDING TECHNOLOGY

DIPLOMA
Combination Welder ..... 1296 hrs.

CERTIFICATE
Gas Tungsten Arc Welder ..... 1296 hrs.
Gas Metal Arc Welder ..... 864 hrs.
Shielded Metal Arc Welder ..... 432 hrs.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor.

The mission of the Welding Technology program is to give the student the necessary classroom instruction and practical work experience needed for entry-level employment in the welding field.

Basic practical experience is gained by shop practice, student projects, and certain repair work. Oral, written and performance tests are given to measure the student's proficiencies. Most instruction is given on an individual basis, thus allowing the student to progress at his/her own pace.

Welding is a multi-faceted craft and each area of the state has specific processes and skills needed for their industry base. Instructors concentrate on specific area needs, and prepare students with the skills and knowledge necessary to succeed in any area of welding.

Units of Study:

- Technology Foundations
- Introduction, Shop Orientation, Safety
- Cutting Processes
- Plasma Arc Cutting
- Shielded Metal Arc Basic and Advanced
- Mild Steel Pipe
- Welding Theory
- Gas Metal Arc Welding
- Oxy-Acetylene Welding
- Blueprint Theory
- Gas Tungsten Arc Welding
- Stainless Steel Plate
- Aluminum Plate
- Stainless Steel Pipe

TECHNOLOGY FOUNDATIONS

The mission of Technology Foundations is the development of essential **reading, mathematics,** and **locating information skills.** Basic workplace skills required for potential advancement in a technical field are also developed. Related Studies emphasizes the advanced skills of algebra, geometry, and trigonometry applicable to relevant program areas. The two programs are intended to complement coursework in each occupational area providing the additional technical instruction and skill development to help each student become gainfully employed in his/her chosen field.

Technology Foundations emphasizes the basic skills of reading, mathematics, and locating information. Soon after enrollment, new students are assessed in these three areas. Assessment is done via computer, using a program known as **CareerReady 101**, a Computer Managed Instructional (CMI) system. If it is determined that a person needs assistance in any of these three areas, the student will schedule time in the Technology Foundations classroom to review these areas. Typically, students spend approximately six (6) hours per week until he/she can demonstrate proficiency, at the specified levels, in these subjects.

The **CareerReady 101** instructional program is a full-hosted Internet and print-based curriculum system composed of both multi-media and audio components which will provide remedial and developmental program instruction, employability and communication skills training to students enrolled in our colleges. Unlike Technology Foundations, the primary delivery system of Related Studies is the more conventional textbook approach. It provides a comprehensive learning system for common skills required by all jobs, based on ACT's WorkKeys employment system.

Several of our technology programs require more advanced mathematics than Technology Foundations can conveniently offer. Many concepts and skills taught in Advanced Manufacturing, Industrial Maintenance/Mechatronics, and Machine Tool Technology are augmented by an understanding or algebra, geometry, and even trigonometry.

Tennessee College of Applied Technology Hartsville STAFF

Administration
Mae W. Perry ..... President
Jonathan Smallwood ..... Assistant Director
Annette Bohanan ..... Coord./Student Services
Lou Ann Hall .....Coord./Allied Health
Kevin Harrison .....Academic Affairs / Community Relations

Support Staff
Susan McDonald .....Administrative Support Associate
Deborah Gregory ..... Administrative Support Associate
Sandy Toney ..... Administrative Support Associate
Kandra Hire.....Academic Support Associate
Bruce West . .....Facilities Support Associate

Instructors

Angie Anderson.....Administrative Office Technology

Sheila Anderson .....Technology Foundations

William Butrum.....Machine Tool Technology

Rodger Gregory ..... Automotive Technology

Melvgn Luhrs..... Practical Nursing

David Malmin..... Computer Information Technology

Clyde Mansfield ..... Welding Technology

Randy Ragland .....Machine Tool Technology

Earl Scruggs..... Practical Nursing

FACULTY/STAFF CREDENTIALS

Mae W. Perry .....President
A. S. Business and Commerce (1989)
Volunteer State Community College
B. A. Management of Human Resources (1993)
Trevecca Nazarene University
M.Ed. Curriculum & Instruction /Adult Ed. (1997)
Tennessee State University

Jonathan Smallwood .....Assistant Director
B. S. Business Administration/Accounting (2002)
Tennessee Technological University
M.B. A. (2008)
Tennessee Technological University

Annette Bohanan .....Coord./Student Services
B. A. Management-Human Relations (2002)
Trevecca Nazarene University

Lou Ann Hall ..... Coord./Allied Health
B. S. Nursing (2013)
Middle Tennessee State University
Advanced Cardiac Life Support (2015)
American Heart Association
Neonatal Respiratory (2016)
American Heart Association

Kevin Harrison ..... Coord./Academic Affairs
B. S. Business Education (1993)
Middle Tennessee State University, 1993

Deborah Gregory .. Administrative Support Associate
Diploma (1978)
Macon County High School
A. A. S. (2008)
Volunteer State Community College

Kandra Hire ..... Academic Support Associate
Diploma (2007)
Red Boiling Springs High School

Susan McDonald .... Administrative Support Associate
Diploma (1983)
Trousdale County High School

Volunteer State Community College

Bruce West..... Facility Support Associate
Diploma (1974)
Westmoreland High School

Angie Anderson..... Administrative Office Technology
B. S. Business Management and Administration (2009)
Western Kentucky University

Sheila Anderson ..... Technology Foundations
B. S. in Mathematics (1987)
Tennessee Technological University

William Butrum..... Machine Tool Technology
Diploma (1987)
Macon County High School
Certificate Tool and Die Maker (1998)
United States Department of Labor

Rodger Gregory ..... Automotive Technology
A. S. E. Certification - Master Mechanic
Diploma (2000)
Tennessee College of Applied Technology Livingston

David Malmin..... Computer Information Technology
Diploma (2014)
Tennessee College of Applied Technology Hartsville
Certifications
CompTIA A+, CompTIA Security + & CompTIA Network

Clyde Mansfield.....Welding Technology
General Equivalency Diploma
Trousdale County High School, 1986

Earl Scruggs ..... Pracitcal Nursing
A. S. Nursing (2006)
Western Kentucky University, 2006
Certification in Basic Life Support, Advanced Cardiac Life Support

Tri-County Extension Campus
Red Boiling Springs, TN

Eligibility Requirements

Students must be enrolled in the 10th, 11th, or 12th grade at an eligible high school. Students in the 11th and 12th grades will be given preference, and students in the 10th grade will be admitted based on space availability. Students will be expected to comply with Selective Service regulations.

Enrollment Procedures

Prospective students should contact his/her counselor for program availability. Once approval from the home school is given, student will then complete all necessary enrollment paperwork for the Tennessee College of Applied Technology Hartsville. Paperwork will be provided to the student on his/her first day at the Tri-County Extension Campus. The student will have five school days to complete and return the paperwork. **If not returned within five days the student will remain at the home school.**

Program Transfers

Students will be allowed to transfer between programs within the first 5 days of school **only**. Exceptions to the 5 day limit are made when there are conflicts in the classroom. To obtain a transfer, clear it through the Coordinator of Student Services. If a student transfers one time, he/she will not be permitted to transfer again. A Transfer Request form is required.

Dual Enrollment Grant Procedures

All juniors and seniors admitted will be required to complete the Dual Enrollment Grant Application online at: https://egrands.guarantorsolutions.com/scholarshipapps/ .

This application should be completed within the first 5 days after enrollment. Students without internet access should contact the counselor at his/her home school or the Coordinator of Student Services at the Tri County Extension Campus for assistance. A new application will be completed each term. Students receiving the Dual Enrollment Grant will be expected to maintain an 80.5 average each term in his/her technical program.

Under U.S. Department of Education rules, hours earned at the secondary level will count toward the total number of hours a student can receive federal financial aid at the postsecondary level.

Time for Time

The Tennessee College of Applied Technology Hartsville Tri-County Extension Campus **does not** participate in Time for Time.

Dress Code

Dually enrolled students should follow the dress code of his/her home school which should include but not be limited to the following: No spaghetti straps, no tank tops, no bare midriffs and no shorts. Appropriate footwear based on the program area is required
NOTE: Some classes, such as Allied Health programs, may have additional dress code requirements. Consult the Instructors for further information.

Tobacco Use Policy

Dually enrolled students will be expected to follow the Tobacco Use Policy of his/her home school.

Student Progress

Evaluations are recorded for each student at the end of a period of instruction that comprises a term.

Secondary students must maintain a "C" or better average based on the scale below for the period of instruction to receive credit from the Tennessee College of Applied Technology Hartsville.

Those evaluations include the following scale of progress:

A 94-100
B 87-93
C 80-86
D 73-79
F 0-72

Secondary students must maintain a "D" or better average based on the scale below to receive credit from his/her high school. Failure to do so will result in suspension at the end of the term. Reentry into training, for any student so suspended, must be approved by the President.

A.....94-100
B.....87-93
C.....80-86
D.....73-79
F ..... 72 and below

Progress reports, attendance records, and work evaluations are kept on each student and are filed in the Student Services Office, along with such information that may be pertinent to successful employment.

The grade report will reflect each student's progress in the following categories:

Skill Proficiency
Related Information

NOTE: Some classes, such as Allied Health programs, may have different grading procedures. Consult the Instructors for these procedures.

Attendance Policy

The nature of the program at TCAT Hartsville is such that it is necessary for every student to attend regularly. Too many interruptions due to absences will have an adverse effect on student progress.

Dually enrolled students will be expected to follow the attendance policy of his/her high school.

AUTOMOTIVE TECHNOLOGY
(Secondary Students Only)

DIPLOMA
Automotive Technician – General Line ..... 2160 hrs.

CERTIFICATE
Automotive Service Technician ..... 1728 hrs.
Automotive Technician Apprentice ..... .864 hrs.
Brake & Chassis Technician..... 432 hrs.

All students must complete Safety and Orientation for a total of 60 hours.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor.

The mission of the Automotive Technology program is to provide the opportunity to build knowledge and skills through ASE-based technical instruction and training, so students may gain entry-level employment in the automotive field. Students will prepare to test for Automotive Service Excellence certifications.

Technological developments in the modern automobile require that the skilled technician have the knowledge and ability to accurately diagnose and locate problems, then take proper corrective action. The course is designed to prepare students for entry into the automotive repair field with a sound foundation of basic technical knowledge and skill. The course includes instruction in the theory and operation of four-cycle gasoline engines, engine performance, electrical/electronic systems, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, and heating and air conditioning.

The objective of this course is to provide the individual student with a thorough understanding of the methods of servicing and repairing automotive vehicles. Each unit of study is approached by starting with the basic theory involved. Then, actual hands-on service of lab vehicles using factory approved methods of maintenance and repair. The student receives a high degree of individualized instruction to make them as knowledgeable as possible in the use of tools, special equipment, technical manuals, computerized service equipment, service specifications, diagnosis and methods of repair. Written performance tests are given to record the individual student's progress.

Students are encouraged to take the ASE (Automotive Service Excellence) test in each area. The successful completion of the test certifies that person as an automotive technician in the area tested.

Building Construction Technology
(Secondary Students Only)

DIPLOMA
General Construction ..... 2160 hrs.

CERTIFICATE
Plumber Helper..... 1728 hrs.
Carpenter.....864 hrs.
Carpenter Helper ..... 432 hrs.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor.

The mission of the General Building Trades program is to provide the opportunity to build knowledge, skills, and attitudes that are essential for successful entry-level employment in the construction trades through technical instruction and training.

The General Building Trades program provides the student with the fundamentals of carpentry, residential electrical wiring, residential plumbing, and block and brick laying. Instruction methods include classroom lecture, audiovisual presentation, and extensive live work projects on actual construction projects.

Units of study include:

- Tools and Materials
- Masonry Skills
- Rough Carpentry
- Exterior Finish
- Interior Finish
- Mechanical Systems I
- Mechanical Systems II
- Related Skills

COSMETOLOGY
(Secondary Students Only)

DIPLOMA
Cosmetologist ..... 1500 hrs.

CERTIFICATE
Shampoo Technician ..... 300 hrs.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor.

The mission of the Cosmetology program is to provide the opportunity to build knowledge, skills, and attitudes that are essential for successful entry-level employment in this field through technical instruction and training.

The classroom and practical learning experiences are concerned with a variety of beauty treatments which may include the care and beautification of the hair, complexion, and hands. The basic instruction includes training in giving shampoos, rinses, and scalp treatment; hair styling, setting, cutting, tinting, bleaching, permanent waving; facials, manicures, and hand and arm massages.

The entire program is geared toward preparing students to receive a diploma from TCAT Hartsville and pass the Tennessee Board of Cosmetology Licensing Examination.

Units of study include:

- Orientation
- Technology Foundations
- Sterilization / Sanitation and Bacteriology
- Anatomy and Physiology
- Shampooing and Rinsing
- Hair Care and Scalp
- Hairdressing and Styling
- Manicuring and Pedicure
- Permanent Waving
- Hair Relaxer
- Hair Coloring / Bleaching / Toning
- Sculpture Nails
- Hair Structure and Chemistry
- Shop Ethics, Personality, and Salesmanship
- Hair Shaping
- Facials, Arching, Lash and Brow Tinting
- State Law

CULINARY ARTS
(Secondary Students Only)

CERTIFICATE
Culinary Arts Technician .....1,296 hrs.
Food Production Technician ..... 1,086 hrs.
Food Service Technician ..... 264 hrs.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor.

The mission of the Culinary Arts program is to provide the opportunity to build knowledge, skills, and attitudes that are essential for successful entry-level employment in the food service field through technical instruction and training.

This program is designed to meet the educational needs of individuals desiring to work as chefs and head cooks. Students are involved in food services, sanitation, food and safety, nutrition and menu planning, as well as administrative/personnel management. The program prepares graduates for articulation into a post-secondary curriculum. Expected employment options include full-service restaurants, limited-service eating places, and traveler accommodation.

Units of study include:

- Introduction to Food Service
- Food Service Safety & Sanitation
- Nutrition and Menu Planning
- Food Service Tools and Equipment
- Cooking Technology

- Recipe Interpretation
- Cooking Methods
- Cold Foods
- Hot Foods
- Baking Skills
- Pastry Skills
- Food Service Cost Control, Purchasing and Inventory
- Table and Beverage Service
- Marketing and the Menu
- Accounting Practices
- Customer Service

HEALTH SCIENCE
(Secondary Students Only)

CERTIFICATE
Certified Nurse Technician..... 120 hrs.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor.

The mission of the Health Science program is to provide the opportunity to build the knowledge, skills, and attitudes that are essential for successful entry-level employment in the allied health field through technical instruction and training.

The Health Science program is designed to provide students with adequate knowledge of health care careers and supply competent trained workers from high school for entrance into post-secondary health care programs. It will recognize health care needs and provide students with updated information on new and innovative technology in health care. Successful completion of the Health Science program prepares students to apply for post-secondary programs.

Units of study include:

- Nursing Education
- Nursing Education Clinical
- Medical Therapeutics
- Anatomy and Physiology
- Health Science

INDUSTRIAL MAINTENANCE/MECHATRONICS
(Secondary Students Only)

DIPLOMA
Industrial Automation Technician..... 2160 hrs.
Industrial Mechanical Maintenance Technician .... 1728 hrs.
Industrial Maintenance Technician..... 1296 hrs.

CERTIFICATE
Programmable Logic Controllers .....1296 hrs.
Industrial Maintenance Helper..... 864 hrs.
Preventative Maintenance .....432 hrs.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor. A diploma is awarded upon successful completion..

The mission of the Industrial Maintenance/Mechatronics program is to provide the opportunity to build knowledge and skills through technical instruction and training, so students may gain entry-level employment in the Industrial Maintenance field.

The Industrial Maintenance/Mechatronics program is designed to develop proficiency in multiple skill areas to fill industry demand for mechanical and electrical/electronic industrial maintenance personnel. Students receive practical instruction and guidance in individually paced study and skill practice in each area.

Areas of study and skill development include:

- Mechanical Maintenance
- Hydraulics
- Pneumatics
- Basic Electricity
- Electric Motor Control
- Intro to PLCs
- PLCs
- Intro to Robotics
- Advanced PLCs and Robotics
- Mechatronics Automation

MACHINE TOOL TECHNOLOGY
(Secondary Students Only)

DIPLOMA
Machinist I .....1728 hrs.
General Machinist ..... 1296 hrs.

CERTIFICATE
Machine Set-Up Operator ..... 864 hrs.
Production Machine Operator ..... 432 hrs.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor.

The mission of the Machine Tool Technology program is to provide the opportunity to build the knowledge, skills and attitudes that are essential for successful entry-level employment in the machining field through technical instruction and training.

The exciting field of machine tool technology provides the opportunity for crafting metal through the use of knowledge and hands-on experience. A high degree of mechanical aptitude and a desire to learn makes this career an excellent choice.

This program is designed to provide the technical instruction and skill development for the student to become gainfully employed in the machining field. Most instruction is given on an individual basis, thus allowing the student to progress at his/her own pace. The instruction includes both theory and hands-on experience.

Units of Study:

- Practical Safety
- Mathematical Concepts
- Engineering Drawings
- Measure/Inspect
- Conventional Machining
- Mfg. Materials and Processes
- Lathe Competency
- Mill Competency
- Advanced Machining
- Advanced CNC

WELDING TECHNOLOGY
(Secondary Students Only)

DIPLOMA
Combination Welder ..... 1296 hrs.

CERTIFICATE
Gas Tungsten Arc Welder ..... 1296 hrs.
Gas Metal Arc Welder ..... 864 hrs.
Shielded Metal Arc Welder ..... 432 hrs.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor.

The mission of the Welding Technology program is to give the student the necessary classroom instruction and practical work experience needed for entry-level employment in the welding field.

Basic practical experience is gained by shop practice, student projects, and certain repair work. Oral, written and performance tests are given to measure the student's proficiencies. Most instruction is given on an individual basis, thus allowing the student to progress at his/her own pace.

Welding is a multi-faceted craft and each area of the state has specific processes and skills needed for their industry base. Instructors concentrate on specific area needs, and prepare students with the skills and knowledge necessary to succeed in any area of welding.

Units of Study:

- Technology Foundations
- Introduction, Shop Orientation, Safety
- Cutting Processes
- Plasma Arc Cutting
- Shielded Metal Arc Basic and Advanced
- Mild Steel Pipe
- Welding Theory
- Gas Metal Arc Welding
- Oxy-Acetylene Welding
- Blueprint Theory
- Gas Tungsten Arc Welding
- Stainless Steel Plate
- Aluminum Plate
- Stainless Steel Pipe

Tennessee College of Applied Technology Hartsville

Tri-County Extension Campus

STAFF

Administration

Mae W. Perry ..... President

Jonathan Smallwood ..... Assistant Director

Jason Coons..... Campus Coordinator

Support Staff

Karlene Gass..... Administrative Support Associate

Instructors

Martina Bias ..... Culinary Arts

Ed Bridwell .....Automotive Technology

Kelvin Davis ..... General Building Trades

Justin Delk ..... Industrial Maintenance / Mechatronics

Melinda Green ..... Cosmetology

Leann Gregory.....Health Science

Jon Hesson . ..... Machine Tool Technology

David Porter . ..... Welding Technology

FACULTY / STAFF CREDENTIALS

Jason Coons ..... Campus Coordinator – TCEC
Ed.S. instructional Leadership (2006)
Tennessee Technological University

Karlene Gass .....Administrative Support Associate
Diploma (1992)
Macon County High School
Master of Arts, Psychology (1997)
Middle Tennessee State University

Martina Bias .....Culinary Arts
B.S. Human Ecology (2009)
Tennessee Technological University

Ed Bridwell ..... Automotive Technology
Diploma (1981)
Nashville Auto Diesel College

Kelvin Davis..... General Building Trades – TCEC
Diploma (1987)
Macon County High School

Justin Delk .....Industrial Maintenance / Mechatronics
Associate of Applied Science Electrical Engineering Technology
Nashville State Community College, 2013

Melinda Green ..... Cosmetology – TCEC
Diploma (1981)
Red Boiling Springs High School
Cosmetology (1981)
Tri-County Vocational School

Leann Gregory ..... Health Science
Associate of Science Nursing
Western Kentucky University, 2012

Jonathan Hesson ..... Machine Tool Technology – TCEC
Diploma (1989)
Macon County High School
Apprentice Occupational Educ. License (2007)
Tennessee Department of Education

David Porter .....Welding Technology – TCEC
Diploma (1978)
Red Boiling Springs High School
Apprentice Occupational Educ. License (1998)
Tennessee Department of Education

Trousdale County High School
Hartsville, TN

HEALTH SCIENCE
(Secondary Students Only)

CERTIFICATE
Certified Nurse Assistant ..... 120 hrs.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor.

The mission of the Health Science program is to provide the opportunity to build the knowledge, skills, and attitudes that are essential for successful entry-level employment in the allied health field through technical instruction and training.

The Health Science program is designed to provide students with adequate knowledge of health care careers and supply competent trained workers from high school for entrance into post-secondary health care programs. It will recognize health care needs and provide students with updated information on new and innovative technology in health care. Successful completion of the Health Science program prepares students to apply for post-secondary programs.

Units of study include:

- Nursing Education
- Nursing Education Clinical
- Medical Therapeutics
- Anatomy and Physiology
- Health Science

INDUSTRIAL MAINTENANCE/MECHATRONICS
(Secondary Students Only)

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor. A diploma is awarded upon successful completion.

The mission of the Industrial Maintenance/Mechatronics program is to provide the opportunity to build knowledge and skills through technical instruction and training, so students may gain entry-level employment in the Industrial Maintenance field.

The Industrial Maintenance/Mechatronics program is designed to develop proficiency in multiple skill areas to fill industry demand for mechanical and electrical/electronic industrial maintenance personnel. Students receive practical instruction and guidance in individually paced study and skill practice in each area.

Areas of study and skill development include:

- Mechanical Maintenance
- Hydraulics
- Pneumatics
- Basic Electricity
- Electric Motor Control
- Intro to PLCs
- PLCs
- Intro to Robotics
- Advanced PLCs and Robotics
- Mechatronics Automation

FACULTY/STAFF CREDENTIALS

Martin Denton .....Industrial Maintenance / Mechatronics
B.S. Computer Engineering Technology
Middle Tennessee State University, 1997

Valerie Towns ..... Health Science/Practical Nursing
B. S. Nursing (1997)
Cumberland University

Tennessee College of Applied Technology
Wilson County
Lebanon, TN

ADVANCED MANUFACTURING

DIPLOMA

Robotics Automation Technician ..... 2160 hrs.
Manufacturing Technician ..... 1728 hrs.
Process Technician ..... 1296 hrs.

CERTIFICATE

Mechanical Maintenance Assistant ..... 864 hrs.
Proactive Maintenance ..... 432 hrs.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor.

The mission of the Advanced Manufacturing program is to help students develop the breadth and depth of technical skills they need to excel in technical support roles.

The Advanced Manufacturing program offers some of the highest paying and most satisfying career opportunities available today, such as manufacturing operators, maintenance technicians, quality control specialists, scientists, process control engineers, pharmaceutical professionals, and many more.

Manufacturers today are rapidly innovating the way things are made, creating new manufacturing techniques and scrambling to make sure our workforce has the skills needed to fill the jobs. This new approach requires a staff with advanced computer skills and specialized training to produce goods more efficiently on these new super automated factory floors.

Multiple skills training enables students to have knowledge in several areas and does not limit them to one field of expertise. This is intended to enhance his or her value to the employer.

The student who completes this course will meet the requirements for an entry level position.

NURSING ASSISTANT

CERTIFICATE

Nursing Assistant ..... 120 hrs.

This program prepares students to enter health-care facilities, such as hospitals, private duty services, physicians offices, and schools in our five-county service area and the surrounding area.

The course content includes basic nursing skills, patient personal care and hygiene, communication and interpersonal interaction, ethical and legal responsibilities in the work setting, infection control methods, safety measures, rehabilitation and restorative care, and patient mental health needs. Upon successful completion of the course and attendance of 120 clock hours, the student is eligible to sit for the State of Tennessee's Nurse Aide Test to become a Certified Nurse Assistant (CNA).

COMPUTER INFORMATION TECHNOLOGY

DIPLOMA

Information Technology Systems Coordinator ..... 2160 hrs.
Information Technology System Support Specialist ..... 1728 hrs.
Information Technology Security Specialist ..... 1296 hrs.

CERTIFICATE

Information Technology Network Support Specialist .... 1080 hrs.
Technical Support Specialist ..... 642 hrs.
Personal Computer Operator .....216 hrs.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor.

The mission of the Computer Information Technology program is to provide the opportunity to build knowledge and skills through technical instruction and training, so that students may gain entry-level employment in a computer-related field. Students will prepare to test for industry-standard certifications.

The Computer Information Technology program focuses on business relevant computer training in an on-the-job type of environment. Computer hardware and software skills are built quickly, using state-of-the-art equipment and hands-on training techniques. Students are guided by instructors experienced in product usage and effective teaching practices. Realizing that adult students learn best by doing, computer concepts and functions are taught and the students are offered opportunities to apply what they have learned.

Students are first introduced to computer concepts and literacy, then advance to software applications and operating systems. Today's computer world is ever changing, and networking multiple computers together continues to be an ever increasing part of that change.

This broad-based training in software applications, computer networking and hardware setup and maintenance help to achieve successful job placement after course completion.

MACHINE TOOL TECHNOLOGY

DIPLOMA
Machinist I ..... 1728 hrs.
General Machinist ..... 1296 hrs.

CERTIFICATE
Machine Set-Up Operator ..... 864 hrs.
Production Machine Operator ..... 432 hrs.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor.

The mission of the Machine Tool Technology program is to provide the opportunity to build the knowledge, skills and attitudes that are essential for successful entry-level employment in the machining field through technical instruction and training.
The exciting field of machine tool technology provides the opportunity for crafting metal through the use of knowledge and hands-on experience. A high degree of mechanical aptitude and a desire to learn makes this career an excellent choice. NIMS Certification is available in different areas.

This program is designed to provide the technical instruction and skill development for the student to become gainfully employed in the machining field. Most instruction is given on an individual basis, thus allowing the student to progress at his/her own pace. The instruction includes both theory and hands-on experience.

Units of Study:

- Practical Safety
- Mathematical Concepts
- Engineering Drawings
- Measure/Inspect
- Conventional Machining
- Mfg. Materials and Processes
- Lathe Competency
- Mill Competency
- Advanced Machining
- Advanced CNC

PRACTICAL NURSING

DIPLOMA
Practical Nursing ..... 1296 hrs.

CERTIFICATE
Nursing Assistant ..... 432 hrs.

The mission of the Practical Nursing Program is to prepare individuals for successful mastery of the competencies required of the practical nurse and for successful completion of the national licensure exam leading to licensure as a Licensed Practical Nurse.

Education of the practical nurse is characterized by its emphasis on clinical – practical experiences necessary to meet common nursing problems. The curriculum is based on concepts from the biological and behavioral sciences in a planned sequence of correlated theory and clinical experience. This is achieved through selected learning experiences progressing from simple to complex. These experiences are provided in order to offer the practical nurse student the opportunity to develop knowledge, skills and attitudes that are essential for the practice of practical nursing and for providing the foundation for continuing personal and professional growth and development.

The Practical Nursing Program is a 12-month diploma program, which consists of a combination of classroom, laboratory, and clinical experiences. These experiences expose the student to the wide variety of tasks and responsibilities required of today's practical nurse. Upon completion of the program, the student is prepared to take the State Board of Nursing Exam, and may upon passing become a Licensed Practical Nurse.

Education is an ongoing process of learning. Each individual is afforded the realization of his/her potential in a changing society enabling him/her to become progressively self-directed and self-disciplined.

Areas of study include:
- Vocational Relationships
- Basic Science and Anatomy
- Nutrition and Diet Therapy
- Nursing Principles and Skills
- Pharmacology and Administration of Medications
- Medical Surgical Nursing
- Geriatric Nursing
- Psychiatric Nursing and Mental Health Concepts
- Maternal Child Nursing
- Pediatric Nursing
- Advanced Vocational Relationships

WELDING TECHNOLOGY

DIPLOMA
Combination Welder ..... 1296 hrs.

CERTIFICATE
Gas Tungsten Arc Welder .....1296 hrs.
Gas Metal Arc Welder.....864 hrs.
Shielded Metal Arc Welder.....432 hrs.

Certificate levels of completion are exit points of less than full competency and are awarded at the discretion of the instructor.

The mission of the Welding Technology program is to give the

student the necessary classroom instruction and practical work experience needed for entry-level employment in the welding field.

Basic practical experience is gained by shop practice, student projects, and certain repair work. Oral, written and performance tests are given to measure the student's proficiencies. Most instruction is given on an individual basis, thus allowing the student to progress at his/her own pace.

Welding is a multi-faceted craft and each area of the state has specific processes and skills needed for their industry base. Instructors concentrate on specific area needs, and prepare students with the skills and knowledge necessary to succeed in any area of welding.

Units of Study:

- Technology Foundations
- Introduction, Shop Orientation, Safety
- Cutting Processes
- Plasma Arc Cutting
- Shielded Metal Arc Basic and Advanced
- Mild Steel Pipe
- Welding Theory
- Gas Metal Arc Welding
- Oxy-Acetylene Welding
- Blueprint Theory
- Gas Tungsten Arc Welding
- Stainless Steel Plate
- Aluminum Plate
- Stainless Steel Pipe

TECHNOLOGY FOUNDATIONS

The mission of Technology Foundations is the development of essential **reading, mathematics,** and **locating information skills.** Basic workplace skills required for potential advancement in a technical field are also developed. Related Studies emphasizes the advanced skills of algebra, geometry, and trigonometry applicable to relevant program areas. The two programs are intended to complement coursework in each occupational area providing the additional technical instruction and skill development to help each student become gainfully employed in his/her chosen field.

Technology Foundations emphasizes the basic skills of reading, mathematics, and locating information. Soon after enrollment, new students are assessed in these three areas. Assessment is done via computer, using a program known as **CareerReady 101**, a Computer Managed Instructional (CMI) system. If it is determined that a person needs assistance in any of these three areas, the student will schedule time in the Technology Foundations classroom to review these areas. Typically, students spend approximately six (6) hours per week until he/she can demonstrate proficiency, at the specified levels, in these subjects.

The **CareerReady 101** instructional program is a full-hosted Internet and print-based curriculum system composed of both multi-media and audio components which will provide remedial and developmental program instruction, employability and communication skills training to students enrolled in our colleges. Unlike Technology Foundations, the primary delivery system of Related Studies is the more conventional textbook approach. It provides a comprehensive learning system for common skills required by all jobs, based on ACT's WorkKeys employment system.

Several of our technology programs require more advanced mathematics than Technology Foundations can conveniently offer. Many concepts and skills taught in Advanced Manufacturing, Industrial Maintenance/Mechatronics, and Machine Tool Technology are augmented by an understanding or algebra, geometry, and even trigonometry.

FACULTY/STAFF CREDENTIALS

Barry Allen .....Welding Technology
Maplewood Vocational School, 1972

Matthew Gordon .....Computer Information Technology
A.A.S. Computer Networking Technology
Nashville State Community College, 2010

Tamera Gulley ..... Practical Nursing
Associate of Science Nursing
University of Tennessee, 1980

Ralph Reed .....Advanced Manufacturing
A.A.S. Electrical Engineering Technology
Nashville State Community College, 1979

Mike Russell ..... Practical Nursing
Bachelor of Science (General Science)
Middle Tennessee State University, 1971
Master of Arts in Clinical Psychology
Middle Tennessee State University, 1977
Associate of Science (Nursing)
Middle Tennessee State University, 1985
Intensive Care School
University of Tennessee, Nashville, 1989

Post-Secondary Institutions (TBR) Information and Regulations

Equal Opportunity is the Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following basis: Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and Against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 1998 (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with such a program or activity.

What to do if you believe you have experienced discrimination: If you think that you have been subjected to discrimination under a WIOA Title I financially assisted program or activity, **you may file a complaint within 180 days from the date of the alleged violation with either:**

U.S. Dept. of Labor
Civil Rights Center
200 Constitution Avenue NW
U.S. Dept. of Labor
Room N-4123
Washington, DC 20210

TN Dept. of Labor & Workforce Development
State EO Officer for WIOA
TN Dept. of Labor & Workforce Development
Nashville, TN 37245
(615) 741-1031 TDD (615) 532-2879

Recipient
EO Officer
UCHRA
3313 Williams Enterprise Drive
Cookeville, TN 38506
(931) 528-1127

J. Smallwood
Title VI Officer
TCAT Hartsville
716 McMurry Blvd E, Hartsville, TN 37074
(615) 374-2147
discrimination@tcathartsville.edu

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does not give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Tennessee Department of Labor and Workforce Development
E.O. Officer
For
Workforce Innovation and Opportunity Act
710 James Robertson Parkway
Nashville, TN 37243-0665
Telephone: (615) 741-3944
Fax: (615) 741-3003
TDD (615) 532-2879

EEO/AA Statement/Non-Discrimination Statement

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Eligibility and other terms and conditions of employment benefits at the Tennessee Board of Regents are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Tennessee Board of Regents (Tennessee College of Applied Technology Hartsville) affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the Tennessee Board of Regents.

Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the

Title VI officer at the appropriate TBR institution. Issues that pertain to the TBR System Office should be directed to Bobbie Porter, Director of Diversity and Equity, at 615-366-3929. Requests for accommodation of a disability, Section 504, should be directed to the Coordinator of Student Services at the College: A. Bohanan, 615 374-2147, annette.bohanan@tcathartsville.edu.

Further policy information may be obtained by contacting the Coordinator of Student Services, Tennessee College of Applied Technology Hartsville, Hartsville, TN 37074. Telephone: (615) 374-2147.

Public Law 93-380
Privacy Rights Act

The Tennessee College of Applied Technology Hartsville adheres to the guidelines developed by the Department of Health, Education, and Welfare regarding the privacy rights of parents and students. Access to official records is provided to students and authorized personnel as they relate to the student and limits dissemination of personal, identifiable information without the student's consent.

Family Educational Rights and Privacy Act (FERPA)
Buckley Amendment

The Tennessee College of Applied Technology Hartsville informs students of the Family Educational and Privacy Act of 1974, as amended. This act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidance for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act office concerning alleged failures by the institution to comply with the Act.

Institutional policy explains the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in TCAT Hartsville's Administrative office. This office is also the depository of all educational records maintained on students by the institution.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the office of the President or designee.

Institutional Security Information Program

Restrictions on Use of Information
The Tennessee College of Applied Technology Hartsville restricts access to nonpublic personal information about student and employee information to those employees, independent contracting agents, and other affiliated entitles or individuals who need to know that information to provide services to you. Their right to further disclose and use that information is limited by our employee conduct rules, applicable law, and disclosure Agreements were appropriate. The school maintains physical, electronic, nonpublic personal information.

Physical Security

- All storage areas and cabinets are locked when not in use.
- All documents containing sensitive information are destroyed in accordance with Tennessee Board of Regent's guidelines.
- School is protected by an electronic security system.
- Credit card machine – Master Session Encrypted by Nova.
- Security measures will be reviewed and tested annually.
- The school has no third party contracts. If a contract is entered into, the principal would have to adhere to Gramm-Leach Bliley Act.
- School will maintain a close inventory of school's computers.

Social Security Addendum

In accordance with the Privacy Act of 1974, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security numbers to the Office of Admissions is voluntary. Students who do not provide TCAT Hartsville with their Social Security numbers will be assigned special nine-digit numbers. This number or the Social Security Number will be used: (a) to identify such documents, grade reports, transcript requests, certification requests, and permanent academic records and (b) to determine eligibility, certify school attendance, and report student status. Students are notified, however, that only the Social Security number may be used as an identifier for grants, loans, and other financial aid programs according to federal regulations. The student's Social Security number will not be disclosed to individuals or agencies outside Tennessee College of Applied Technology Hartsville except in accordance with the institutional policy on student records.

Policy on Sex Discrimination

Students, parents, guardians of students, and employees of the TCAT Hartsville are hereby notified that TCAT Hartsville does not discriminate on the basis of sex and is required by Title IX of the Educational Amendments of 1972 not to discriminate on the basis of sex in its educational activities and employment practices.

Title IX complaints may be made to the J. Smallwood, 716 McMurry Blvd. East, Hartsville, TN 37074, (615) 374-2147, discrimination@tcathartsville.edu.

Sexual Harassment Statement

It is the policy of the Tennessee College of Applied Technology Hartsville that, pursuant to Title IX of the Educational Amendments of 1972 and regulations adopted pursuant thereto, any type of sexual harassment of students, applicants for enrollment, applicants for employment or employees shall not be condoned. Allegations of sexual harassment shall be affirmatively addressed in accordance with the "Grievance Procedures" as described later in the handbook. Possible sanctions for such sex offenses may include termination or suspension from school, referral for professional rehabilitation and/or counseling, or other appropriate disciplinary action.

Sexual assault is any unwanted sexual conduct or sexual attention committed by force, threats, bribes, manipulation, pressure, deception, entrapment, surprise, or violence. Sexual assault is usually physical, but can be verbal or emotional as well.

All employees and students should be aware that counseling services are available to anyone needing assistance.

All students are required to complete online Title IX training.

Title IX complaints may be made to the J. Smallwood, 716 McMurry Blvd. East, Hartsville, TN 37074, (615) 374-2147, discrimination@tcathartsville.edu.

Tennessee Sexual Assault Assistance Programs

Genesis House
P.O. Box 1180
Cookeville, TN 38503
(800) 707-5197

Sexual Assault Center
101 French Landing Drive
Nashville, TN 37228
(800) 879-1999

Sex Offender Directory

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes **employed, enrolls as a student or volunteers** at an institution of higher education in the State of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code, a "sexual offender" means a person who is, or has been, convicted in another state or another country, or in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. A "sexual offense" means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supersede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled or volunteering at the Tennessee College of Applied Technology Hartsville at the Student Services Office. Correspondence may be sent to the following address: Tennessee College of Applied Technology Hartsville, 716 McMurry Blvd. East, Hartsville, TN 37074. Information is also available on the TBI's website listing of sex offenders located on the internet at http://www.tbi.state.tn.us under "Sexual Offender Registry."

Due Process

Students have the same due process rights as employees. Internal complaints, charges or claims concerning matters of employment shall be handled through the established procedures at the institution, subject to approval by the President. In any case where the President makes a decision, which is adverse to the charge or claim of the person, the President shall advise the person of his/her right to appeal to the Chancellor within twenty (20) days of the President's decision.

Occupational Safety and Health Act

The Occupational Safety and Health Act, P. L. 9l-596 of l970, requires all persons to understand the safety and health requirements of their specific area of employment. Safety instruction is an integral part of the total instructional program and it becomes the student's responsibility to adhere to the safety and health requirements taught. In some areas of training, safety glasses, protective clothing and protective

footwear are required.

Health and Safety

TCAT Hartsville will keep on file a health record form on each student. This form gives information about his/her previous health record, name of family physician, and person to notify in case of emergency. Should the student become injured or ill, TCAT Hartsville will render immediate first aid. If necessary, we will send the student and someone to accompany the student to the emergency room or doctor of his/her choice. If the student is unable to move, we will call 911 and he/she will be transported via ambulance. All costs will be the responsibility of the student. The student should accept safety instruction as a part of the occupation for which he/she is being trained. The knowledge and practice of good safety will not only protect you but your fellow workers as well.

Each student must pass all safety tests with 100% accuracy prior to performing in the shop program.

Eye Safety Act

Safety should be a habit, an automatic reflex which becomes part of each person. Development of that habit depends upon the willingness of all instructors, students, and administrators to continue the acceptance and practice of safety instruction as a part of their school curriculum. You are, therefore, requested to comply not only with the letter of the law, but, the spirit as well.

In order to accomplish the implementation of sound safety practices, the following policies are effective at the Tennessee College of Applied Technology Hartsville.

Safety glasses will be worn in designated areas of all shops regardless of activity. The designated area shall be all parts of the shop except the office, tool room, restroom, and the area used in related study.

It will be primarily the responsibility of the instructor in charge of the class to insure compliance, but any instructor, the President, or any Administrator may issue a warning if they observe violations.

These policies are initiated to assure safe learning and working conditions for all concerned. The administrative procedures are intended to provide an organized approach to accomplish the goal we all desire. It is hoped that all instructors and students will accept them in the manner in which they are intended and will cooperate to the fullest extent of their ability for their successful implementation.

Safety and Security

The staff at Tennessee College of Applied Technology Hartsville is committed to preserving a safe and secure environment for students, faculty, staff and guests of the college. In accordance with the Tennessee College and University Security Information Act of 1989 and the Student Right-To-Know and Campus Security Act, the Tennessee College of Applied Technology Hartsville has prepared a report containing campus security policies and procedures, data on campus crimes and other related information. A copy of this report may be obtained in the Student Services office and is also contained in this Handbook.

While on campus, all students, faculty and staff are expected to assume reasonable responsibility for personal safety. By using common sense, safety practices such as walking in groups, reporting suspicious activities, keeping money, books and other personal items protected, locking car and office doors when leaving, wearing safety belts, observing speed limits and generally being alert to personal welfare will ensure personal safety on and off campus. Buildings layout and emergency exit plans are located on the back cover of the catalog.

Pursuant to the provisions of Tennessee Public Chapter No. 317, an act known and cited as the "College and University Security Information Act," the following information is available and will be provided to you upon request:

A. Annual crime statistics and crime rates for crimes occurring on campus as reported to and compiled by the Tennessee Bureau of Investigation for each of the most recent three (3) years.

B. Copies of Board of Regents policies and procedures on campus security may be obtained by contacting the President, Tennessee College of Applied Technology Hartsville, Hartsville, TN 37074. Telephone: (615) 374-2147.

Criminal Actions

In the event a criminal action occurs of any nature on campus, especially the following crimes: murder, rape, robbery, aggravated assault, burglary, drug abuse violations, and weapons possession, the person having knowledge of such action shall notify the President or Assistant Director immediately (students should notify their instructor who will notify the Administration) of the location, nature, and if known the person(s) involved in the criminal action.

The staff member having direct knowledge of a criminal act completes a “Criminal Incident Report” form. This form will be turned in to the TCAT Hartsville administration, which will take any action deemed necessary.

The administrator notified shall immediately check the validity of the report and if warranted, shall notify the local authorities for assistance. Statistics will be maintained annually of the

following criminal offenses reported: murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft. The number of arrests for liquor law violations, drug abuse violations and weapons possessions will also be maintained. These records will be maintained in the administrative office and will be available upon request by all current students and employees and to any applicant for employment or enrollment. You may also view this information at www.TCAThartsville.edu.

Campus Law Enforcement

The personnel at TCAT Hartsville have no law enforcement authority, as such, other than the legal authority of responsibility for campus security as part of the job responsibility. Their working relationship with the local police department is very good, and the police patrol the campus regularly. Local enforcement may be contacted at any time if needed. The state enforcement officers will be contacted at any time the need arises. All staff and students are requested to report any criminal activity to the proper Tennessee College of Applied Technology Hartsville's officials promptly and as accurately as possible. The local police will be notified immediately of any such occurrence.

Annual Security Report

In accordance with the Campus Security Act Public Law 101-542, as amended by the Higher Education Amendments of 1991, Public Law 101-26, and updated by amendments published June 30, 1995, and effective July 31, 1995, disclosure is made of the campus crime statistics on the following crimes:

Criminal Offenses Reported:

	2013-14	2014-15	2015-16
Murders	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0

Arrests for the following crimes occurring on campus:

	2013-14	2014-15	2015-16
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

All students will be informed of Tennessee College of Applied Technology Hartsville policies on Campus Crime & Safety Act Awareness upon enrollment in TCAT Hartsville. Statistics will be updated annually and distributed to students/employees by September of each year. Policies regarding drug and/or alcohol are made available in the Drug-Free Workplace policy in this Handbook.

Weapons Possession

The unapproved possession, use or sale of firearms, ammunition, fireworks, major or minor explosives, or any lethal weapon on campus is forbidden, and subject to discipline as well as to criminal sanctions. **No individual is permitted to carry a weapon on campus.** Notification of the felony provision of T.C.A. 39-17-1309 and T.C.A. 39-17-1359 are posted throughout campus buildings.

T.C.A. 39-17-1309 states that it is a "Felony: State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed $3,000 for carrying weapons on state-owned or controlled property."

T.C.A. 3-17-1359 states "A…state or federal government entity or agent thereof is authorized to prohibit possession of weapons by any person at meetings conducted by, or on the premises owned, operated, managed, or under control of such…government entity."

Any violation of these laws should be reported to your instructor or the Public Safety Department immediately.

EMERGENCY RESPONSE PROCEDURES

READ AND UNDERSTAND INSTRUCTIONS THE LIFE YOU SAVE MAY BE YOUR OWN!

INTRODUCTION

Safety is everyone's responsibility. All of us must be alert to potential hazards and dangers. Emergencies and disasters are unpredictable and most often strike without warning. However, even the effect of natural disasters can be minimized by preparedness.

This health and safety plan contains quick reference information and guidelines on how to report an emergency, what to do, who will assist you, and what help will come from College personnel and professional emergency units during such emergencies.

CONDUCT

The following rules of personal conduct have been established to maintain a safe work environment for employees and students at the Tennessee College of Applied Technology Hartsville. Any employee or student violating any of the following rules may be subject to dismissal:

1. Consumption of alcohol or unauthorized drugs is strictly prohibited on campus.

2. Reckless operation of personal vehicles on campus will not be permitted.

3. Flagrant disrespect for campus property and safety of personnel and other students will not be permitted.

4. Any injury or suspected injury will be reported immediately to the instructor.

5. Horseplay will not be permitted.

6. Each employee and student will abide by the rules and recommendations described in the Safety Program.

7. Possession of fire arms or weapons on TCAT Hartsville property will result in immediate expulsion and local law enforcement will be notified.

STUDENT RESPONSIBILITY

Students must assume responsibility for their safety and that of others. Student responsibilities are as follows:

1. Work within the bounds of school policies and safety regulations.

2. Develop desirable behavioral patterns and attitudes by accepting directions, advice and counsel.

3. Accept personal responsibility for assisting in the safety program and in working toward its success.

4. Ask questions concerning proper operation of tools and equipment.

5. Ask permission before operating any tools or equipment.

6. Inspect equipment and/or tools prior to each use.

7. Report any unsafe actions or condition to the instructor.

8. Utilize and wear personal protective equipment as required.

EVACUATION PROCEDURES

Generally, evacuation of a building occurs when the following happen: fires and threats of explosion. Training areas are evacuated for hazardous material releases.

When an evacuation of building is necessary, all individuals present shall immediately evacuate the building. An alarm or public address system announcement will notify you of the emergency. **ALWAYS** assume that the alarm is genuine. **ALWAYS** evacuate.

Emergency exit diagrams identifying location and evacuation routes are posted prominently in each area. Alternate routes are identified where possible or appropriate. Know evacuation routes from each area in which you may have some activity. Be aware of whether or not exits are clear and accessible. Find alternate routes.

Stay calm. Do not run, rush or panic. Persons evacuating shall evacuate in an orderly manner and report to the assembly area as soon as possible. Students are to remain together outside the building until roll is called, this process must occur quickly and in an orderly manner. Under no circumstances should persons evacuating the building be allowed to leave the premises until properly accounted for.

It is the responsibility of each student to know their emergency evacuation procedures for their area/building. The evacuation signal at the Hartsville campus and Extension Campus is an intermittent alarm tone or address by "Code" over the public address system. Instructional service centers will evacuate at the local administration's signal or TCAT Hartsville faculty and/or staff personnel's signal.

DO'S

1. Follow the instructions of your individual evacuation plan.
2. Close the door of your area as you leave.
3. Form an evacuation line – single line.
4. Use the nearest EXIT.
5. Keep talking to a minimum.
6. No smoking.
7. WHERE APPLICABLE: Use the handrails in enclosed stairwells.
8. Listen for instructions and follow them.
9. The method of evacuation of handicapped individuals shall be the "**Buddy System**".
10. Be ready to merge with other people evacuating the building.
11. Once out of the building, go to your designated primary or secondary assembly area.

DON'TS

1. WHERE APPLICABLE: Do not go to the elevators – they will not respond.
2. Once you have left your area, do not return for coat, purse and etc.
3. Do not run or create panic.
4. Do not return to the building until the "**ALL CLEAR**" is given by ADMINISTRATION or its designee.

STEP BY STEP INSTRUCTIONS

1. An evacuation may be necessary in the event of any occurrence which may threaten the safety of lives. Such

occurrences may include, but are not limited to: fires, storms, gas leaks and drills.
2. Never assume when the alarm sounds that the evacuation is just another DRILL. Follow proper evacuation procedures immediately each time an alarm sounds.
3. Instructors are designated to ensure all persons in their training area are successfully evacuated and will assume the additional responsibility for escorting or assigning escort via the "***Buddy System***" of disabled individuals to safety.
4. Remain calm.
5. If time permits, disengage electrical equipment which you are currently using.
6. Leave all belongings in the classroom. There is no time to decide what to take with you.
7. If a closed door is extremely hot, do not open it. Seek another exit.
8. Immediately exit the classroom and building according to the posted route. (See the emergency exit diagram in your classroom/shop area.)
9. If you encounter a smoke-filled room or hallway, stay as close to the floor as possible to avoid noxious gases.
10. Upon exiting the building, go directly to the assembly area. Stay with your group. If the assembly area is inaccessible, proceed to the secondary assembly area.
11. During this time, remain quiet and calm. DO NOT SMOKE in case there is a gas leak.
12. Do not reenter the building until authorized by the "**All Clear**" notification from Administration or its designee.

Assembly Areas

1. Hartsville Campus: Northernmost parking area in front of facility as noted on emergency exit diagram.
2. Tri-County Extension Campus: Southernmost parking area in front of facility as noted on emergency exit diagram.
3. Trousdale County High School: Rear parking lot accessible from the Practical Nursing classroom as noted on emergency exit diagram.
4. Union High Resource Center: Front parking area accessible to Small Street as noted on emergency exit diagram.
5. Westmoreland Center: Playground area as noted on emergency exit diagram.
6. Wilson County Career and Technical Education Center: Rear parking area accessible to Tennessee Boulevard as noted on emergency exit diagram.

****In the event of inclement weather, provisions should be made to minimize exposure.**

FLOOR OR ELEVATOR EMERGENCY (WHERE APPLICABLE)

Elevators are one of the safest modes of transportation that there is; however, they do have malfunctions due to sophisticated automatic controls.

WHAT TO DO IN AN ELEVATOR EMERGENCY

1. Open door below floor selection button, press button on emergency, normally a monitoring system will respond; so, speak clearly about the situation.
2. Remain calm.
3. Do not force open the elevator door.
4. If the malfunction is observed from outside the elevator, notify building administration.

HERE IS WHAT HAPPENS:

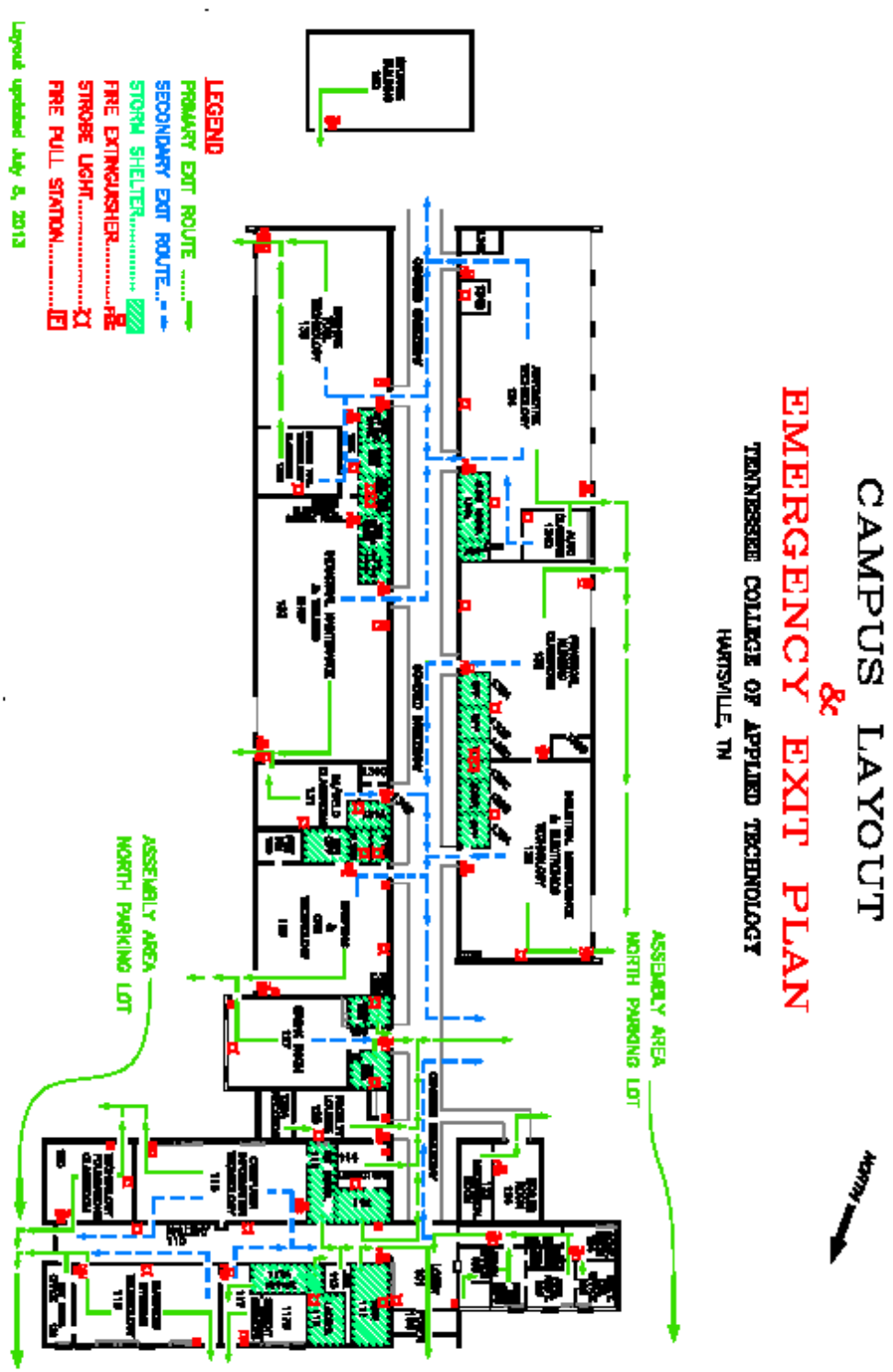
1. Local administration will secure assistance.
2. Someone will communicate with you.
3. Passengers will be assisted as soon as possible.

TRAINING AND DRILLS

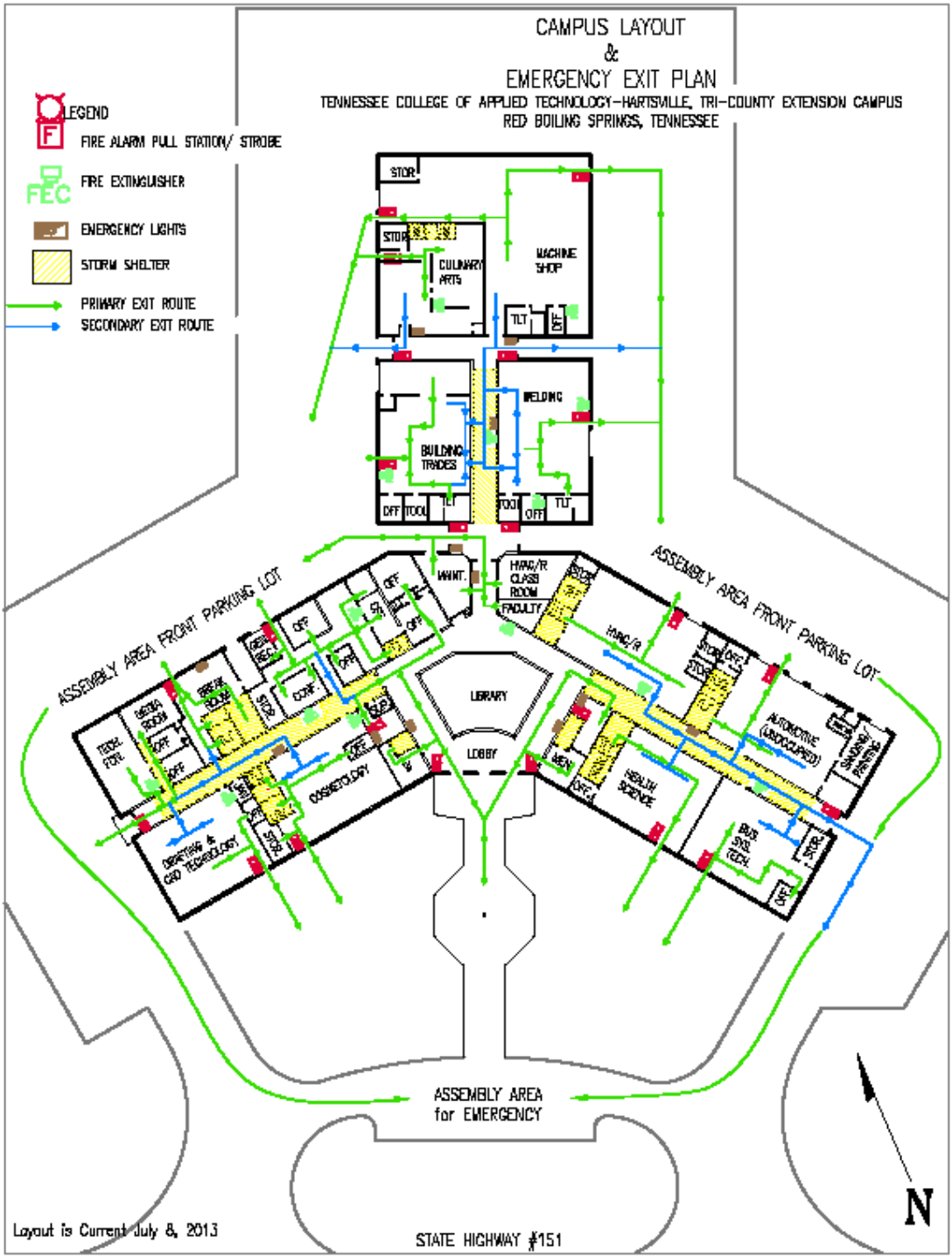
Evacuation drills are necessary for the safety of students; faculty and staff; and visitors. When the alarm sounds or signal is given for evacuation, everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. This information is posted in each training area and office as an emergency exit diagram. Special instructions may be announced over the public address system.

1. Emergency evacuation drills are unannounced.
2. Evacuation routes are posted in all classroom/shop areas.
3. Students will follow designated exit instructions, will keep in single file and will walk (not run), will refrain from talking and will proceed to the designated assembly area.
4. The instructor will call roll once the group has reached the designated assembly area. For this reason, students must remain with their class after leaving the building. **There will be no smoking at this time**.
5. When the "**All Clear**" signal is given by Administration or its designee, all will return to their areas in an orderly fashion.

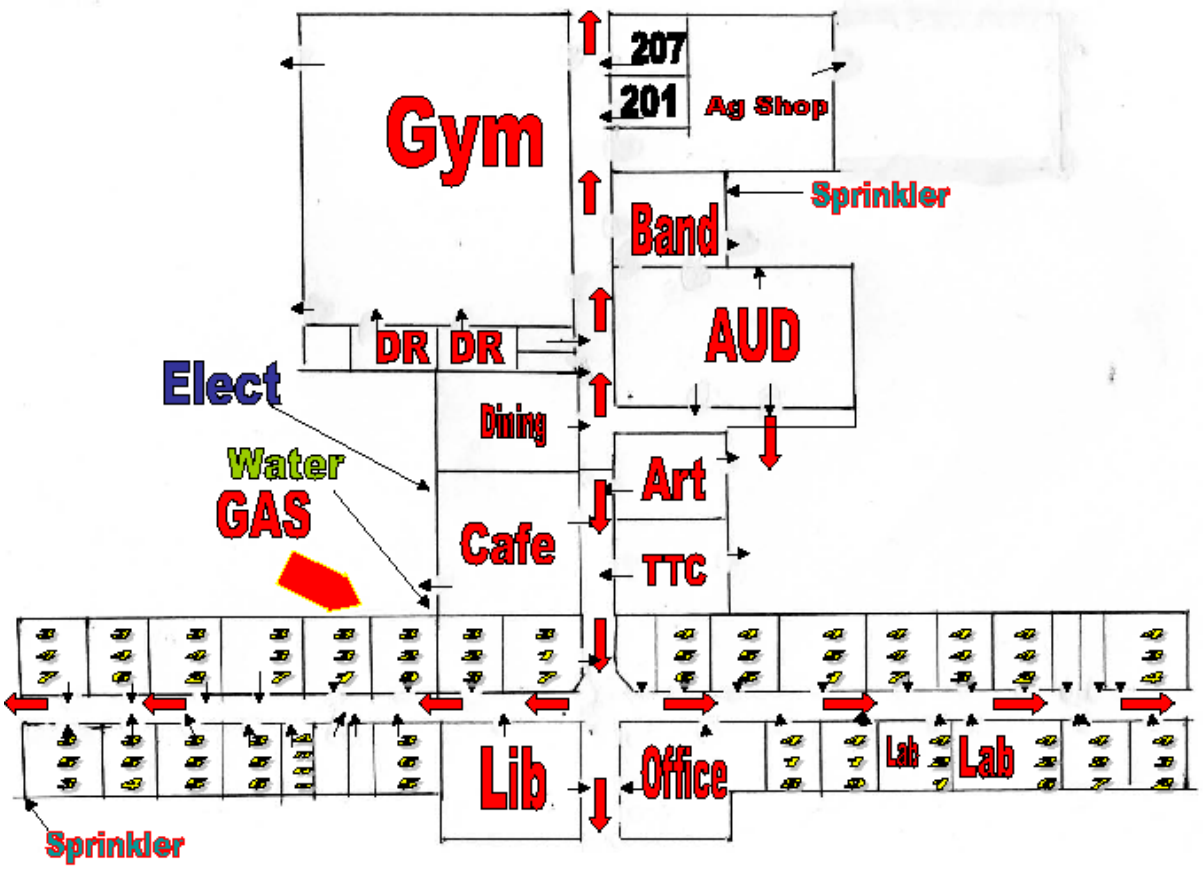
Tennessee College of Applied Technology Hartsville Emergency Exit Diagram



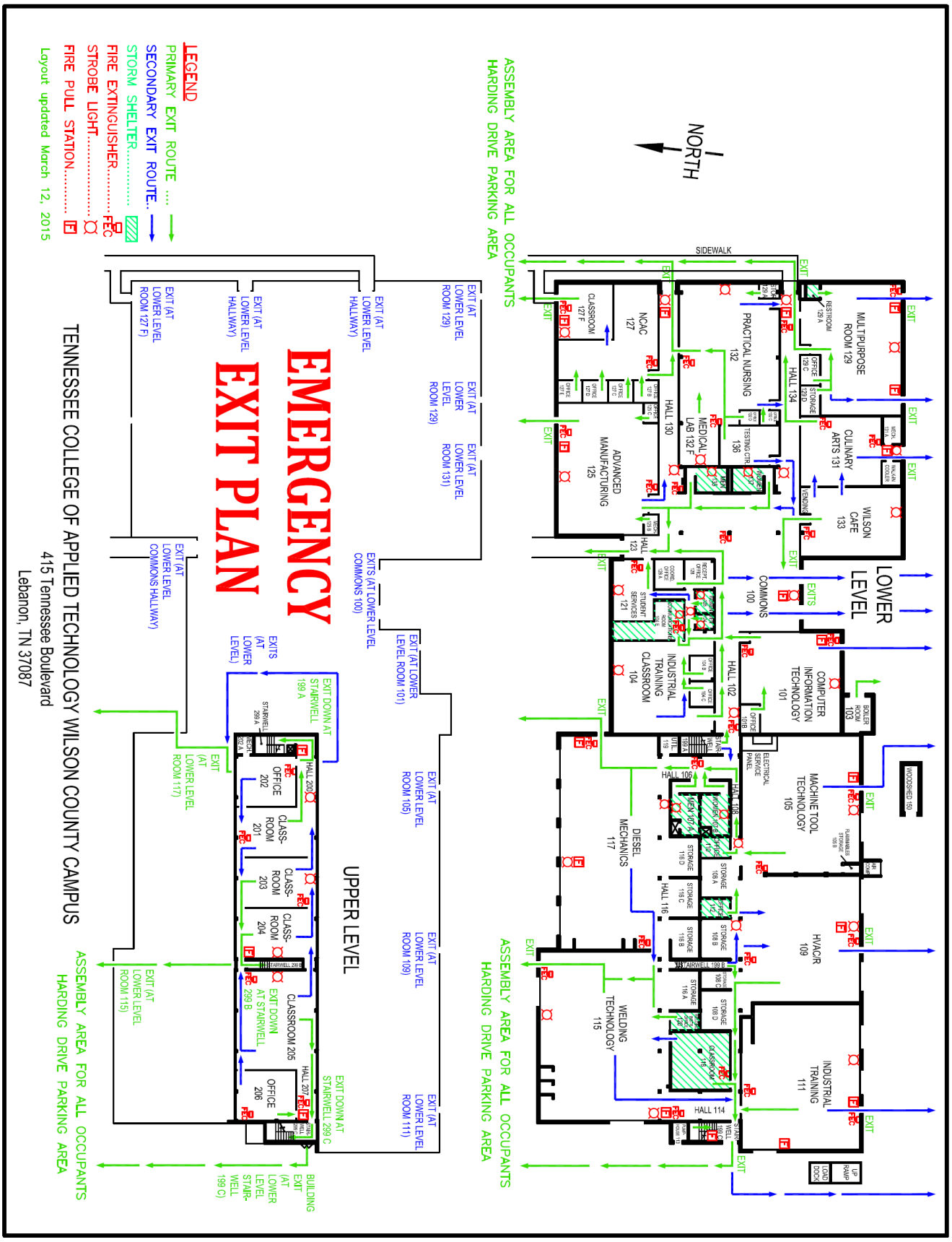
Tri-County Extension Campus Emergency Exit Diagram



Trousdale County High School Emergency Exit Diagram



TCAT Wilson County Emergency Exit Diagram



MEDICAL EMERGENCY
CODE BLUE

In the event that an accident or sudden illness of an employee, student or visitor takes place in your area:

ACTION TO TAKE

1. Notify your Instructor immediately, if the Instructor isn't available, notify Administration.
2. Give the following information, at least:
    a. LOCATION of the emergency.
    b. DETAILS available regarding the accident/emergency.
3. Try to keep the victim(s) comfortable and calm by reassuring them that help is on the way.

DON'T

DO NOT move, or allow an injured person to move, unless their location presents an additional hazard.

WHAT HAPPENS

1. Emergency personnel and the College's Allied Health department will be notified by the Administration or its designee.
2. A designated person shall wait on emergency services outside of the building to direct them to the most accessible route to the accident scene.
3. Basic First Aid will be provided by a trained individual, in accordance with Medical Emergencies Policy and Administrative Regulations.

Natural Disasters
CODE BLACK

TORNADO, EARTHQUAKES OR INCLEMENT WEATHER

A TORNADO WATCH is given when weather conditions are favorable to the formation of tornadoes. During a TORNADO WATCH, keep an eye on the weather and be prepared to take shelter immediately if conditions worsen.

A TORNADO WARNING is given when a tornado funnel is sighted or indicated by radar. You should take shelter immediately. That's why it is important to stay alert during severe storms. Be prepared to go to your assigned storm shelter area, (see your emergency exit plan's safe areas).

INCLEMENT WEATHER can lead to the above situation – use the same caution and procedures for safe areas.

ACTION TO TAKE:

1. Get away from the outer perimeter of the building and exterior glass.
2. Leave any exterior area and close the door behind you.
3. Go to your assigned storm shelter area (safe area).
4. Sit down and protect yourself by putting your head as close to your lap as possible, or kneel protecting your head, if space is available; if not, stand.

IF YOU ARE IN TRANSIT IN THE BUILDING:

5. Go to the nearest storm shelter area (safe area).
6. DO NOT go to the outside of the building.

IF YOU ARE IN AN OUTSIDE PERIMETER OFFICE AND UNABLE TO LEAVE THAT AREA:

7. Seek protection under a desk, and protect your head, face and neck from flying objects or broken glass.

IF YOU ARE OUTSIDE:

8. Lie flat in the nearest ditch, ravine or depression.

EARTHQUAKES

The actual movement of the earth, frightening as it is, seldom is a direct cause of death or injury. The earth's movement, however, can cause buildings and other structures to shake or collapse. Most casualties result from falling debris, splintering glass and fires. In the event that we should experience an earthquake, the following actions should be taken:

DURING THE EARTHQUAKE

1. Keep calm. Do not run or panic.
2. Stay where you are. Most injuries occur as people are entering or leaving buildings.
3. If the earthquake strikes when you are indoors, take cover under a desk, table, bench, or against inside walls or doorways. Move away from the outer perimeter of the building; stay away from glass, windows, and outside doors.
4. If the earthquake catches you outside, move away from buildings and utility wires. Once in the open, stay there until the shaking stops.
5. Do not run through or near buildings. The greatest danger from falling debris is just outside doorways and close to outer walls.
6. Douse all fires, without undue risk to yourself. Do not use candles, matches or other open flames during or after a tremor.

7. If you are in a moving vehicle, stop as quickly as safety permits, but stay in the vehicle. Avoid stopping near or under buildings, overpasses and utility wires. When you drive on, watch for hazards created by the earthquake, such as fallen objects, downed electrical lines, or broken or undermined roads.

AFTER AN EARTHQUAKE

1. Be aware of possible injuries to you or your fellow students.
2. Be prepared for additional earthquake shocks. Stay out of severely damaged buildings. Once it's safe to evacuate, evacuation will be announced.
3. Stay off the telephone except to report emergencies.
4. If you smell gas or observe electrical wiring shorting out, evacuate the building immediately and notify your Instructor (if your Instructor is unavailable, notify Administration.)

THUNDERSTORMS

1. Monitor weather conditions.
   a. High winds and hail: if indoors, move away from the outer perimeter of the building; stay away from glass, windows, and outside doors. Stay near the innermost part of the building with cover nearby. If outdoors, with no shelter available, lie flat in a ditch and shield your head with your arms.
   b. Lightning: Get inside as soon as possible, either a larger building or all-metal automobile. Do not use the telephone. If caught outside, do not stand underneath a tall isolated tree or a telephone pole. Avoid projecting above the surrounding landscape. If you should feel your hair "stand on end," drop to your knees and bend forward putting your hands on your knees. Do not lie flat. If outdoors, get inside a hard-top automobile and keep the windows up.

WINTER STORMS

1. Monitor weather conditions.
2. Be prepared for isolation.
3. Dress for the season.
4. Travel only if necessary.
   a. Make sure your car is in good condition, properly serviced and equipped with good tires.
   b. Travel with another person, if possible.
   c. Make sure someone knows you are travelling and your approximate arrival time to your destination.
   d. Carry emergency "winter storm" supplies in the car such as sand, shovel, windshield scraper, tow chain or rope, blanket, extra gasoline and a flashlight. Carry extra clothing such as gloves, hat, coat and etc.

FLOODING

1. Monitor weather conditions.
2. Stay alert. Prepare for evacuation as necessary:
   a. Take only the essentials, i.e. car keys, credit cards, charged mobile phone and etc.
   b. If it is impossible to evacuate, move to higher ground or a top level of the building, if available, and call for help.
3. Driving and Walking in Flood Conditions:
   a. Call for emergency services to help.
   b. Do not drive your car in floodwater.
   c. Do not drive or walk in water that is even six (6) inches deep.

FIRE PROCEDURE

CODE RED

UPON DISCOVERY OF A FIRE:

1. Pull the nearest fire alarm, if the fire alarm has not sounded (fire alarm pull stations are shown on the emergency exit diagram). If possible, close the doors around the fire to contain it.
2. Notify your Instructor (if your instructor is unavailable, notify Administration) of the location of the fire and any other information available.
3. Building evacuation should begin as soon as the alarm is activated or evacuation notice is given (the alarm is intermittent for both the Hartsville campus and the Tri-County Extension Campus), whether automatically or manually. Follow your building's evacuation procedures.

DO'S

1. Use EXITS only.
2. Avoid inhaling fumes or smoke – if caught in heavy smoke; take short breaths, breathe through your nose and crawl close to the floor to escape. The air **IS** better near the floor.
3. Get clear of the building and wait in the parking lot for the "**ALL CLEAR**" notification from Administration or its designee.

DON'TS

1. DO NOT attempt to fight large fires.
2. DO NOT use elevators, when elevators are present.

WHAT HAPPENS

1. The Fire Department is notified by College personnel or through automatic response of sensors.

2. A designated staff person shall wait on emergency services outside of the building to direct them to the most accessible route to the fire.
3. HELP IS ON THE WAY!

BOMB THREAT
CODE ORANGE

IN THE EVENT A BOMB THREAT IS RECEIVED:

1. Emergency personnel and Administration are notified by the Switchboard Operator.
2. Building evacuation shall take place immediately; know your building's evacuation procedure.
3. A building search will be conducted by emergency personnel.
4. An "**ALL CLEAR**" signal will be given by Administration or its designee when authorized.

DO NOT TOUCH ANY SUPSPICIOUS OBJECT, IF FOUND!

HAZARDOUS MATERIALS, NATURAL GAS LEAK - THREAT OF EXPLOSION
CODE GREEN

HAZARDOUS MATERIAL EMERGENCY RESPONSE ACTION

The law requires that only those individuals who have been trained in Hazardous Materials Emergency Response may respond to a "HazMat" accident/emergency/spill.

IN THE EVENT A HAZARDOUS MATERIAL IS RELEASED IN YOUR AREA:

1. Notify your Instructor immediately (if your Instructor is unavailable, notify Administration). Relay the following information:
    a. Name and location of the material involved.
    b. Approximate quantity and length of time of release.
    c. If the release has been contained on site, or if the release has occurred into the air, drainage system or ground soils.
    d. If any medical attention is needed.
2. Evacuate and isolate the area as soon as possible.
3. Avoid inhaling fumes, smoke, and/or vapors, even if hazardous materials are not involved.

IN THE EVENT OF A NATURAL GAS EMERGENCY:

1. Notify your Instructor immediately (if your Instructor is unavailable, notify Administration). Relay the following information:
    a. Location of the gas leak.
    b. Details available regarding the gas leak.
2. Evacuate and isolate the area as soon as possible.
3. Remain as far away from the Building as possible.
4. Administration or its designee will give the "**All Clear**" signal when the emergency is over.

DON'T

1. DO NOT walk into or touch any spilled material.
2. DO NOT assume fumes, gases or vapors are harmless because of lack of smell.
3. DO NOT inhale fumes, smoke or vapors.

WHAT HAPPENS

1. Administration will notify emergency personnel if needed.
2. Designated staff will respond to the emergency.

VIOLENCE ON CAMPUS
CODE WHITE (LOCKDOWN)

1. "**Code White**" is announced over the public address system.
2. Clear all open areas and go immediately to your training area.
3. Move to an area of the room away from windows and doors.
4. Instructors will lock all entrances into training areas. Staff locks all other areas.
5. All instructors and students are to remain in their training area.
6. Students WILL NOT be allowed to leave the training area.
7. DO NOT admit any one into training area unless cleared by Administration or its designee.
8. Maintain lockdown status until receiving the "**All Clear**" signal from Administration or its designee.

IMPORTANT: DO NOT ATTEMPT TO INVESTIGATE ON YOUR OWN. INTERFERENCE MAY HINDER THE SITUATION.

SERIOUS OR VIOLENT CRIMES:

Gun or other Weapon

1. If a gun or other weapon is suspected in the classroom or other campus area, do not leave the room or area, but do try to ask someone to notify your Instructor (Administration if your Instructor is unavailable) immediately. Continue operating as usual until help arrives.

2. If a gun is pulled or displayed, do not attempt to disarm the person.
3. Remain calm and tell others to do so as well.
4. Stay away from the armed person and talk with him/her in a controlled manner. Use slow, non-threatening gestures, i.e., open palms. Avoid eye contact and adopt a submissive attitude. Do not crowd the person wielding the weapon, criticize him/her or argue with him/her.

Fights or Assaults

1. In case of a violent confrontation between two persons, do the following:
    a. DO NOT attempt to physically stop a fight.
    b. Have someone contact your Instructor (Administration if your Instructor is unavailable).

Hostage

1. Notify your Instructor (Administration if your Instructor is unavailable) immediately. Administration will contact the police. Remain calm and avoid quick movements. Use slow, non-threatening gestures, i.e., open palms. Avoid eye contact and adopt a submissive attitude. Do not crowd the hostage taker, criticize him/her or argue with him/her.
2. Follow all instructions of the hostage taker and tell all others to follow all instructions as well.
3. Do not attempt to disarm the hostage taker or negotiate with him/her.
4. Once police negotiators make contact, do exactly as they advise.

NUCLEAR ATTACK
CODE YELLOW

1. Be aware of warning signals: bright, intense flash of light.
2. If you see a flash, take cover instantly. By getting inside or under something immediately, you could avoid being seriously burned. Never look directly at the flash.
3. Take cover in any kind of building, under a parked car or heavy piece of furniture. If no cover is available, simply lie down on the ground and curl up, cover your head with your arms and hands.
4. Move to a fallout shelter, where available, as soon as possible after the blast has been abated.

ELECTRICAL EMERGENCY
CODE BROWN

How to Handle an Electric Shock

There are two classifications of electric shock: low voltage and high voltage.

Low voltage (household items)

1. Notify your Instructor immediately (if your Instructor is unavailable, notify Administration).
2. Determine if the person is still in contact with the circuit or power source. If the person is in contact, assume the circuit is still energized.
3. Never attempt to remove a person from an energized circuit with your bare hands!
4. Emergency personnel should assess the victim's medical situation.

High Voltage (outdoors or high voltage equipment)

If a person is in contact with a power line, assume the line to be energized and dangerous.

1. IMMEDIATELY notify your Instructor (if Instructor is unavailable, notify Administration) and/or 911.
2. DO NOT attempt to use an insulating device to free the person from the power line or equipment.
3. Stay clear and warn others to keep away (50 feet or more).

OTHER POTENTIAL EMERGENCIES

Emotional and/or Behavioral Disturbance

1. Present a calm appearance.
2. Listen to the person but do not accept verbal abuse. Say, "the way you are talking to me is not acceptable; I am willing to listen to your complaint as soon as you are willing
3. to speak to me calmly and with respect."
4. If the person is getting too close, politely ask them to move back or turn your body so that you are not directly facing each other; keep at least five feet from the person. Do not argue with person, belittle or patronize him/her.
5. If you are comfortable doing so, reduce stimulation from the environment by walking the person to a quiet, but public area.
6. For immediate assistance, send someone to notify Administration.

Harassment: Racial or Sexual

1. General procedures for all physical, verbal and written harassment:
    a. If you feel that you are in immediate danger, ask another person to stay with you, and then notify Administration.

b. Keep a journal of threats, (date, time, place and witnesses) and save any gifts, letters, and etc. Inform Administration.
c. Racial or sexual harassment must be reported to the Affirmative Action Officer.

Harassing email or voice mail

1. Do not delete the message.
2. Do not respond to the message since this action may only encourage further contact. Instead, save the email message to your computer or voice mail message to your telephone.
3. Print a copy of the email message with the header information included.
4. If the email originated on campus, contact Administration immediately. Off campus, contact the postmaster at the originating site (Internet Service Provider) along with Administration if associated with the Tennessee College of Applied Technology Hartsville.
5. Report all threatening emails and/or voice mails to the Affirmative Action Officer.

Stalking

1. Do not attempt to handle the situation alone.
2. Do not walk or ride alone.
3. Vary travel routes and daily habits.
4. Do not assume you are overreacting. Trust your instincts.
5. Report the incident to Administration.
6. Obtain a picture of the stalker if possible to be dispersed.

FIRE PROTECTION

A fire protection program must have the understanding and cooperation of every employee and student to be effective. Although the overall program is under the supervision of Administration, each employee and student should have direct interest in and responsibility for the fire protection program.

Everything necessary to start a fire is present in our training facility: fuel, such as gasoline; hydrogen generated during battery charging; packing and cleaning materials; paints and solvents; plastics, trash, and many other items; oxygen from the air, heat, produced in the form of flames or sparks; and electrical equipment.

Basically, fires produced by these elements can be prevented by maintaining a clean and orderly building. Scheduled maintenance checks of electrical machinery and ventilation systems and periodic facility inspections will provide additional safeguards to the fire prevention effort.

Fire - Safe Housekeeping/Prevention Tactics

1. Do not let trash and junk accumulate.
2. Don't string extension wires around.
3. Combustible materials should be present in work areas in only quantities required for the job and should be removed to a designated, safe storage area at the end of each work day. Never store combustibles near heaters or electrical outlets.
4. Never use gasoline, benzene, naphtha and/or similar fluids indoors. Never let oil or gas soaked rags accumulate in a closed space.
5. Never smoke or use a flame near combustibles.
6. Passageways, fire exits, and fire extinguishers will be kept clear and unobstructed. Prevention is the best policy in regard to fire protection; however, in the event of a fire, the primary concern becomes safe evacuation of people from the scene of the fire. Because of this concern, all students and employees will be informed of the appropriate evacuation routes to be used in case of an emergency. Furthermore, fire drills will be conducted at trimester intervals to facilitate the orderly evacuation of personnel from the building.

Fire Training

1. Floor plans for the evacuation of the building will be posted in prominent places, with all students and campus personnel informed of fire extinguisher and fire alarm activator (fire pull station) locations.
2. Instructors will instruct students in regard to evacuation procedures along with fire prevention tactics.

FIRST AID – MEDICAL EMERGENCY POLICY

First aid is defined by the American National Red Cross as the "the immediate and temporary care given a victim of an accident or sudden illness until the services of a physician can be obtained." First aid is required whenever an injury occurs and should be limited to doing what is necessary to preserve life. The primary concern is the care of the injured person and prevention of additional injury to that person.

If a student is injured in the training area, the instructor will immediately initiate necessary basic first aid procedures by utilizing on-hand basic first aid supplies and notifying Administration. Administration will notify the Allied Health department. The Allied Health department will assess the medical situation further.

First Aid Supplies

A first aid kit with proper supplies will be maintained by each shop instructor. A regular inventory will be maintained and restocking kept up to date for disposable items.

Medicines/cleaners such as alcohol, methylate, first aid cream and etc., will not be kept to avoid misuse, expiration, or medicinal reactions. This rule also applies to the distribution of aspirin and common over-the-counter medicines; NO medication will be dispensed.

Primary Considerations

Primary considerations relate directly to the care and welfare of the injured student. The degree of care necessary would be determined by the seriousness of the injury. Certain basic steps are recommended for an injured student.

1. College personnel will attempt to ascertain how seriously the student is injured. Trained College personnel will provide assistance in injury care determination.
2. If medical assistance is needed, aid will be sent for immediately. Due to the location of the shops, the public address system, telephone, or other means may be used to alert Administration of the emergency. Administration will then place calls for assistance to the local ambulance/emergency medical services.
3. Trained College personnel will apply only that first aid which is essential and nothing further.
4. If a student is seriously injured, an ambulance will be summoned to transport the injured student the nearest medical facility, and every effort will be made to contact the student's emergency contact. Only after all other transportation possibilities have been exhausted, will College personnel transport the injured student to the nearest medical facility.

SAFETY PROCEDURES

Students may work in a training area only after they have successfully completed safety training for their applicable program area. All procedures performed in shops or classrooms must be consistent with the requirements of the approved health and safety plan.

SAFETY RULES

Safety rules are the means by which a person identifies the discretionary line between acceptable and unacceptable performance. Rules alone cannot be expected to influence attitudes among students. However, well prepared, illustrated rules can assist in making individuals aware of what is expected of them. It is important to remember that rules establish the minimum and maximum guidelines for behavior. The student must develop a thorough understanding of their purpose and be made to see how they, as individuals, can benefit by observing them.

Safety rules must be enforced and are a necessary part of an overall safety program. Because of our concern for the wellbeing of all individuals and the importance of rules to an overall safety program, any continuous or flagrant violation of these rules by students may result in termination from the College.

CARE AND MAINTENANCE OF PHYSICAL FACILITIES

Students have an obligation to implement proper housekeeping techniques. Shop materials and supplies should be stored in proper locations. Waste materials, tools, scrap, and grease on floors or workbenches and around machines should be removed regularly. Students should maintain daily cleaning and maintenance schedules with the end of the week's afternoon devoted to extensive cleaning and maintenance of the training area.

Maintenance personnel are normally scheduled to work when the buildings are open for use during normal daytime operating hours. While maintenance workers usually do not supervise the activities of students and instructors, they have definite authority to check any actions or activities which may decrease building safety.

A safe building, safe equipment, proper guards on machines, and adequate housekeeping practices are all factors which make for a safe, productive working environment.

Housekeeping

1. Adequate housekeeping practices are important factors in overall safety and fire protection.
   a. The removal of rubbish and dirt eliminates many hazards.
   b. Most fires start small. Removal of rubbish may aid in preventing the start of a fire or in retarding its spread.
   c. Keep floors free of oil, grease, or any other liquid. Clean up spilled liquids immediately; they are slipping hazards.
   d. Aisles should be clear at all times to prevent tripping or other accidents.
   e. Store materials in such a way that they cannot become hazardous.
   f. Put tools away when not in use.
   g. Place all scrap in scrap boxes.
   h. Cleaning activities may bring into focus potential safety and fire hazards, thus encouraging elimination of the hazards.

2. Daily and periodic cleaning activities eliminate many existing and potential safety and fire hazards, thus encouraging elimination of the hazards.

a. Waste paper should not be permitted to accumulate. Waste baskets should be emptied daily.
b. Debris or rubbish within the training area should be removed.

Guards and Safety Barriers Can Protect Against or Prevent Injuries from These Sources:

1. Direct contact with exposed moving parts of a machine.
2. Work in process that may result in metal chips that fly from tools or abrasive wheels.
3. Machine failure which usually results from a lack of preventive maintenance, overloading, or abuse.
4. Electrical failure which may cause malfunctioning of the machine or cause electrical shock or burns.
5. Operator error or human failure caused by lack of knowledge or skill, distraction, fatigue or misunderstanding.

Positive prevention of injury-producing accidents on machinery can be assured through the installation of safeguards or through revision or design. Injury-producing accidents are inevitable where equipment with dangerous moving parts is operated without guards or with ineffective guards.

Code **BLUE**

Medical Emergency

ACTION TO TAKE
Notify Instructor and/or Administration

Code **GREEN**

Hazardous Materials, Natural Gas Leak – Threat of Explosion

ACTION TO TAKE
Notify Instructor and/or Administration; Evacuate area

Code **BLACK**

Natural Disasters

ACTION TO TAKE
Take Cover; Evacuate only when instructed

Code **WHITE**

Violence on Campus - LOCKDOWN

ACTION TO TAKE
Lockdown procedures/Await for Instruction

Code **RED**

Fire Emergency

ACTION TO TAKE
Evacuate

Code **YELLOW**

Nuclear Attack

ACTION TO TAKE
Take cover

Code **ORANGE**

Bomb Threat

ACTION TO TAKE
Evacuate

Code **BROWN**

Electrical Emergency

ACTION TO TAKE
Notify Instructor and/or Administration; Evacuate area

Release of Student Directory Information

The following items of student information are classified as Directory Information and may be released by TCAT Hartsville without the consent of the student: name, address, date and place of birth, dates of attendance, certificate and/or diploma awarded (employment purposes only), training area, and enrollment status (full or part-time).

Disclosure in Bona Fide Emergency: Disclosure of student records is permitted if necessary to protect the student or other person against threat to the safety or health of either. Such disclosure may be made only in the case of an immediate bona fide emergency such that consent cannot be obtained. Such disclosure shall be limited to necessary information only and to those persons in a position to render assistance in the emergency situation.

Disclosure Pursuant to a Subpoena: The institution must disclose confidential student records pursuant to a lawfully issued subpoena or judicial order. Upon receipt of such a subpoena or judicial order, the institution shall examine the subpoena or order to verify that it has been executed by an officer of the court or other authorized official. Prior to disclosure, the institution must use reasonable efforts to notify the student of the receipt of the subpoena or order and of the institution's intent to comply. If the institution is unable to contact the student prior to the disclosure, it must do so as soon thereafter as is feasible. Oral notification should be followed by a written confirmation, a copy of which shall be maintained along with a copy of the subpoena and record of the disclosure with the student's record.

Drug and Alcohol Abuse Prevention Program

The Tennessee College of Applied Technology Hartsville's drug prevention program addresses two major concerns: (1) the maintenance of an environment in which students can learn, and (2) help for students and personnel whose development or performance is threatened by abuse of alcohol or drugs. Criminal activity and disruptive behavior must be controlled. In addition to responding effectively to alcohol and drug problems, TCAT Hartsville seeks the cooperation of local agencies and organizations in effect to prevent the problems and encourage alternatives.

Alcohol and drug problems among youth and adults are the responsibility of the community. It is essential that the community acknowledges the problems and supports TCAT Hartsville and local agencies that are dealing with it. The more that the community agencies, parents, and TCAT Hartsville work together to confront the problem, the greater the chance to curtail alcohol and drug abuse.

TCAT Hartsville can play a prevention role in educating individuals regarding the physical, social, and economic consequences of alcohol and drug abuse. Also, TCAT Hartsville can have an impact on the use of alcohol and drugs by youth and adults. Education professionals have a unique opportunity to address the problems because they work with so many youth and adults in the community. The role of the school's administration and instructors is to identify the problems and provide a supportive environment for immediate intervention and assistance. The institution will assist any individual whose mental or physical health is threatened by the use or abuse of alcohol and/or drugs. TCAT Hartsville's Coordinator of Student Services is available for assistance and/or referral services to those individuals whose lives may be adversely affected by the use and/or abuse of alcohol and/or drugs. The function of the community in the alcohol and drug prevention program is to assess the extent of the problem and place the individual in the program best suited for his/her needs.

TCAT Hartsville's Alcohol and Drug Abuse Prevention Program should accomplish the following:

1. Assist personnel and the community in preventing alcohol and drug abuse.
2. Provide the backing that school officials need from parents, alcohol and drug professionals, other treatment providers, and law enforcement to deal effectively with the alcohol and drug abuse problem.
3. Provide help to individuals who need it and the protection of a learning environment for the majority of students.
4. Alcohol and drug education for students.
5. Information to students on their rights and responsibilities.
6. Employee assistance to deal with alcohol and drug problems of TCAT Hartsville personnel.

The earlier a problem is recognized and dealt with, the greater the chance of preventing more serious problems. When people begin using alcohol and drugs, they can progress from experimentation to dependence very quickly. In order to build trust among individuals, which is important if they seek help, the individual's privacy should be protected. TCAT Hartsville personnel should consult with community agencies to determine how to protect an individual's confidentiality, including the use of "release of information" forms, and how the college can help in an individual's aftercare program and follow-up. Communication regarding alcohol and drug situations should be limited to those individuals who have a "need to know".

The Tennessee College of Applied Technology Hartsville maintains a resource list of available programs for youth and adults in the community. TCAT Hartsville personnel are aware of the services available in the community, the agency address, director, and phone number.

Every effort is made to respond effectively to the potential and current use and abuse of alcohol and drugs by members of the school population. The school policy regarding alcohol and drugs is written with due consideration for the legal rights and responsibilities of administrators, faculty, and students who may find themselves involved in such situations.

The Tennessee College of Applied Technology Hartsville expects all students, faculty and staff to comply with the Tennessee Board of Regents' policy and with state and local laws relating to alcoholic beverages and drugs, including those pertaining to their possession and use. Students, faculty and staff are subject to arrest and prosecution by civil authorities for violations on campus.

Drug-Free Campus and Workplace

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, Tennessee College of Applied Technology Hartsville attempts to maintain a safe and healthful environment for its students and employees. Therefore, school policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("Controlled Substances" as defined in the Controlled Substances Act) and alcohol on school property.

Policy Statement for a Drug-Free Campus

I. Policy

It is the policy of the Tennessee College of Applied Technology Hartsville that the unlawful manufacture, distribution, possession, use or abuse of alcohol and illicit drugs on the campus, on property owned or controlled by TCAT Hartsville, or as part of any activity of TCAT Hartsville is strictly prohibited. All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions set forth in Section II of this statement.

II. Legal Sanctions

Various, federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell, controlled substances. The penalty imposed depends upon many factors, which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to $4,000,000 if any individual, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either: 1) distribution or possession at or near a school or college campus or, 2) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to $10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor's senior, and the adult knew that the person was a minor, the offense is classified as a felony as provided in T.C.A. 39-17-417, (21 U.S.C. 801, et. Seq; T.C.A. 39-17-417).

It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine, or beer, such offenses being classified Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than $2,500, or both. (T.C.A. 1-3-113, 57-5-301). It is further an offense to provide alcoholic beverages to any person under the age twenty-one (21), such offense being classified a Class A misdemeanor. (T.C.A. 39-15-404) The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than $50, or both. (T.C.A. 39-17-310)

III. Sanctions of Tennessee College of Applied Technology Hartsville

The Tennessee College of Applied Technology Hartsville will impose the appropriate sanction(s) on any employee or student, who fails to comply with the terms of this policy.

A. Employees

As a condition of employment, each employee, including student employees, must abide by the terms of this policy, and must notify his/her department head/supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following:

1. Letter of warning
2. Probation
3. Suspension
4. Termination

5. Mandatory participation in, and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program
6. Recommendation for professional counseling
7. Referral for prosecution

B. Students

Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

1. Warning
2. Reprimand
3. Probation
4. Expulsion
5. Suspension
6. Mandatory participation in, and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program
7. Referral for prosecution

IV. Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and, physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death.

V. Available Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs

1. Area Mental Health Departments
2. State Employee Assistance Program (faculty and other employees only)
   Call: 1-800-468-8369
3. Further information is available in the Coordinator of Student Service's office

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with or obstructs any institutional activity or the missions, processes and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus, which poses a substantial threat to persons or property within the institutional community.

Drug & Alcohol Treatment Facilities

Buffalo Valley, Inc.
1158 Edgewood Dr.
Gallatin, TN 37074
(615) 206-1489

Cumberland Mental Health
1070 Old Highway 109 N
Gallatin, TN 37066
(615) 452-1354

Cumberland Mental Health
133 Indian Lake Rd.
Hendersonville, TN 37075
(615) 824-5801

Cumberland Mental Health
1404 Winter Drive
Lebanon, TN 37087
(615) 444-4300

Pathfinders
432 East Main Street
Gallatin, TN 37066
(615) 452-5668

Pathfinders
905 Highway 231 S
Castalian Springs, TN 37031
(615) 374-0709

Alcoholics Anonymous
1-855-683-0319

Drug Addiction Coalition against Drug Abuse
1-800-943-0566

Cocaine Hotline
Live Sober Now
1-855-483-7625

Disciplinary Sanctions

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, directly or indirectly through participation or assistance, are

immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an F or a Zero for the exercise or examination, or to assign an F in the course.

If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case through the appropriate institutional procedures.

Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in the regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institution officials.

1. Restitution
2. Warning
3. Reprimand
4. Restriction
5. Probation
6. Suspension
7. Expulsion
8. Interim or summary suspension

The President of each institution and the President of each TCAT Hartsville are authorized, in his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

Disciplinary Procedures

A student who is subject to disciplinary proceedings based on charges of disciplinary offenses listed in the policy or academic misconduct (cheating, plagiarism, etc.) which could result in suspension or termination from the school has a right to an opportunity to hear the charges against her/him and have a meaningful opportunity to respond prior to such action being taken.

1. Hearing Process.
   (a) Disciplinary Investigations
   1. Violations of the Student Disciplinary Rules should be reported to the campus administration.
   2. The President, or designee, shall inform the student of the allegation(s) and proceed to gather information concerning the case including, but not limited to, interviews with all relevant parties (accused, accuser, and possible witnesses).
   3. The President, or designee, shall review the evidence and determine whether a violation has occurred. If so, a proper disciplinary sanction will be determined.
   4. The student will be notified of the findings of the investigation and the proposed sanction. The student shall be informed of his/her right to accept the decision and/or right to a hearing. The student may elect a hearing, or accept the findings and sanction, or waive the right to a hearing after receiving written notice of those rights. Failure to make an election will be treated as a waiver.

Type of Hearing:

(b) Tennessee Uniform Administrative Procedures Act (TUAPA)

1. The only cases which are subject to a TUAPA hearing are those which may result in:
2. Suspensions or expulsions of a student from the school for disciplinary offenses; or Revocation of registration of an official student organization during the term of registration. In those cases, students shall be afforded the opportunity to elect either a proceeding conducted pursuant to the Uniform Contested Cases Procedures as outlined in the provisions of TUAPA or a proceeding conducted by the appropriate TCAT committee as outlined in subparagraph (c) immediately below. A student may waive, in writing, his/her right to a hearing after receiving written notice of those rights.

(c) Institutional Hearings

If a student elects a hearing under applicable TCAT procedures, then a review committee shall be established. The review committee will be appointed by the President and be composed of two (2) student representatives, two (2) faculty members and one (1) non-faculty staff member. An alternate will be designated for any committee member not in attendance.

1. The student shall be advised, in writing, of the breach of regulation(s) of which she/he is charged;
2. The student shall be advised of the time, date, and place of the hearing allowing reasonable time for preparation;
3. The student shall be advised of the following rights applicable at the hearing:
   i. The right to present his or her case,
   ii. The right to be accompanied by an advisor,
   iii. The right to call witnesses in his or her behalf,
   iv. The right to confront witnesses against him or her, and

v. The student shall be advised of the method and time limitations for appeal, if any is applicable.

(d) Conduct of the Hearing

1. A student appearing before the review committee will be given a written statement of the cause for discipline and a time established for the hearing. The hearing must be scheduled no sooner than one (1) day and no more than five (5) school days after the statement is provided.
2. The review committee will receive evidence and/or testimony from any source relevant to the issues in the proceeding. This will include, but not be limited to all relevant evidence/witnesses identified by the responding student. A student may be accompanied by an advisor. The advisor may not participate in the hearing, but may be present and advise the responding student during any hearing.
3. The review committee will make a decision based on the facts presented within five (5) school days from the date of hearing. The decision will be in writing. The decision will be transmitted to the President.
4. This written statement shall contain clear information concerning the student's right to appeal this decision to the President with procedures for obtaining the same.
5. A student has two (2) school days to appeal the review committee's decision, in writing, to the President.
6. Upon receipt of written notice for appeal from the student, the President will make a decision within two (2) school days and respond to the student in writing.
7. The President's decision will be final.

Interim Suspension Hearings: Hearings conducted with regard to interim suspensions imposed pending the outcome of a disciplinary investigation or proceeding shall be conducted consistent with the minimum requirements of due process applicable to an institutional hearing, taking into account the need for a timely hearing. The evidence presented at the hearing shall be limited to that which is relevant to the basis asserted for imposition of the interim suspension.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.06 Disciplinary Procedures and due Process. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Re-admission from Suspension

When students are suspended from school, they are suspended for the remainder of the trimester in which they were enrolled, plus the next trimester. They are re-admitted as openings occur in the subsequent trimester. In classes that begin once or twice a year, their re-enrollment is contingent upon approval of the program director or instructor and upon availability of openings for the program. The President may consider for readmission the applicant who has been suspended.

Criteria that the President will consider in assessing the candidacy for readmission are as follows:

(1) Assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension.

(2) Assessment of the likelihood that the readmitted student may experience success in pursuing his/her educational objective.

(3) Assessment of mitigating circumstances.

(2) Sexual Misconduct. In cases involving alleged sexual misconduct, the Sexual Misconduct Policy shall be followed.

(3) Informal Meetings. All other matters, i.e. absenteeism, failing grades, and etc., shall be dealt with informally by the President, but do not involve a right to a hearing unless there is a violation of state or federal law.

Software Policy

Whether you are a new student just beginning post-secondary, technical training, or a returning student continuing your education, your training, in the program area you have chosen, is of primary importance to the instructors and administrative staff of this TCAT. In the months ahead, you will cultivate a myriad of concepts, skills, and values – all of which will form the core of your post-secondary education.

Accountability is a value that includes both expectation and commitment. It is an expectation of others to treat you in a manner that is lawful and ethical. It is a commitment you make to yourself to treat others in the same way. The students, faculty, administrative staff, and the Institution itself share the responsibility of cultivating an atmosphere of fairness and respect. There are times when there is a breakdown in accountability – at times due to intent, many times due to misinformation or misunderstanding. Because of the often-intangible nature of technology (computer code, for example), we may underestimate the seriousness of such a breakdown. The policy statement that follows calls attention to a number of potential breaches in lawful and ethical behavior as they relate to:

- the installation of school-purchased software on student's personal computers
- duplication and/or distribution of computer software using institutional hardware
- accessing institutional files – electronically or by conventional means

- installation and/or removal of software from the student's assigned computer
- use of the Internet (including e-mail)

Policy I
In general it is a violation of institutional policy to install school-purchased software on any personal computer other than those for which the software was explicitly purchased. In most cases, such installations are unlawful and, therefore prohibited, by the manufacturer of the software. In rare cases where such an installation is thought to be legal, the student should have written permission from both the software manufacturer and the designated institutional authority.

Policy II
The reproduction (or "burning") of software that is protected by copyright law can only be done if you have the explicit permission to do so from the software owner or manufacturer. Without such permission, you are violating federal law and may be subject to civil and criminal prosecution. Even if you have permission from the software manufacturer to reproduce a CD, you must have permission from the designated institutional authority before using any school-purchased hardware (or accompanying installation software) for such reproduction.

Policy III
It is a violation of school policy for students to access or to attempt to access Institutional files – either electronically or by conventional means. Institutional files include student data files, personnel files, instructor test items, and a multitude of other information. Since much of this information is of a confidential nature, it may be unlawful to access this information as well. For example, the Family Educational Rights and Privacy Act (Public Law 93-380) may be at issue here. Refer to the Family Educational Rights and Privacy Act section of this Handbook.

Policy IV
The majority of students in this TCAT are assigned a personal computer to be used for class projects and/or other types of training. It is a violation of school policy to install personal (not purchased by the school) software on your assigned computer unless you have explicit permission from your instructor. Removal of instructor-installed software from your assigned computer is also a violation of policy unless you have prior permission from your instructor. It is a violation of school policy to intentionally re-format drives or remove files from the operating system with the intent of causing malfunction and disruption. Any reformatting or removal of critical files should only be done with the approval of your instructor.

Policy V
Guidelines for the use of the Internet in an institutional setting are developed by the Tennessee Board of Regents and this Institution. Please observe these points:

- Get permission from your instructor before going on-line.
- Limit web sources to those that have information relevant to your program area.
- Avoid sexually explicit web sites and those sites that advocate violence.
- Avoid web sites that detail information concerning the manufacture of any illegal material, apparatus, or firearm.
- Use common sense. If you think a site inappropriate for your six-year old child (for example) or your twelve-year-old niece, it is probably not appropriate for you to access in a business setting.

Policy VI
If any student action or process is in violation of existing copyright law(s) or state or federal privacy law(s), it is automatically a violation of school policy. Student activities contrary to school policy are subject to institutional disciplinary action(s) and may be reported to the appropriate private, state, and/or federal entity as well. This can lead to civil and/or criminal sanctions in addition to institutional sanctions.

Sanctions
A student who is accused of violating any Policy 1-6, is subject to the same disciplinary sanction(s) that are outlined in this handbook. These sanctions may include, either singly or in combination, the following:

- Restitution
- Warning
- Reprimand
- Restriction
- Probation
- Suspension
- Expulsion
- Referral to Outside Entities (Private, State, and/or Federal) for Additional Sanctions

Provisions for appeal are outlined in this Handbook. The Coordinator of Student Services can help you form an appeal.

Uniform Procedures for Complaints by Students

The purpose of this guideline is to provide a procedure through which students of the Tennessee Colleges of Applied Technology may submit a complaint if the student has a concern regarding a situation or condition at the TCAT and the student believes he/she has been treated unfairly or inequitably.

I. Limitations on Scope and Use of Process

Allegations of sexual or racial harassment or discrimination shall be processed in accordance with TBR Guideline P-080, Discrimination and Harassment –

Complaint and Investigation Procedure. Grade appeals should comply with the appropriate grade appeal process. Matters regarding student discipline are processed in accordance with the student disciplinary policies and rules found at TBR Policy 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions, Policy 3:02:01:00, Student Due Process Procedures, and Rule 0240-3-21-01, et. seq., of the rules published by the Tennessee Secretary of State. Students should also consult the student handbook. Appeals of traffic or parking citations should be processed as specified by each institution.

In order to resolve concerns in a timely manner, complaints must be presented within ten (10) school days after the occurrence of the event claimed to have given rise to the complaint. Any complaint not presented within the time provided will not be considered.

II. Process

It is the philosophy of the TCATs that many complaints can be resolved through open and clear communication, and should be resolved at the lowest level possible. Therefore, the student should first discuss the complaint with the instructor, administrator or student involved in the matter in an attempt to resolve the concern.

If the concern cannot be resolved through informal discussion, the student may file a written complaint with the office of Student Services. The Student Services Coordinator will meet with the student, investigate the complaint, consult other TCAT personnel or students as needed, determine an appropriate resolution, and notify the student, in writing, of the outcome.

If the student is not satisfied with how the Coordinator of Student Services attempted to resolve the issue, the student may appeal to the President within five (5) school days of receipt of the Coordinator of Student Services' letter. The President may discuss the matter with the student and the Coordinator of Student Services, and any other personnel he/she feels appropriate. The President will provide a written decision to the student within five (5) days of receipt of the appeal.

Source: February 14, 2002 Director's Meeting
May 21, 2002 President's Sub-Council Meeting
Administrative Change, February 27, 2008

Grievance Procedures

Purpose: The purpose of this procedure is to provide a clear, orderly and expedient procedure through which all students of the Tennessee Colleges of Applied Technology may process bona-fide complaints of grievances through formalized procedures. Students using this procedure shall be entitled to process their complaints or grievances without fear of retaliation, interference, coercion or discrimination.

Scope and Limitations: Any student who believes he/she has been treated unfairly or inequitably with regard to the terms or conditions of his/her enrollment may utilize these procedures.

Students must present their complaints of grievance within five (5) school days after the occurrence of the event claimed to have given rise to the grievance. Any claim not presented within the time provided shall be deemed to have been waived.

Allegations of sexual harassment or racial discrimination shall be given fair and prompt consideration in accordance with procedures outlined in TBR Guidelines P-080.

In matters of disciplinary offenses or academic and classroom misconduct, due process shall be provided in accordance with TBR Policy No. 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions and TBR Policy No. 1:06:00:05, Uniform Procedures for Cases Subject to the Tennessee Uniform Administration Procedures Act.

Corrective action or remedies, which recommend suspension, dismissal, or expulsion of a student as a result of these proceedings, shall not be invoked until due process has been completed. However, suspension may be imposed in any grievous matter than endangers persons or property, substantially disrupts training or other campus activities, or otherwise interferes with institutional objectives.
Suspension of a student for academic failure or excessive absenteeism is non-grievable unless there has been a violation of institutional policy. In these instances, due process shall be provided in accordance with the Guideline herein.

Informal Discussion: It is the philosophy of the Tennessee Colleges of Applied Technology that many complaints or concerns can be resolved through open and clear communications. It is also the intent of the Tennessee Colleges of Applied Technology that conflict resolution be resolved at the lowest level possible. Therefore, the first step of resolution will be an informal meeting of TCAT complainant, and the appropriate TCAT Hartsville's staff (Instructor, Coordinator of Student Services, Assistant Director, etc.) to discuss the matter. The President shall recommend corrective action or his/her remedy to student grievant within five (5) school days of the date of the discussion to provide his/her remedy or corrective action to the student's concern.

Grievance Proceedings: If a resolution cannot be reached through informal discussion, the student shall have five (5) school days following the President's recommendations to request a hearing before the Grievance Committee. The President or his/her designee shall provide the student with a

copy of the hearing procedures. The request for a formal hearing must be communicated in writing to the President and include the following information: (a) a statement of the grievance and the facts upon which it is based, (b) dates of the occurrences, (c) attempts to resolve the grievance, (d) the remedy of corrective action sought, (e) signature of the aggrieved student, and (f) the date of the written grievance.

Upon receipt of the written grievance, the President shall request a Grievance Committee to hear the students appeal within five (5) school days. The student shall be allowed to present his/her case and to present a witness(es) in his/her behalf during the meeting. The person(s) against whom the grievance is filed shall also be allowed to present their view(s) as to the action taken against the student grievance. An advisor of his/her choice may accompany the student. However, the advisor cannot actively participate in the hearing, i.e., cross-examine witnesses or present any information on the grievant's behalf.

The Grievance Committee shall, within five (5) school days of the hearing, present their finding of facts and recommendations to the President.

Within five (5) school days of receipt of the Committee's findings and recommendations, the President shall render a final decision. This decision shall be presented in writing to the student, in person, or by certified mail return receipt requested.

If either party involved in the grievance is not satisfied with the final decision of the President, the student shall be advised of his/her appeal to the Vice-Chancellor of the Tennessee Colleges of Applied Technology. This appeal must be made within five (5) school days of the TCAT Hartsville President's decision.

Grievance Committee Composition: The Grievance Committee shall consist of a minimum of three (3) persons representative of administration, faculty, staff and students. The President shall appoint the Committee members or may delegate this responsibility to the appointed Chairperson. All committee members shall be selected with due consideration for impartiality. Members deeming themselves disqualified for bias or interest remove themselves on their own initiative.

Accreditation

The Commission of the Council on Occupational Education accredits the Tennessee College of Applied Technology Hartsville. The office is located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. The telephone number is 770-396-3898 or 800-917-2081. The website is www.council.org.

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville, TN 37217, or by going on line and filing out the form electronically at http://www.tbr.edu/contact/default.aspx?id=2936. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public.

Complaints regarding accreditation can also be made by contacting the Council on Occupational Education (COE) at 7840 Roswell Road, Building 300 Suite 325, Atlanta, Georgia 30350 (www.council.org)

Complaints of fraud, waste or abuse may be made by email at reportfraud@tbr.edu or by calling the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454.