TENNESSEE COLLEGE OF APPLIED TECHNOLOGY CRUMP
With Instructional Service Centers at Clifton and Henderson, TN and
an Extension Campus in Parsons, TN

Student Handbook/Catalog

2020 – 2021

Main Campus
3070 Hwy. 64, PO Box 89
Crump, TN 38327
Phone (731)632-3393
Fax (731) 632-3018

Tennessee College of Applied Technology –
Crump – Henderson – Chester Technology
Center
1449 White Avenue, Henderson, TN 38340
Phone (731)989-0095
Fax (731) 632-3018

Clifton Instructional Service Center
795 Main Street
Clifton, TN 38425
Phone (931)676-3397
Fax (731) 632-3018

Henderson Instructional Service Center
552 East Main Street
Henderson, TN 38340
Phone (731)632-3393
Fax (731) 632-3018

Parsons Extension Campus
256 West 9th Street
Parsons, TN 38363
Phone (731)632-3393
Fax (731) 632-3018

Web Page: www.tcatcrump.edu

Stephen V. Milligan, President

Published October 1, 2020

This Student Handbook/Catalog presents the course offerings and academic requirements in effect at the time of publication but provides no guarantee that offerings will not be changed or rescinded. The course offerings and requirements of Crump are continually under examination and review. The College reserves the right to make changes in course offerings, curricula, academic policies and other rules and regulations affecting students and which will become effective whenever determined proper by the Institution. Reasonable notice will be given to students regarding any changes in the Student Handbook/Catalog. All updates and/or corrections will be posted in the online version of the Student Handbook/Catalog, which will supersede previous written copies. Changes will govern current, former, and prospective students. This Student Handbook/Catalog is not intended to state contractual terms and does not constitute a contract between the student and the Institution.

For information about graduation rates, placement rates and other important information, please visit our website at www.tcatCrump.edu/programs

A copy of Tennessee College of Applied Technology - Crump's Annual Security Report is available. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Tennessee College of Applied Technology - Crump; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You may obtain a copy of this report by contacting the Student Services office or by accessing the following website:

https://tcatCrump.edu/about/

Governance

The Tennessee Board of Regents (TBR) system consists of 40 institutions. TBR's 13 community Colleges, and 27 Colleges of Applied Technology offer classes in almost all of Tennessee's 95 counties. The activities of the Tennessee Board of Regents System are coordinated with the Tennessee Higher Education System to achieve unity in the programs of higher education in Tennessee.

Tennessee Board of Regents
1 Bridgestone Park
Nashville, TN 37214

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243

Accreditation

The Tennessee College of Applied Technology Crump is an accredited higher education institution. An annual report of the school's progress is made each year for continuing accreditation and every six years the accreditation must be substantiated by another self-study and team visit. Tennessee College of Applied Technology - Crump is accredited by:

Commission of the Council on
Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350

Telephone (Toll-Free): 800-917-2081
Fax: 770-396-3790
www.Council.org

Veteran Training

The Tennessee College of Applied Technology Crump is an approved College for Veterans Training (GI Bill). For information on using Veteran benefits please contact the Financial Aid Department in the Student Services Office.

VA Education
110 9th Ave South
Nashville, TN 37203
1-888-442-4551

Tennessee Boards Approval

And Other Boards/Memberships

Below are the programs that require additional programmatic accreditation or agency oversight.

The Tennessee College of Applied Technology Crump programs are approved by the following boards/memberships respectively:

Practical Nursing program: Tennessee Board of Nursing Department of Health
665 Mainstream Drive, 2nd Floor
Nashville, TN 37423

Computer Information Technology program: member of Computer Technology Industry Association (CompTIA) and authorized Thomson Prometric Testing College

Heating, Ventilation, Air Conditioning and Refrigeration Technology program:
Accredited by HVAC Excellence

Machine Tool Technology program:

National Institute for Metalworking Skills (NIMS) and is a Feature CAM Site

Welding Technology program: certified as a Schools Excelling through National Skills Standards Education (SENSE) by the American Welding Society (AWS)

For more information on the institution's governance, accreditation, or approvals, visit the Office of the President.

PURPOSE OF STUDENT HANDBOOK

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This student catalog/handbook has been prepared to provide information about the programs and training opportunities provided by the Tennessee College of Applied Technology Crump for the 2020-2021 academic year. It is designed to serve as a guide for currently enrolled students, parents, educators, employers, and others who are interested in seeking information and/or technology training for gainful employment or to update current skills and related information.

Tennessee College of Applied Technology - Crump provides the opportunity for students to increase their knowledge by providing various programs of instruction by well-qualified faculty. However, 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 of program. All students are expected to fulfill his/her commitment to utilize the facilities provided and to make satisfactory progress in his/her preparation for employment. Also, each student will abide by Tennessee College of Applied Technology - and Academic Program policies necessary to assure all training achieves its intended purpose in an efficient and safe manner. Efforts are made to update equipment and course content 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 their occupational field, as well as proficient instructors. They participate in special in-service training such as state directed workshops, field trips, community, and university courses to maintain and update their skillsets. Graduates of the Tennessee College of Applied Technology Crump should not be expected to compete with journeymen who have developed skills and on the job experience. Usually, the graduates are considered for "entry-level" employment in their respective occupations.

The course offerings and requirements of the Tennessee College of Applied Technology Crump are continually under examination and review. The College reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students and will become effective whenever determined necessary as part of that continuous review by the institution. This Student Handbook/Catalog presents the offering and requirements in effect at the time of publication but provides no guarantee that offerings will not be changed or rescinded. Reasonable notice will be given to students regarding any changes in the Student Handbook/Catalog. All updates and/or corrections will be posted in the online version of the Student Handbook/Catalog, which will supersede previous written copies. Changes will govern current, former, and prospective students. ***This Student Handbook/Catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution***

POLICY ON NON-DISCRIMINATION

The Tennessee College of Applied Technology is an AA/EEO institution/employer and does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state law or regulation or by Tennessee Board of Regents policy with respect to employment, educational programs and activities sponsored by the College. Procedures for filing complaints of discrimination of any type are found through the links provided below and in the Offices of the Vice President and Student Services Coordinator. Further information can be found at the following links:

https://tcatcrump.edu/about/non-discrimination-statement

https://tcatcrump.edu/current-students/report-complaint

https://policies.tbr.edu/policies/equal-employment-opportunity-and-affirmative-action

Title VI -

The Tennessee College of Applied Technology - Crump complies with the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq. ("Title VI"). Title VI is a federal law that prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance. As a recipient of federal funding (e.g. Title IV financial aid for students), the Tennessee College of Applied Technology - Crump is required to comply with the non-discrimination provisions of Title VI in its educational and federal grant funded programs. Title VI is enforced by the Office for Civil Rights (OCR) in the U.S. Department of Education. The Title VI regulations define the forms of discrimination covered by statute, including, but not limited to; racial harassment, school segregation, denial of language services to students of non-U.S. nationality who are limited in English language proficiency, and retaliation for filing an OCR complaint or for advocacy for a right protected by Title VI.

The Tennessee College of Applied Technology - Crump will respond promptly and effectively once informed about an allegation of race, color, or national origin-based discrimination or harassment and will take immediate action to eliminate the harassment, prevent its recurrence, and address its effects. Upon receipt of a complaint, the Tennessee College of Applied Technology - Crump will promptly investigate to determine what occurred and then take appropriate steps to resolve the situation. Tennessee College of Applied Technology - Crump's procedures for filing complaints of race, color, or national origin discrimination are available from the Title VI Coordinator, in the Student and Employee Handbooks, from the Student Services Office, on the TBR web site at https://www.tbr.edu and on the Tennessee College of Applied Technology - Crump website at Tennessee College of Applied Technology - Crump. Inquiries or complaints concerning Title VI may be reported to the College's Title VI coordinators:

Brian Harris
Interim Vice President/Equity Officer
Tennessee College of Applied Technology Crump
3070 US 64, PO Box 89
Crump, TN 38327
731-632-3393
931-279-1119
www.tcatcrump.edu
brian.harris@tcatcrump.edu

Cherry Johnson
Student Services Coordinator
Tennessee College of Applied Technology Crump
3070 US 64, PO Box 89
Crump, TN 38327
731-632-3393
731-607-6557
www.tcatcrump.edu
cherry.johnson@tcatcrump.edu

Or the Office for Civil Rights:

U.S. Department of Education,
Office for Civil Rights
(800) 421-3481 or ocr@ed.gov
http://www2.ed.gov/about/offices/list/ocr/complaintintro.html

Title IX - https://policies.tbr.edu/policies/sex-discrimination-sexual-harassment-or-sexual-misconduct

The Tennessee College of Applied Technology - Crump complies with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq. ("Title IX"). Title IX prohibits discrimination based on sex in education programs and activities, including with respect to admission and employment. Prohibited forms of sex discrimination include sexual harassment; sexual misconduct, including sexual assault, stalking, dating or domestic violence; and discrimination against pregnant/parenting students. Tennessee College of Applied Technology - Crump also prohibits retaliation because an individual filed a complaint of sex discrimination or participated in an investigation related to sex discrimination.
Information about the College's policies and procedures that prohibit sex discrimination, including sexual harassment and sexual misconduct, may be found in the links provided at the top of this sub-section, in the Student and Employee Handbooks, from the Student Services Office, on the TBR web site at https://www.tbr.edu and on the Tennessee College of Applied Technology - Crump website at Tennessee College of Applied Technology - Crump. Inquiries or complaints concerning Title IX and/or the Title IX regulations may be referred to the College's Title IX coordinator 24/7 in person, by phone, and/or email at:

Brian Harris
Interim Vice President/Equity Officer
Tennessee College of Applied Technology Crump
3070 US 64, PO Box 89
Crump, TN 38327
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brian.harris@tcatcrump.edu

Or the Office for Civil Rights:

> U.S. Department of Education,
> Office for Civil Rights
> (800) 421-3481 or ocr@ed.gov
> http://www2.ed.gov/about/offices/list/ocr/complaintintro.html

Pregnant Students

Tennessee College of Applied Technology - Crump complies with Title IX as the law applies to pregnant/parenting students and is committed to their success. Students may:

- Continue to participate in classes and extracurricular activities even though pregnant and/or
- Request reasonable accommodations.

Tennessee College of Applied Technology - Crump will work with pregnant students to provide options for continuing in a program of study through excused absences or medical leave. Absences due to pregnancy or childbirth are excused absences when medically necessary. For detailed information or assistance see the Tennessee College of Applied Technology - Crump Title IX Coordinator, or Student Services Coordinator.

Disabled Students

Tennessee College of Applied Technology Crump is committed to providing program access and accommodations for all academically qualified students with disabilities. This commitment is consistent with the College's obligation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Qualified students are defined as individuals who, with or without reasonable modifications and accommodations, meets the essential eligibility requirements for the program services and activities offered by the College. A disability is defined as a physical or mental impairment that substantially limits one or more of the major life activities.

 In order to obtain reasonable accommodations in relation to a qualifying disability, a student should contact the Student Services Coordinator prior to enrollment, or as the need arises, and provide current documentation of the disability. Documentation is defined as a written summary from a professional who is licensed to practice in the field appropriate for diagnosing and/or treating the disability in question. Tennessee College of Applied Technology - Crump will engage in an interactive process with the student to determine appropriate and reasonable accommodation(s) in relation to the documented disability and program requirements. A request form for disability assistance is available by contacting the Student Services Coordinator . The form along with medical documentation of the qualifying disability, must be submitted to initiate the interactive process.

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ACADEMIC CALENDAR

The Tennessee College of Applied Technology Crump operates on a year-round basis dismissing only for observance of legal holidays, teacher in-service, breaks between terms and student vacation days. Full-time preparatory classes are scheduled five days a week for six hours a day. In addition to full-time day classes, supplemental classes are offered each term.

The calendar for the Tennessee College of Applied Technology Crump is based on three equal trimesters that include a minimum of 216 instructional days. The three trimesters are:

Fall: September, October, November, December
Spring: January, February, March, April
Summer: May, June, July, August

432 hours = 1 trimester
864 hours = 2 trimesters
1296 hours = 3 trimesters
1728 hours = 4 trimesters
2160 hours = 5 trimesters

This calendar is subject to change at any time prior to or during the academic term due to emergencies beyond the reasonable control of the College, including severe weather, loss of utilities, or orders by federal or state agencies. The College reserves the right to cancel any supplemental class scheduled for a given term when the number enrolled is considered insufficient.

2020

Summer Break	August 27 – 31, 2020
Fall Classes Begin	September 1, 2020
Labor Day	September 7, 2020
Veteran's Day	November 11, 2020
Thanksgiving Break	Nov. 25 -27, 2020
Classes End	December 16, 2020
Winter Break	December 17-31, 2020

2021

New Year's Day	January 1, 2021
Spring Classes Begin	January 4, 2021
Martin Luther King Day	January 18, 2021
Student Holiday	February 15, 2021
Faculty/Staff In-service (no classes)	March 8-12, 2021

Student Holiday	April 2, 2021
Classes End	April 23, 2021
Spring Break	April 26-30, 2021
Summer Classes Begin	May 3, 2021
Memorial Day	May 31, 2021
Summer Break	June 21- July 2
Independence Day	July 5
Classes End	August 26, 2021
Fall Break	August 27-31, 2021
Fall Classes Begin	September 1, 2021

GENERAL INFORMATION

What is a Tennessee College of Applied Technology?

A Tennessee College of Applied Technology is an institution, which serves people in a specific geographical area within the state of Tennessee consisting of two or more counties that offers technical/occupational education. Tennessee has 27 Tennessee College of Applied Technology - s, 26 of them (all except Chattanooga) are freestanding institutions. Tennessee Colleges of Applied Technology are the state's premier providers of workforce development in the state of Tennessee. The 27 Tennessee College of Applied Technology - s and their employees provide state-of-the-art technical training for workers to obtain the technical skills and professional training necessary for advancement in today's competitive job market. Through their workforce development mission, the Tennessee College of Applied Technology - s help businesses and industries satisfy their need for a well-trained, skilled workforce. Under the governance of the Tennessee Board of Regents, the Tennessee College of Applied Technology - s offer certificate and diploma programs in more than 50 distinct occupational fields as well as customized training for business and industry.

Statewide Mission

The Tennessee Colleges of Applied Technology continue to serve as the premier providers for workforce development throughout the State of Tennessee. The Colleges fulfill the 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/unemployed workers.
- Ensuring that programs and services are economical and accessible to all residents of Tennessee.
- Building relationships of trust with community, business, and industry leaders to supply highly skilled workers in areas of need.

Tennessee College of Applied Technology - Crump Purpose

The purpose of Tennessee College of Applied Technology Crump curricula is to provide instruction whereby individuals may be trained or retrained for employment, and to upgrade skills and knowledge of employed workers. Each program offered will assist the student in acquiring the skills, knowledge, understanding, and attitudes, which contribute to proficiency and competency in his or her chosen field.

The College fulfills this purpose by providing training through four types of programs:

1. <u>Full-Time Preparatory programs</u> are designed to prepare persons for employment in specific or closely related occupations. These programs are offered on a six-hour per day basis. The length of programs can vary depending upon the requirements of the occupation.
2. <u>Part-Time Preparatory programs</u> are designed to prepare persons for employment in specific or closely related occupations. The part-time preparatory program is offered on less than full-time basis. Length of training ranges from a few months to four years depending upon the entrance requirements of the occupation. Part-time is classified as any hours less than 30 per week.
3. <u>Supplemental programs</u> are designed to assist employed workers to improve or upgrade skills and increase technical knowledge necessary for present employment or to acquire new skills and knowledge for a higher level of employment. The length of supplementary courses varies from two to several weeks. Content of the courses is determined by the specific needs of the members of the class. Time and frequency of meetings are arranged according to the convenience of the group for which the class is organized.

4. <u>Special Industry and Public Service</u> programs are offered to business and industry upon their request. These classes can be conducted in the College or place of employment of the class members. Specialized and intensified courses to meet specific requirements of industry may be offered when the need arises.

ADMISSIONS

The Tennessee Board of Regents establishes the admission requirements for age, status, counseling, and testing. Tennessee College of Applied Technology Crump maintains an open-door policy for admission into most occupational programs, however, educational requirements for program admission may vary from program to program. Most programs will admit students with a special education High School Diploma or a Certificate of Attendance. Students are informed by the instructor that job placement in some fields may not be obtained without a regular high school diploma. Due to licensing requirements, some programs require a regular high school diploma, GED or HiSET.

General Admission Policy

Persons seeking admission to the College must be at least 18 years of age or have a high school diploma or equivalent. Prospective students are encouraged to apply at any time. Steps to apply are as follows:

- Discuss career objective with Student Services and consult with instructor/tour program, if desired, and choose one program of study.
- Complete an application for enrollment online at ; www.tcatcrump.edu .
- Have a financial plan for attending the institution which may include financial aid, Veterans' educational benefits, scholarships, cash, check, money order, or some major credit cards.
- Provide Tennessee College of Applied Technology -   Crump with sealed, official high school transcript/diploma, College transcript/degree, or GED or HiSET scores.

Prospective students who are foreign nationals (non-U.S. Citizens or non-Permanent U.S. Residents) are permitted to enroll at the Tennessee College of Applied Technology -Crump . It is up to the prospective student to determine what, if any, affect enrollment might have on their immigration/visa status in the U.S. To be eligible for state funded financial aid or other assistance, prospective students must meet the requirements of the Tennessee Eligibility Verification for Entitlements Act (EVEA) T.C.A. §4-58-101 et seq.

The completed application for enrollment will be added to the program interest list on the date the application is received by the College. The applicant will be notified about this action by letter. Periodic letters will thereafter be sent to those with applications on lengthy interest lists to confirm their continued interest. When an opening becomes available, notification will be sent to the next applicant on the interest list, along with a scheduled orientation date. If the applicant declines or does not respond to the notification of an opening in the desired program, the Tennessee College of Applied Technology - may decide to delay the applicant's entry to the next available vacancy. If the applicant declines the opportunity for enrollment twice, their enrollment application will be retired, and the student removed from the Priority Wait List. After an enrollment application is retired, an applicant may still re-apply at any time.

Prior to, or upon, the first day of attendance at Tennessee College of Applied Technology - Crump, each new student will participate in a group orientation session, which acquaints him or her with institutional policies, functions, and personnel. The orientation process is an ongoing program which involves departmental orientation, safety policies, and development of work attitudes, habits and behaviors which help the student to use the resources available to him/her most effectively while at the Tennessee College of Applied Technology - Crump . Applicants who cannot attend their assigned orientation should reschedule with Student Services in advance. Those failing to attend their assigned orientation who still desire to attend should reapply.

In addition to the general admission criteria, specific educational and physical requirements must be met by applicants, either with or without an accommodation, in the following programs:

Practical Nursing	H.S. Diploma, GED or HiSET; passing score on Achievement Test; . Clinical sites will require a Satisfactory Physical with all required immunizations; have a background check; attend Orientation; and Pass Drug Screen. Costs for clinical site requirements are the responsibility of the student.

HESI Admission Assessment

The HESI Admission Assessment is a computerized entrance exam for the Practical Nursing program. Minimum scores of 70 in both the reading and math sections are required for admission to these programs. HESI scores are considered valid for a maximum of two years. Testing dates are published by the Student Services Department on the website. A fee is required to take the HESI exam. Please contact Student Services or go to the website for the fee amount.

Technology Foundations

Technical College Learning Support Policy (TBR Policy 2.03.00.04) requires that students who do not present valid ACT, SAILS, or other approved valid assessment scores, that demonstrate college readiness based upon established cut scores, or other documentation will be placed into the appropriate learning support course for applied mathematics, graphic literacy, and workplace documents as defined by the academic program requirements.

Students with transferable college-level coursework may be exempt from the Technology Foundations Learning Support course or completing assessments.

Institutions will provide, or may require, assessment(s) to allow students to challenge placement into Technology Foundation Learning Support if they have not met established criteria.

A first-time or transfer student, entering without valid assessment score or college level coursework not meeting transferable requirements will be enrolled into the appropriate subject area Technology Foundation Learning Support course along with the paired technical college program coursework or may be given the option of challenge testing to place into the technical college program without learning support.

The purpose of the Technology Foundations program is to provide a comprehensive program of activities that will enable students to develop and/or enhance their basic academic skills, life skills, and job skills. The Technology Foundations program will provide supplemental skill training necessary for students to reach their fullest potential in the workplace. Students must complete Technology Foundations to graduate.

Ability to Benefit

Ability to Benefit is the U.S. Department of Education established criteria, through a provision of the Higher Education Act, that must be met by a person who does not have either a regular high school diploma, General Education Diploma (GED), or High School Equivalency Test (HiSET) Exam to receive federal financial aid. All students must meet the admission requirement(s) for their programs of study; students without a high school diploma who are beyond the age of compulsory school attendance and wish to apply for federal student aid may be admitted under Ability to Benefit provisions set forth by the Department of Education.

Credit for Previous Training from Other Institutions/Experience

Students may be given credit toward program completion requirements upon demonstration of common competencies. Students may request credit for prior education, training, or work experiences may do so based on:

1. Credit from a sister Tennessee College of Applied Technology - Crump institution
2. Credit from all other institutions, work experiences, certifications, etc.

Credit for the previous training can be established by:

1. Testing: A student may demonstrate proficiency through oral, written, and/or skill performance. The test will be administered by the program instructor and the completed test maintained as part of the student's testing files. Recommended credit must be documented on a prior credit request form and filed in the student's folder in the Student Services Office.

2. Transcript: Prior credit may be granted to students by transcripts from other schools. Credit earned from other sources must be from institutions that are accredited by an agency recognized by the U.S. Department of Education or whose acceptance is required by a state or federal approving agency, including:

   a. Other TBR schools. The instructor should evaluate the transcript to ensure that credit is given only for those courses or units that coincide with units of instruction for this program.
   b. Schools not governed by TBR, but which have an articulation agreement with Tennessee College of Applied Technology - Crump. Credit will be given as specified in the articulation agreement.
   c. For students who are transferring from a program certified by a state or national governing board such as practical nursing, cosmetology, or NATEF (ASE), credit may be granted for completed certified units as prescribed by the certifying agency.
   d. Institutions not governed by TBR, but which have courses similar to the program of instruction at Tennessee College of Applied Technology - Crump .

Upon pre-enrollment/enrollment, students desiring credit for prior education, training, or work experiences must complete a Previous Training/Experience Form, available from the Student Services Office. The prior credit form should be completed by the student and instructor and submitted to the Student Services Office by the end of the first term of the student's enrollment. Students should identify prior credits, via an official transcript, including a course description(s), that the student feels are a match for a course(s) in the Tennessee College of Applied Technology - program of study. Past work experience will be evaluated for currency, type of equipment used and length of employment. Students seeking such credit should submit supporting documentation to their instructor for review and recommendation(s) for credit towards completion of a program of study. The instructor's role is only to recommend whether to grant credit towards a certificate or diploma based on past education, training, or work experiences. Based on the information submitted, the instructor will recommend the amount of credit to be given or recommend that the student complete a challenge test to determine credit. The instructor will then forward recommendation(s) to the Student Services Office. Credit granted will not exceed 25% of the program of study. After assessment of previous education, training and/or experience the student will be enrolled in training at the student's documented proficiency level. The time normally required for training will be shortened accordingly.

Re-Admission Policy

A student who previously attended Tennessee College of Applied Technology Crump who either withdrew or whose attendance was otherwise terminated must re-apply for admission by completing a new enrollment application. Due to processing of financial aid, students desiring to enroll in a new program of study and use financial aid, or did use financial aid in a prior term, will experience a 60-day waiting period for re-admittance.

Service Member Re-admission

Military reserve and National Guard personnel who are mobilized to active military service within six months of attendance at Tennessee College of Applied Technology - Crump and who plan to return to College, will have their tuition assessed as per TBR policy B-60.

Readmission from Academic Suspension (All programs except Allied Health)

The President, in coordination with the Student Services Coordinator, may consider for re-admission an applicant who has been suspended. Criteria that will be considered in assessing candidacy for re-admission 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 re-admitted student may succeed in pursuing his/her training objective.

No student will be allowed to re-enter the College if he or she has been suspended two times for failure to meet academic standards. Probationary guidelines may be imposed upon re-enrollment after suspension for the following violations:

Attendance Violations: Any student suspended for poor attendance must sit out sixty calendar days but will be eligible to return the following term provided space is available.

Unsatisfactory Progress: A student suspended for unsatisfactory progress evaluation must sit out for sixty calendar days but will be eligible to return the following term provided space is available.

Disciplinary action for student conduct code violations will be processed separately as provided in the Tennessee College of Applied Technology - Student Disciplinary Code (https://tcatcrump.edu/about/policies-and-guidelines) and the TBR Policy on student discipline (https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions).

Readmission for Nursing Students

Any Tennessee College of Applied Technology - Crump nursing program student who was previously suspended for failing to meet academic standards in the nursing program must reapply for admission to return to the program. If the student is seeking readmission to the first term, the regular application process will apply. The applicant will be required to attend an information session and submit the necessary applications. References, transcripts, and HESI scores are considered valid for two years from the time of their initial receipt.

If an individual seeks to reapply to the second or third trimester of the nursing program, the applicant must complete the Tennessee College of Applied Technology - Crump application and return it to the Health Careers Department. The student must also include a letter requesting readmission to the specific term.

The Nursing Coordinator will review each case and may recommend readmission to the school President. Criteria that the Nursing Coordinator will consider in determining readmission include demonstration of the student's willingness to address the deficiencies that contributed to the prior suspension and assessment of the likelihood that the readmitted student may succeed.

Any student suspended for poor attendance must sit out one full term before being readmitted to the program. Any student suspended for academic failure may request readmission to the next available class. Readmission is dependent upon clinical availability and is not guaranteed. Re-enrollment is determined on a first-come, first-served basis.

Any student who has been suspended twice from the nursing program due to violation of attendance, academic, and/or clinical performance may be denied readmission. After a period of five years from the date of the second termination, an individual may apply to the nursing program and be given consideration for readmission. Transfer credit for this admission will not be considered.

Transfer from another Nursing Program

Students who have completed nursing courses at another nursing program and seek to enter the program in the second or third term of the Tennessee College of Applied Technology - Crump nursing program may apply for enrollment. The application process for transfer students includes:

- Submit completed application for enrollment.
- Submit official copy of high school transcript or high school equivalency.
- Submit official transcript from previous nursing education program.
- Submit proof of score at least a 750 on each of the HESI end of course exams for the term(s) that are being granted credit. The costs of the HESI exams are the responsibility of the applicant. If an applicant has had the HESI end of course exams within the previous two years, an official copy of the test results can be provided in lieu of retesting.

Applicants will be accepted to the program based on classroom space and clinical availability. If all application materials are received, acceptance is based on a first-come, first-served basis. Priority is given to previous Tennessee College of Applied Technology - Crump students seeking re-enrollment.

After notification of conditional acceptance to the program, the following items required by clinical sites must be completed and submitted prior to enrollment:
- Satisfactory drug screen within the previous six months,
- Satisfactory criminal background screening within the previous six months,
- Proof of current CPR certification, and
- Up-to-date physical/immunizations.

TUITION & FEES

Fee Assessment

Fees are assessed each term in accordance with an approved fee schedule for Tennessee Colleges of Applied Technology. Maintenance Fees are based upon the number of clock hours the student is scheduled to attend for the term as outlined below for on-ground students. In addition to paying a Maintenance Fee each term, on-ground students must pay a Technology Access Fee and a Student Access Fee each term. Fees may be paid by cash, check, and money order, or credit card or by charging against Financial Aid. No two-party checks or partial payments accepted. Students must pay their fees before being admitted to class each term. All fees must be paid on registration day. Students will be counted absent until tuition and fees are paid. NOTE: Fees subject to change without notice.

Maintenance Fees

1. **Full-time Programs** – full-time students enrolling for 432 hours, whether residents or residents of Tennessee, pay the current maximum maintenance approved by Tennessee of Regents. Students enrolling or completing between beginning ending dates

All 341 - non- shall fee as the Board term and will pay a prorated fee for that term based upon the fee schedule.

Tennessee Colleges of Applied Technology Fee Schedule

Effective Fall Trimester 2020

TRIMESTER SCHEDULE

TRI Hours	FY 20-21 Maintenance Fee	TRI SAF	TRI TAF	TRI TOTAL
* 1 - 40	$ 192.00	$ 10.00	$ 45.00	$ 247.00
* 41-80	259.00	10.00	45.00	314.00
* 81-135	391.00	10.00	45.00	446.00
*136-217	680.00	10.00	73.00	763.00
218-340	1,098.00	10.00	73.00	1,181.00
341-432	1,229.00	10.00	73.00	1,312.00

Special Academic Fees: **Applicable to Tennessee College of Applied Technology - Crump**

Note: Prices subject to change each academic year

Licensed Practical Nursing	$ 100.00	Per trimester
Welding Technology	$ 100.00	Per trimester

2. **Part-time Programs** – Students enrolling part-time or in short term, supplemental or special programs of less than 341 hours will be assessed a fee based on the length of the program in which he or she is enrolled. Full-time students enrolling in part-time or special industry classes will be assessed the part-time fee.

3. **Secondary Students** – Secondary students shall not be individually assessed fees. (The Tennessee College of Applied Technology - will negotiate with each school district the appropriate fee for their students enrolling at the Tennessee College of Applied Technology - .)

4. **Home School and Private School Students** – Each student will be assessed the standard fee.

5. **Special Industry Training** – Student fees shall not be individually assessed for special industry training. All charges will be made to the receiving industries and shall be credited to the school's appropriate Grants and Contracts revenue account.

6. **Other Students**—For credit classes, a fee of $60 per term (including maintenance fee and tech access fee) may be charged to persons who are domiciled in Tennessee with a permanent and total disability, and persons who will become 65 years of age or older during the academic term in which they begin classes. This only applies to enrollment on a space-available basis. Fees may be discounted or considered as scholarships for full-time state employees, TBR employees, spouses, and dependents as well as children of certified public-school teachers. Before any student is counted as enrolled, the maintenance fee must be paid. Maintenance fees may not be waived unless extenuating circumstances are present according to TBR policy at the approval of the President. After a student has properly completed the enrollment form and has been approved for the courses designated on the form, the amount of applicable fees will be determined according to the fee schedule.

Other Fees

Drug screening fees, Background Checks, Clinical Fees, Liability Insurance, Truck Maintenance Fees, Welding Fees, Testing Fees, and other special academic fees are non-refundable.

In compliance with TBR B-060: Appeal process regarding fees, charges, and refunds, students have the right to appeal all fees, charges, or refunds assessed to their account if they are believed to be in error. Appeals must be submitted in writing to the Student Services Office for a review. If the charges are deemed to be appropriate, students may submit their appeal to the President of Tennessee College of Applied Technology - Crump for their determination, which will be final.

Books, Supplies and Expenses

Students must purchase the following on their own, as may be required by the area of training in which enrolled:
   1. Texts, workbooks, paper, tools, and pencils
   2. All parts and materials used on personal projects
   3. Uniforms, safety glasses, and other personal items are required by specific occupational areas.
   4. Students are encouraged to take the accident insurance available.

All materials, books, and other supplies purchased from the bookstore by the student become the property of the student and are non-refundable.

Fee Waivers

Full-time state employees (to include TBR and UT employees) may enroll in training programs on a space-available basis without paying maintenance, technology access fees, and student activity fees using a PC-191 waiver. Any dependent child under the age of 21 whose parent died as a direct result of injuries received while serving in the armed forces may be eligible for a fee waiver.

Note: All persons eligible for maintenance fee waivers or discounts must provide appropriate documentation prior to registration.

Fee Discounts

A maintenance fee discount equal to 50% will be provided to spouses and dependent children under the age of 26 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.

Persons with a permanent, total disability, and persons who will become 65 years of age or older during the academic term in which they begin classes and who are domiciled in Tennessee will be charged a service fee of $60 per term. This only applies to enrollment on a space available basis.

Dishonored Check Collection Fees

The payment of fees may be made by cash, check, credit card, or money order. If a student pays fees with a check that is not honored by the bank, the student will be notified by the person so designated at the Tennessee College of Applied Technology Crump.   If the check is not paid in cash within 15 calendar days from the date of notice, that student will be withdrawn from classes. A returned check fee of $30 will be assessed. The institution may deny future check writing privileges to students who have paid registration fees with checks that are dishonored. (Policy 4:01:03:00 page 1). Once a check is returned for insufficient funds a second time, students are required to pay with a cashier's check or cash in subsequent terms. Any past due debts must be paid prior to any additional registration

and no grade reports, certificates, or diplomas will be issued until the debt is paid. Also see Payment of Student Fees and Enrollment, TBR Policy 4.01.03.00.

Refund Policy

The College will automatically calculate and process a refund for any student that withdraws during the refund period. All refund checks are mailed directly to the student from the Tennessee College of Applied Technology - Business Office within 30 days of receipt of the request.

Eligibility for Refunds:

1. The change in a full-time student's schedule which results in reclassification to a part-time student.
2. A change in a part-time student's schedule, which results in a class load of fewer hours.
3. Voluntary withdrawal from the College within the refund period.
4. Cancellation of a program by the College.
5. Death of a student.
6. Students administratively dismissed WILL NOT be eligible for refunds.

Title IV financial aid students (i.e. Pell, SEOG) may be subject to Return of Title IV refund policies. Wilder-Naifeh recipients are subject to institutional refund policies. There is **no** refund of technology access fees, student activity fees, or special academic fees after classes have begun.

Calculation of Refunds

1. Full Refund:

   a. 100% of tuition and fees will be refunded for classes canceled by the College.
   b. 100% of tuition and fees will be refunded for drops or withdrawals prior to the first official day of classes.
   c. 100% of tuition and fees will be refunded in the case of death of the student during the term.

2. Partial Refund:

   a. A refund of 75% of tuition may be allowed if a program is dropped or a student withdraws within the first 10% of the class hours.
   b. A refund of 50% of tuition may be allowed if a course is dropped or a student withdraws within the first 20% of the class hours.
   c. No refund of tuition may be permitted after 20% of the class hours have been completed.

3. There will be NO refund after the first official day of classes when a minimum fee is collected.

*Please note:
- Bookstore purchases, special academic fees, and liability insurance are non-refundable.
- Costs charged against a financial aid award may result in the refund to state or federal entities.
- Refund checks are requested by Tennessee College of Applied Technology - Crump Business Office and are mailed to the student from the Tennessee Board of Regents Service Center.

GRADING & PROGRESS POLICIES

Students are evaluated on skill and theory in each program during the academic term. Progress reports, attendance records, and work evaluations are maintained on each student in Banner, a computerized student information management system. Students' files are maintained in the College's Student Services Office.

Academic Retention and Readmission Policy

I. Student Attendance
   A. The nature of the programs at the Tennessee Colleges of Applied Technology 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 (432 hours) and that has been absent for more than 5.5% (24 hours) of the scheduled hours enrolled, will receive written 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. The number of hours of absence triggering notification 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 (432 hours) 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 (3) days of receiving notification of the suspension. A student appealing suspension of attendance may remain in class until the suspension has been reviewed. The number of hours triggering suspension must be prorated for all part-time and full-time students enrolled for less than a full term.
      3. A student is considered tardy if not in the classroom at the designated time for class to start. Multiple tardies will result in the following discipline:
         a. Five (5) tardies: Student will be given a written warning by instructor.
         b. Six (6) tardies: Student will be placed on probation by the president or the president's designee.
         c. Seven (7) tardies: Student will be referred to the president, and may be suspended.

      4. An attendance record for each student shall be maintained in the student information system.
   B. When a student misses three (3) consecutive days without contacting the college, that student may be presumed to have withdrawn from the college.

II. Exceptions for Suspension Due to Student Attendance
   A. In individual cases of extenuating circumstances, the president may make exceptions to the requirement of suspension or presumed withdrawal due to absences. The circumstances warranting such exceptions should be fully documented.

III. Student Progress
   A. Evaluations of student achievement toward a program's identified occupational competencies are recorded for each student at the end of 432 hours of instruction that comprise a term. Those evaluations shall be based on the following scale of progress:
      1. A = 94 – 100
      2. B = 87 – 93
      3. C = 80 – 86
      4. D = 73 – 79
      5. F = 0 – 72
      6. P = Pass
      7. CONT = Continuing/Incomplete
      8. W = Withdrew

   B. 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

IV. Prior Learning Assessment/Transfer Credit

A. Each TCAT will establish a process for prospective students to submit prior learning or transfer credit for review by an instructor in the student's selected program of study. The process will be advertised to all students and will be outlined in the student handbook.

B. Transfer credit for previous training from other institutions or prior learning experience may be given credit toward program completion requirements upon demonstration of common competencies. Students requesting credit for prior education/training or experiences may do so through two sources of prior credit that can be reviewed by instructors for recommendation for the student to receive credit towards a course in a TCAT program of study.
    1. Credit from a sister TCAT institution.
    2. Credit from all other institutions, work experiences, certifications, etc.

C. For the purpose of GPA, the prior learning or transfer credit will appear on the student's transcript. A grade of 'TP' for Transfer--Full Course Credit or 'TC' for Transfer—Partial Course Credit will be assigned and will not be included in the GPA calculation.

D. Transfer credit provisions are set by each technical college in keeping with best practice guidelines. As such, transfer of prior credit is limited in a number of areas.
    For example,
    1. the number of hours that may be transferred,
    2. in equivalency of requirements,
    3. the procedures for acceptance of transfer credits, including GPA requirements,
    4. the period in which courses may be taken and time limits on work varies by institution,
    5. department and academic program.

V. Grade Point System
    A. The following grade point system is to be used in grade point average (GPA):
        1. A: 4 points per customary clock hour
        2. B: 3 points per customary clock hour
        3. C: 2 points per customary clock hour
        4. D: 1 points per customary clock hour
        5. F: 0 points per customary clock hour

    B. The grade point average is determined by dividing the total number of grade points earned by the total number of customary clock hours for the courses which the student attempted. Customary clock hours in courses from which the student withdraws or in which the student receives grades such as pass/fail, are not considered when determining the GPA.

    C. Finally, a single student transcript will include term and cumulative GPA calculations. The cumulative calculation will be used in determining the required GPA for graduation, honors, and financial aid eligibility. The term calculation will be used when determining suspension.

    D. For the purpose of increasing mastery in a course when such is necessary for program progression or for the purpose of increasing the GPA, institutions may permit students to repeat courses in which their final grades are C or lower. Allied Health programs may outline specific repeat course guidelines in their respective Allied Health student handbook.

    E. In computing the GPA, the question of how to count repeat courses must be specifically addressed in the Student Handbook of each institution. In the event a student repeats a course, the repeat course grade is calculated into, and the original grade is excluded from the GPA. If courses are repeated more than twice (three attempts), GPA is calculated using the third attempt and all subsequent attempts.

VI. Retention Standards
    A. GPA TCATs
        1. A student who fails during any term to attain a cumulative GPA at or above the level indicated below for the customary clock hours attempted or the average grade per course, will be placed on suspension at the end of the term.
            a. Standards:

I. A student must earn a "D" (73) or better per course for each term and an overall 2.0 GPA or better per term.

II. Allied Health Programs require a "C" (80) or better per course for each term.

2. Additional retention standards for specific programs may be established by the college based on accreditation or licensing requirements applicable to a program.

VII. Readmission from Suspension for Grades or 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 their training objective.

Grading and Progress for All Programs (except Allied Health)

Grade Scale (except Nursing & Allied Health)

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

Each student will be evaluated on a term basis. The term grade report will reflect each student's progress in the categories of Skill Proficiency and Related Information (theory).

A student must maintain a "D" or better average per course code and an overall combined average of a "C" or better for the 72-day period of instruction, which comprises a term. Failure to maintain the required overall combined grade average of "C" or better at the mid-term or end of term will result in academic probation. Once on probation, failure to bring grades up to an overall combined average of "C" or better by the end of the next grading period (midterm or end of term as applicable) will result in suspension. Suspended students must wait one full term prior to re-enrollment.

Pace/Progress: Instructors shall have a course outline/curriculum that stipulates the customary length of time for a module of study. Instructors shall consult with their advisory committees on their course outline/curriculum. Student Services personnel shall communicate the concept of pace/progress to new enrollees during orientation. Instructors shall communicate their program's specific pace/progress schedule to every incoming student. Instructors shall create and maintain a grading system whereby those students not maintaining the stated pace/progress for a specific module of study will receive a grade that reflects that lack of pace/progress. Instructors shall inform all students, existing and new, of the grading policy.

Since all occupational training offered in the area Colleges involves technical knowledge and occupational and employability skills, students are encouraged to apply themselves to achieve success in their chosen vocational objective.

Student Grading and Progress for Nursing & Allied Health

Nursing and Allied Health students receive a theory grade in each subject. Academically, grades of A, B, and C are considered satisfactory progress; grades of D or F are considered unsatisfactory progress. A student who receives an unsatisfactory academic grade at the end of the term or unit will be suspended from the program due to failure to progress. All grades/grade averages will be calculated to the tenth place. If the tenths place is 0.5 or greater the

next higher whole numerical number will be assigned. (i.e. 79.5 = 80) If the tenths place is 0.4 or less the numerical grade will be rounded down. (i.e., 79.4 = 79). Students must maintain a satisfactory average (80) for each unit of the curriculum.

Grade Scale for Practical Nursing & Allied Health

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

Once grades have been awarded and posted, they may not be changed without written authorization of the instructor and the approval of the President unless altered pursuant to a grade appeal. Students enrolled in the Practical Nursing and Allied Health programs must maintain a satisfactory average of 80 for each unit of study.

Worker Characteristics Grading (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 to help develop a viable and effective workforce.

The ten worker characteristic traits identified are:

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

The Tennessee College of Applied Technology Crump has incorporated a worker characteristics course focusing on the worker characteristics to be taught each term. These sessions are conducted throughout the term weekly, depending on the class schedule. Each student will receive a worker characteristics course grade, which will be recorded on the student's transcript.

STUDENT RECORDS

Student Files
A permanent file is maintained on each current and former student who has enrolled in Tennessee College of Applied Technology Crump. The College complies with G-070 on disposal of records.
Each permanent student record will contain a minimum of the following information: 1) academic records; 2) disciplinary files; 3) matters resulting to student discipline. The class roll is maintained by the instructor and is the official record for all students in a class. It is the official school record in matters pertaining to entrance dates, completion dates, and attendance. These records are the property of the College and are stored in the Office of Student Services and the BANNER student information management system.

The Tennessee College of Applied Technology Crump complies with the Gramm-Leach-Bliley Act: Security Information Program guidelines that set standards for protection of all nonpublic financial information.

Student Record Confidentiality

All student records are confidential in accord with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C.–§1232g and T.C.A. §10-7-504. (See also TBR Guideline S-020 on confidentiality of student records). Confidential student record information generally may not be disclosed without the written consent of the student. Consent to release forms and information regarding disclosure procedures may be obtained from the Student Records Office.

Student Notification of Rights - Family Education Rights and Privacy Act (FERPA)

Students of Tennessee College of Applied Technology Crump have specific rights under FERPA, as well as the related regulations of the Department of Education. This law and the regulations provide that a student has a right to inspect and review their education records. Requests will be honored within 45 days of the day the Tennessee College of Applied Technology - receives a request for access. Students should submit a written request to the Student Services Coordinator, identifying the record(s) they wish to inspect. The student will be notified of the date and time when the records will be available for inspection.

As per both FERPA and TBR Guideline S-020, a student may request that any record be amended if the student believes it is inaccurate, misleading, or otherwise in violation of privacy rights. To request an amendment, the student must write the Student Services Coordinator and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record, the student will be notified of his/her rights to a school hearing. Additional information regarding hearing procedures will be provided to the student at that time.

Release of Personally Identifiable Information

Tennessee College of Applied Technology - Crump will obtain the student's written, signed consent before disclosing personally identifiable information about the student from their records, unless release is pursuant to one of the exceptions provided by FERPA or its regulations. Students may execute a FERPA release form which gives the College permission to release information or to speak with others about matters contained in the student's records as designated by the student. Students also have the option to execute consent forms authorizing the Tennessee College of Applied Technology - Crump to release student records to parents or other designated persons/entities. For information on the FERPA release form, visit the Student Services Office.

FERPA permits disclosure without consent, to Tennessee College of Applied Technology - officials with legitimate educational interests. A College official has a legitimate educational interest if the official is a person employed by Tennessee College of Applied Technology - Crump in an administrative, supervisory, faculty or staff position; a person or company with whom the school has contracted services; a member of the school's governing board; or, a student serving in an official capacity, such as student review hearings. Upon request, the school also discloses education records without student consent to officials of another school in which a student seeks or intends to enroll, but will notify the student, if possible, of the request.

A school may also disclose personally identifiable information without student consent to the following parties:

U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
Authorized organizations conducting educational research
Accrediting agencies
Alleged victim of a crime
Parent of a Dependent Student as defined by the IRS
Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

FERPA also permits the disclosure of "Directory Information" without prior consent of a student.. "Directory information" means information contained in an education record of a student which would NOT generally be considered harmful, or an invasion of privacy if disclosed. Directory information includes:

Name
Address
Date of birth
Telephone listing
Course of study
Dates of attendance
Awards earned
Most recent previous institution attended
Other information of the type above specifically approved by the institution or school as acceptable directory information

Tennessee College of Applied Technology - Crump does not sell and generally does not distribute mailing lists of students to any person or entity except as mandated by certain federal laws for military recruiters. The Solomon Amendment requires the release of name address, and date of birth to military recruiters upon their request.

Other Possible Bases for Release of Student Records

FERPA and Subpoenas
The Tennessee College of Applied Technology - may be required to disclose information pursuant to a court order or lawfully issued subpoena. The Tennessee College of Applied Technology - must make a reasonable effort to notify the student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action, unless the court or issuing agency has prohibited such disclosure.

FERPA and Health Records *45 CFR Part 160; 45 CFR Part 162; 45 CFR Part 164*
Your schools' Office of Disability Services (ODS) normally obtains and maintains health records for each student who applies for accommodations, services, or waivers. If a health record is used to decide regarding a student's education program, the health record is an education record. In that case the normal FERPA confidentiality provisions apply.

FERPA and Health and Safety Exemption *34 CFR 99.31(a)(10) & 34 CFR 99.36*
A health and safety exception permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals. The school discloses personally identifiable information from an education record to appropriate parties in connection with a health or safety emergency *if* knowledge of the information is necessary to protect the health or safety of the student or other individuals.

FERPA and the Patriot Act:
In response to the terrorist attacks on the United States that took place on September 11, 2001, Congress made changes to FERPA. Section 507 of the USA Patriot Act amended FERPA, which now contains 16 exceptions to the general rules. *Public Law 107-56; DCL April 12, 2002.* Tennessee College of Applied Technology - Crump complies with the changes made to FERPA because of the USA Patriot Act as outlined in *DCL April 12, 2002.*

Students may report violations of FERPA or submit questions about FERPA matters to the Tennessee College of Applied Technology - . Complaints or requests for information about FERPA and the Tennessee College of Applied Technology - Crump's policies related to student records may do so by contacting the Student Services Coordinator. Additional information may be found at:

Cherry Johnson	Tennessee Board of Regents
Student Services Coordinator	1 Bridgestone Park
Tennessee College of Applied Technology Crump	Nashville, TN 37214
3070 US 64, PO Box 89	www.tbr.edu
Crump, TN 38327	Policy 3:02:03:00-Confidentialty of Student Records
731-632-3393	
731-632-3018	

A student also has the right to file a complaint with the U. S. Department of Education concerning alleged failures by Tennessee College of Applied Technology - Crump to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Ave. S. W.
Washington, DC 20202-4605
Phone: 202-260-3887
www.ed.gov/officese/OM/fpco

Transcript of Academic Record

A transcript of training completed will be prepared and supplied to students upon request. All requests for transcript, including requests made to be mailed to employers or other education institutions must be made with a Transcript Release Form signed by the student. This release will expire when the request is finalized. Transcript requests take 7-10 business days to process. Students with an encumbrance of $100 or greater will **not** be allowed to receive transcripts, awards, or to have transcripts sent to 3rd parties until that balance is settled or unless the transcript is to be sent to another TBR institution and the student has entered into a written agreement to satisfy the outstanding debt or obligation owed to the College issuing the certificate of credit or official transcript. The receiving institution will not release an award or transcript until the encumbrance is paid to Tennessee College of Applied Technology - Crump. The College will keep a permanent record of training. Any student who changes his/her name or address should notify the main office so that accurate records may be maintained.

High School Transcripts and GED and HiSet Scores

GED and HiSET scores and transcripts are required to be on file in the Student Services Office.

Transfer of Student Records to other Institutions

Educational records may be disclosed without the student's consent to officials of another school or institution in which a student seeks or intends to enroll.

STUDENT POLICIES

Attendance Policy

The nature of the programs at the Tennessee College of Applied Technology - Crump 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. The daily attendance of a student becomes a part of the student's permanent file and is reflected on their transcript.

The attendance policy is intended to promote dependability and positive worker characteristics essential to success in the workforce. Students are expected to be punctual and attend class each day. The purpose of the attendance policy is to provide those students with extenuating circumstances or emergencies beyond their

control an exception to perfect attendance. Discretionary hours or personal time away from school is not considered appropriate absences. On occasions where a student must be absent from the Tennessee College of Applied Technology - , they are required to call in to their instructor to inform them of that fact. All students must attend at least 90.3 % of their scheduled hours to maintain satisfactory attendance.

Full-Time Students

- After a full-time student has been absent for a total of 5.5% of the total hours for which he/she enrolled for the term, the student will receive written communication from the Student Services Department 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. The number of hours of absence triggering notification must be prorated for all part-time students and full-time students enrolled for less than a full term.
- When a student accumulates absences more than 9.7% of the hours for which he/she enrolled for the term, the student will receive written notification of suspension. For a full-time student enrolled for a full term (72 days) and has absences exceeding 9.7% (42 hours) of the scheduled hours enrolled (432 hours), that student will be suspended. The student may appeal the suspension in writing to the president within three (3) days receiving notification of the suspension. The number of hours of absence triggering notification must be prorated for all part-time students and full-time students enrolled for less than a full term.
- The President will review the student's attendance record and any student provided absence documentation. Written notification will be provided the student of the President's appeal decision.
- A student is considered tardy if not in the classroom at the designated time for class to start. Students arriving late to school will be charged for absences due to tardiness as follows:

  1. 1 to 30 minutes will be counted as 30 minutes
  2. 31 to 60 minutes will be counted as one hour, etc.
  3. Multiple tardies will result in the following action(s),
       a. 5 tardies—student will be given a documented warning by instructor,
       b. 6 tardies—student will be placed on probation by the President or the president's designee,
       c. 7 tardies—student will be referred to President and may be suspended,
  4. An attendance record for each student shall be maintained in the student information system.
  5. When a student misses three (3) consecutive days without contacting the college, that student will be presumed to have withdrawn from the college. Please see the Involuntary Withdrawal Policy on page 30.

- Exceptions for Suspension Due to Student Attendance: in individual cases of extenuating circumstances, the president may make exceptions to the requirement of suspension or presumed withdrawal due to absences. The circumstances warranting such exceptions should be fully documented.

To re-enroll, following a suspension for an attendance policy violation, the student must complete and file an application for readmission. Students terminated for attendance violations must wait sixty calendar days before re-enrolling. Re-admission requires a new application and following standard admissions processes.

Make-Up Hours

Make-up hours are not permitted except as a reasonable accommodation permitted pursuant to procedures applicable in specific situations, e.g. pregnant students, or certain documented disabilities.

Exempt Absences

Students who are members of the Reserve or National Guard and who are required to serve two weeks' active duty each year will be permitted to do so. In such cases, the student will be granted leave for the period of active duty. VA certifications for such students will be adjusted accordingly. These students should advise the school of their

military schedule at the beginning of the term their active duty tour is scheduled. The student must provide the College with a copy of the official orders.

A student will be excused from classes for jury duty; however, a copy of the summons must be provided to the College as well as an excuse for each day from the court clerk.

Reporting Absences

All absences and tardiness must be recorded on the progress report, which is kept in the student's permanent record in Banner. When returning to class following an absence, the student should report to the instructor and complete the absence report. Students leaving class without authorization will be counted absent and may result in disciplinary action. The student should report to the instructor before leaving. False information pertaining to reasons for absences will be grounds for discipline.

Changes in Enrollment Status

It is sometimes necessary for a student to change status or alter his/her attendance schedule. A change of status could be an increase or decrease in scheduled hours to attend. One change of status per term is permitted prior to the census date for the term; however, after the census date, students will normally not be allowed to change status. Additional circumstances where change of status is permitted are:
- Students may change status between terms; however, approval for the change in status must be granted prior to registration for the subsequent term.

- A student may be allowed to change status from full-time to part-time or from part-time to full-time during the term only when there are documented medical or personal reasons. Such medical or personal reasons shall include, but not be limited to, serious extended illness of the student, serious or extended illness, death of an immediate family member, or other extraordinary circumstances that are beyond the student's control where continued enrollment would create a substantial hardship.

Students must contact the Student Services Office to request a change in status. If a change in status is approved, the amount of any financial aid awards being received will be adjusted based on the revised scheduled hours for the term; therefore, students must review the change in status request with the Financial Aid Office. Any amount that the student owes for financial resources already received must be paid back prior to the effective date of the change. The institutional refund policy will be applied to determine if a refund is due. Additional procedures may apply for Wilder-Naifeh recipients when changing status. For students receiving the Wilder-Naifeh Technical Skills Grant award only, the student may appeal a denial of a request for change in status.

Classroom and Shop Maintenance

Good housekeeping practices should always be followed. Trash must be picked up on site; tools, equipment, etc. should be kept in appropriate places—not on benches, machines, and floors when not in use. As an integral part of instruction, each student is expected to participate in housekeeping and cleanup activities at the conclusion of each day to maintain efficient, high-level training programs. Instructors and students are responsible for cleanliness and orderliness of classroom work areas at all times. Each program will establish a daily routine for cleaning and students are expected to carry out duties as assigned.

Utilization of Physical Facilities

Shops, laboratories, and equipment shall be used only for carrying out the instructional program of the school.

Students are responsible for proper use and care of tools and equipment.

Organizations seeking to utilize designated Tennessee College of Applied Technology - Crump facilities must complete the Facilities Usage Application. This application must be submitted to the President or designee at least five (5) business days prior to the event. The President or designee will review the request and approve or deny it in writing, which may take the form of an email message. Denial of a Facilities Usage Request will include a statement of the basis for the denial. Please see the TBR policy1:03:02:50 on Facilities use at https://policies.tbr.edu/policies/access-and-use-campus-property-and-facilities and questions may be referred to the Office of President or Vice-President.

Responsibility for Tools, Equipment and Property

Students are responsible for the proper use and care of tools, equipment, and other school property. Students responsible for loss of, or damage to, school property may be required to pay costs associated with that loss or damage. Students must report damaged equipment or facilities to the instructor as soon as detected.

Course Activities

Each training program has specific rules and class policies regarding conduct, dress, safety, break and lunch schedules, and course requirements. The instructor has charge of all course activities and will inform students of training expectations, including the purchase of books, supplies, tools, and uniforms.

Dress Policy

The Tennessee College of Applied Technology Crump is a vocational/technical training institution. Most employers will not employ persons with inappropriate appearance. Presenting a work-like and neatly dressed appearance makes the task of finding and securing employment much easier. The College's aim is to make the educational experience as much like a well-managed industrial establishment as possible.

Appropriate attire must be worn that is representative of what industry requires in the workplace. Safety glasses are required in the shop areas, and loose clothing is prohibited when operating machinery. Appropriate dress is strongly encouraged and will be defined by your instructor. An important training goal for each student at Tennessee College of Applied Technology - Crump is to develop a sense of personal pride in his or her appearance and chosen occupation. Students may be required to purchase certain prescribed clothing such as shop suits, steel-toe boots, pants, shirts, uniforms, etc., for their training area. Students must wear shoes and clothes suitable for the area enrolled and keep them neat. Provocative or offensive clothing is prohibited on campus.

The evaluation of student worker characteristics will include student appearance as it relates to occupational/job requirements. Work and dress habits are an important part of any skilled craft person, technician, or office worker.

Attitude

Students are expected and encouraged to develop proper work habits and to maintain a sincere, cooperative attitude at all times.

ID Badges
Students should always wear their Tennessee College of Applied Technology student photo identification badges while on campus. The badges must be displayed so that they are readily visible. To ensure the security of student data, a student ID badge or other valid unexpired government issued ID must be presented to college staff in order to discuss student account/financial aid information or receive financial aid residual checks. If a student loses his or her student ID badge, the item must be reported as lost or stolen to the Business Office during normal operating hours. A replacement fee of $5.00 must be paid and a receipt must be presented to school personnel in Student

Services before a new ID badge will be made. Upon termination from the Tennessee College of Applied Technology - Crump , students must return their ID badges to the instructor/Student Services Office.

Program Transfer Policy

It is expected there will be very limited transfer between programs since every attempt is made to place the student into a suitable area at the time of initial enrollment. When a student who is currently enrolled needs to transfer to a new training program because of a change in career objectives, the Student Services Office will coordinate with the instructors and the student in making the transition to another program and in ensuring the change is appropriate to the student's interests and qualifications. Students must have a passing average in the program they desire to transfer from before the transfer will be considered. When the transfer choice is made, the Student Services Coordinator must approve the transfer and notify the Financial Aid Office. It is expected that generally this will occur during the first term of the student's training.

Transfer from Tennessee College of Applied Technology - Crump to Other Institutions

Those students who wish to transfer to another Tennessee College of Applied Technology - will need to consult with the Student Services Office concerning the date they expect to enroll in their new Tennessee College of Applied Technology. Students transferring from Tennessee College of Applied Technology Crump must follow the records policy to have their records sent to other institutions. Financial aid records do not automatically follow students; please see Financial Aid personnel for assistance.

Transfers of Students from Other Institutions

All transfer applicants are considered on a/an individual basis. Transcripts documenting clock hours of attendance, grades, and skills mastered are reviewed for credit, time, and placement. Transfer students are admitted when space is available and admission requirements are met.

Articulation

Tennessee College of Applied Technology Crump is committed to helping our students achieve more advanced degrees. Students who have documented classroom hours or experience in technical areas offered by Tennessee College of Applied Technology -   Crump may receive advanced placement at subsequently attended institutions of higher education based on a competency-based test or a review of Tennessee College of Applied Technology - transcripts. To receive more information on current articulation agreements please contact with the Student Services Office.

Procedure for Voluntary Termination of Training

Every student should talk with his/her instructor and the counselor before voluntarily terminating his/her training or withdrawing from enrollment at the Tennessee College of Applied Technology - Crump. The procedure terminate/withdraw is:

1. Talk with your instructor. Explain why you are leaving and what your plans are for the future.
2. Complete an Exit Interview Form and turn your ID badge in at the Student Services Department.
3. If a student fails to complete an Exit Interview Form, the Student Services staff will mail the form to the student. This information is very important for COE, U.S. Department of Education, and TBR reporting.
4. Students may owe refunds for financial assistance program if they do not complete the hours scheduled during the term they terminate/withdraw. An interview with the Financial Aid Administrator is recommended prior to termination/withdrawal to determine any applicable financial penalties.

Involuntary Withdrawal Policy (Automatic)

Any student who is absent from class for three days without notification to the program instructor will be automatically withdrawn from class per TBR policy 2:03:01:05. On the day following the third no call no show absence, the instructor will fill out the required termination notification forms and forward them to the Student Services Office.

Student Services personnel will process the withdrawal forms, including determination of Return of Title IV Aid Calculation, TBR Refund Calculation and notification of withdrawal to required outside agencies. Should the student return to class after an automatic withdrawal has been processed, the student will be required to complete a re-admission form and a new application for enrollment.

Health and Accident Policy

All students enrolling in Tennessee College of Applied Technology Crump are encouraged to complete a Medical Record form. This information will be treated as a confidential educational record and will only be utilized if a student requires immediate assistance due to an illness or injury on the College campus or training work site. Adherence to sound safety practices should prevent accidents. However, in the event of an injury or illness, the following procedures will be observed:

- Tennessee College of Applied Technology - staff may attempt to administer first aid.
- Instructors/staff members will inform campus administration of the injury or illness.
- If needed, Emergency services will be contacted, and the student may be transported to a medical facility as determined by responding emergency medical personnel. The Tennessee College of Applied Technology - will notify designated family members or contact persons as provided on the student's Medical Record form if a student is transported to a medical facility or requires assistance to leave campus.
- Tennessee College of Applied Technology - personnel will complete an incident report as soon as possible after the event.

It is important that the medical information provided by students file be complete and that medical and contact information is up to date. Students with special health conditions should include that information when completing the medical information form and may inform the faculty about those special conditions if they believe it to be necessary.

Student Insurance

Nursing and Allied Health Liability Insurance
All nursing and allied health students are required by clinical affiliates to purchase special liability insurance applicable to their program. More information may be found through the Nursing Handbook.

TBR Student Health Insurance Exchange
Other Tennessee College of Applied Technology - students interested in obtaining health insurance coverage can access information about the TBR Student Health Insurance Exchange online at https://www.ahix.com/ or by calling 1-800-647-4104.

Graduation Requirements

Graduates of Tennessee College of Applied Technology Crump are usually considered for entry-level employment in their respective occupations. Satisfactory completion may be achieved by demonstrating proficiency based on the occupational entry requirements.

The Tennessee College of Applied Technology - awards two (2) types of educational credentials. A ***certificate of completion*** may be awarded to any student who reaches a job proficiency level and to any supplemental student who completes objectives for upgrading necessary skills and knowledge within a program of study. A ***diploma*** may be awarded to students who demonstrate satisfactory proficiency in a complete course of study. (See each program area for those job titles designed as complete courses of study.)

Graduation Ceremonies

Graduation ceremonies are held regularly. Students are strongly encouraged to participate in this occasion, when the student's family and friends, as well as the College faculty and staff, are given the opportunity to recognize the accomplishments of our graduates. The Student Services Office will notify students of the graduation application procedure as well as all deadlines leading up to the event, including arrangements necessary to receive the cap and gown, as well as the appropriate credential(s).

Awards Issued Upon Program Completion

Awards and transcripts are typically issued within three to four weeks following completion of a program of study.

Student Accountability/Conduct

Students are responsible for their own conduct, and violations of established rules and regulations may subject them to disciplinary measures or dismissal. Tennessee College of Applied Technology complies with the Tennessee Board of Regents Policy 3:02:00:01 Subject: General Regulations on Student Conduct and Disciplinary Sanctions (https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions) and the Tennessee College of Applied Technology - Student Discipline Policy (https://tcatcrump.edu/about/policies-and-guidelines).

Academic Integrity Policy

Tennessee College of Applied Technology Crump_ operates under the premise of academic integrity. The policy prohibits plagiarism and other forms of academic cheating. It is the instructors' responsibility to create an environment in which academic integrity is expected. It is the students' obligation to conduct themselves in a manner consistent with expectations for academic integrity. The full policy statement on Academic Integrity is set out in the TBR Student Conduct and Disciplinary Sanctions Policy (https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions) and Tennessee College of Applied Technology - Student Discipline Policy at https://tcatcrump.edu/about/policies-and-guidelines.

Computer Operation and Internet Access Policy and Guidelines

All students are required to sign an Acceptable Use Policy for Information Technology and must adhere to the following protocols. Compliance with this policy is necessary to ensure security and performance of Tennessee College of Applied Technology - computer resources and a proper learning environment. Strict adherence to this policy will prevent costly damage, need for equipment/system repairs, system downtime, and/or loss of computer privileges. The Tennessee College of Applied Technology - 's Acceptable Use Policy can be found at https://tcatcrump.edu/about/information-technology-guidelines.

IMPORTANT NOTE: Any person who violates this policy will be subject to appropriate disciplinary action.

Copyright and Digital Millennium Act

Copyright - Materials published by the Tennessee College of Applied Technology Crump are protected by the Digital Millennium Copyright Act. The DMCA also requires that the institution inform all computer and network users that downloading of copyrighted material is prohibited. In addition, Tennessee Code Annotated §49-7-1(c) specifies that the institution ensure that no copyrighted digital music or videos be downloaded using institutional resources. Any attempts to do so will result in appropriate disciplinary sanctions.

Violations - Violations of the policy will result in corrective action by the appropriate institution office. Students who violate this policy will be referred to the Student Services Coordinator for appropriate action. Employees who violate this policy may be subject to disciplinary measures imposed by their supervisor in conjunction with the institution's administration. Violations of local, state, or federal laws regarding unlawful access or use may be referred to the appropriate law enforcement officials for investigation and/or prosecution.

Copyright General Information

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to creators of "original works of authorship" including literary, dramatic, musical, artistic, and other published and unpublished

works, when "fixed in a tangible form of expression." Protections last for the term of the author's life plus 50 years after death.

It is illegal for anyone to violate any of the rights provided to the owner of a copyright. The Copyright Act (1976) contains provisions permitting the award of monetary damages against individuals who infringe on copyrighted material. In civil cases, the law allows the assessment of actual damages or statutory damages. For each infringement, statutory damages range from $250 to $10,000. Sections 107-118 of the Copyright Act also establish exempt uses of copyrighted materials and thus relief from liability. One major limitation is the doctrine of "fair-use" which is given statutory basis in Section 107 of the Act.

Patriot Act Notice to All Students

The U.S.A. Patriot Act authorizes law enforcement agencies, acting pursuant to a valid court order, to compel personnel to disclose otherwise confidential information about their student educational records, electronic communication including e-mail; their computer access of the internet and other network databases; and/or records of their telephone usage.

Traffic and Parking Rules

Parking Regulations – Faculty, students and visitors are expected to comply with all campus parking and speed regulations as well as all state laws, county and municipal ordinances governing traffic/parking in their locality. State and local law enforcement authorities will enforce those provisions on Tennessee College of Applied Technology - campuses. Violators may also be subject to disciplinary action in accordance with the Tennessee College of Applied Technology - Student Disciplinary Policy governing student conduct and disciplinary sanctions. This policy is promulgated pursuant to, and in compliance with, TBR Policy 3:02:00:01(V) Traffic and Parking found at https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions.

Disabled/Handicapped Parking Violations
Authority: Tenn. Code Ann. § 40-8-203

The fine for disabled/handicapped parking violations is established by State law and will increase, as needed, to remain in compliance with State law. This rule supersedes all rules or notices regarding fines for disabled/handicapped parking violations at any TBR Institution. The fine for disabled/ handicapped parking violation is $200.00 or as prescribed by state law.

Theft, Loss, or Damage to Motor Vehicles

The College is not responsible for the security of, loss, or damage to, any vehicle or its contents while on campus. Students are requested to report any incidents, unusual occurrences, or concerns regarding their vehicles on Tennessee College of Applied Technology - Crump property to the Tennessee College of Applied Technology - administration.

Campus Security Act

All students and employees are required to report any criminal offenses or activities that occur on the main campus, extension campus, or instructional service centers. Tennessee College of Applied Technology - Crump employee report them to Tennessee College of Applied Technology - administration immediately for appropriate action. Tennessee College of Applied Technology - Crump students report them to their instructor, Student Services personnel or any Tennessee College of Applied Technology - Crump administrator.

The College maintains statistical data regarding certain crimes committed on College-controlled property. The annual Campus Security Report contains offenses reported for the previous year. The Annual Security Report can be

found at https://tcatcrump.edu/about/safety-and-security. Students may request a paper copy of the Report at the Student Services Office. Students may also request to view the campus crime log. Questions or concerns regarding campus security matters may be directed to the Tennessee College of Applied Technology -Crump administration.

Campus Crime Report

The Tennessee Bureau of Investigation maintains information and statistics on crimes reported on all educational campuses in Tennessee. That report can be found at https://www.tn.gov/tbi/search-results.html?q=tbi+campus+crime+report+by+campus. Printed copies are available in Office of the Vice President and Student Services. The specific crime(s) for Tennessee College of Applied Technology - Crump and the number of incidences that were reported for the 2019 reporting year, are as follows:

Burglary	0
Destruction/Damage/Vandalism	0
Theft of Motor Vehicle Parts	0
Sexual Offenses (Forcible)	0
Drug/Narcotic Violations	0

Sexual Offender Information

Pursuant to T.C.A. §Title 40-39-201, the Tennessee College of Applied Technology Crump furnishes its students with a link to the state of Tennessee's sex offender registry: https://www.tn.gov/tbi/law-enforcement-resources/law-enforcement-resources0/tennessee-sex-offender-registry.html. The information contained in the registry has been provided to registering agencies and the Tennessee Bureau of Investigation by the offender and is based upon information provided by the offender. Offenders may have moved without notification. This information may be used to determine whether an individual registered at this site is employed or enrolled as a student at the Tennessee College of Applied Technology - Crump only and should not be used in any manner to injure, harass, or commit a criminal act against any person named in the registry. Any such action could subject you to discipline by the Tennessee College of Applied Technology - Crump and/or criminal prosecution.

Drug-Free Campus and Workplace
In accordance with the Drug –Free Workplace Act of 1988 (Public Law 100-960) and the Drug-Free Schools and Communities Act of 1989, Tennessee College of Applied Technology - Crump prohibits the unlawful use, manufacture, possession, distribution, or dispensing of "controlled substances", as defined in the Controlled Substance Act, 21 U.S.C. 812, and alcohol on school property. All employees and students are subject to this Act. Any violation of this policy will result in appropriate disciplinary action.

Policy on Drug Screening –
In addition to any program specific policy, in compliance with the requirements of the Drug-Free Campus & Workplace Act and to maintain a safe environment conducive to both work and learning, Tennessee College of Applied Technology - Crump specifically prohibits the unlawful use, manufacture, possession, distribution or dispensing of alcohol or illegal drugs, the misuse of legally prescribed or "over the counter" drugs or being under the influence of alcohol or drugs in its facilities and programs. Pursuant to this policy, and where "reasonable suspicion" exists that a student or employee is "under the influence" of alcohol or a controlled substance while on campus or engaged in any Tennessee College of Applied Technology - Crump related activity, the Tennessee College of Applied Technology - may require that individual to submit to a test to determine the presence of alcohol or controlled substances.

For the purposes of this policy, "reasonable suspicion" means suspicion based on specific and articulable facts, taken together with rational inferences from those facts that give rise to the conclusion that an individual is under the influence of alcohol or a controlled substance(s). "Under the influence" means that an individual's judgment or motor coordination is impaired due to the presence or use of alcohol or a controlled substance(s), including prescription medication(s).

When it has been determined that a reasonable suspicion exists that an individual is under the influence of alcohol and/or a controlled substance, he/she may be required to submit to a test to determine whether the individual is actually under the influence. An individual who refuses to undergo testing when reasonable suspicion has been determined to exist, will be found to have violated this policy and will be subject to appropriate disciplinary action. Additionally, any person who tests positive for being under the influence of alcohol or a controlled substance(s) in violation of this policy will be subject to appropriate disciplinary action. The cost of reasonable suspicion drug testing is the responsibility of the individual being tested.

Smoking Policy

Pursuant to, and in supplement of, the laws of the State of Tennessee (Public Chapter 410, "Non-Smoking Act) and TBR Policy No. 1:07:00:10, the following smoking policy applies to all persons at Tennessee College of Applied Technology -   Crump:

Smoking will not be permitted in any administrative or faculty office, shop, classroom, school vehicle, or laboratory at any time. All smoking must be done in designated outside areas that are located at least 25 feet away from any entranceway or window(s). All buildings and the main breezeway between the shop areas are smoke-free environments. The use of electronic or e-cigarettes and smokeless tobacco will be treated the same as traditional tobacco products for purposes of this policy.

Smoking and the use of smokeless tobacco is also prohibited except in the following designated locations:

1. Gazebo outside Floyd Building
2. Chain link area at the end of breezeway for classes behind King Administration Building
3. Other training sites as outlined by instructors.

Persons violating this policy will be subject to disciplinary action up to and including the termination of employment or enrollment at the Tennessee College of Applied Technology - . Visitors violating the policy will be asked to stop their violation. If a visitor refuses to comply with the policy after being instructed to stop will be escorted off the premises.

The instructor of each program may permit smoke breaks as deemed appropriate, but shall not interfere with the daily schedule, College policy and/or shall not be permitted in an area that is prohibited by this policy or that will present a safety hazard. Receptacles will be provided for this purpose and all persons are expected to properly dispose of their cigarette butts.

Drug and Alcohol Prevention Information

The Tennessee College of Applied Technology Crump's Drug and Alcohol Abuse Prevention Program addresses three major concerns:

1.   The maintenance of an environment in which students can learn and be safe,
2.   Help for students whose development or performance is threatened by abuse of drugs or alcohol, and
3.   The enforcement of policies and laws regarding possession or use of drugs or alcohol on campus.

What Is Addiction?
When a drug user cannot stop taking a drug even if she/he wants to, it is called addiction. The urge is too strong to control, even if you know the substance is causing harm.

Addiction is a chronic, often relapsing, brain disease that causes compulsive drug seeking and use, despite harmful consequences to the addicted individual and to those around him or her. Although the initial decision to use drugs or alcohol is voluntary for most people, the brain changes that occur over time challenge an addicted person's self-control and hamper his or her ability to resist intense impulses to use drugs or alcohol.

Addiction can become more important than the need to eat or sleep. The urge to get and use the drug can fill every moment of a person's life. The addiction replaces all the things the person used to enjoy. A person who is addicted might do almost anything—lying, stealing, or hurting people—to keep taking the drug. This could get the person arrested.

Addiction is a disease, just as diabetes and cancer are diseases. Addiction is not simply a weakness. People from all backgrounds, rich or poor, can get an addiction. Addiction can happen at any age, but it usually starts when a person is young.

Statement of Health Risks
Abusing drugs or alcohol interferes with the body's normal functioning. Because drugs directly affect many parts of the brain, abuse can lead to problems with learning, sleeping and emotional health. Abuse can also lead to permanent damage of vital organs such as the brain, heart and liver and be manifested by heart attack, stroke, blood clots, lung damage, liver damage, cancer, and sudden death.

Individuals who suffer from addiction often have one or more accompanying medical issues, including lung and cardiovascular disease, stroke, cancer, and mental disorders. Imaging scans, chest X-rays, and blood tests show the damaging effects of substance abuse throughout the body. For example, tests show that tobacco smoke causes cancer of the mouth, throat, larynx, blood, lungs, stomach, pancreas, kidney, bladder, and cervix. In addition, some drugs of abuse, such as inhalants, are toxic to nerve cells and may damage or destroy them either in the brain or the peripheral nervous system.

Even small doses of drugs and alcohol can significantly impair judgment and coordination. This is especially true in a person's ability to safely drive a vehicle or operate other machinery. Moderate doses may increase incidents of aggressive acts like spouse or child abuse. High doses can cause respiratory depression and death.

Fetal alcohol syndrome is a common problem of babies and infants born to mothers who drink alcohol during pregnancy. These infants can have mental retardation and irreversible physical abnormalities. Children born to alcoholic parents are at a greater risk of becoming alcoholics.

Sources: U.S. Department of Health and Human Services, National Institute of Drug Abuse; Tennessee Code Annotated.

Prevention Assistance
Drug and alcohol addiction are preventable diseases. Effective education and outreach programs can lead to reduced instances of abuse. Abuse can be prevented if one never uses drugs.

It is the policy of the College to prohibit the illegal use, abuse, manufacture, possession, sale, or distribution of alcoholic beverages or any controlled substance, including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana on College-owned, controlled, or leased property. Such use, solicitation, sale, or distribution is prohibited during any school-related activity, including off-campus trips. All students are subject to applicable federal, state, and local laws related to this matter. In addition, any violation of this policy will result in disciplinary actions as set forth in the Student Conduct Policy and Disciplinary Sanctions section of this Handbook. Students are also subject to arrest and prosecution by civil authorities for violation on campus.

College personnel will seek to identify abuse problems and provide immediate intervention and assistance. The College will assist any individual whose mental or physical health is threatened by the use or abuse of alcohol or drugs. The College counselor can refer individuals to community resource centers for abuse counseling and rehabilitation.

Following is a partial list of area resources:

- All local Quinco offices are partners with Tennessee College of Applied Technology - Crump including: Bolivar; Henderson; Decaturville; Savannah; Lexington; Jackson; and Selmer;
- Centerstone in Wayne County;
- Individual treatment centers located in Hardin, Wayne and Madison counties.

Further information is available in the Student Services Coordinator's office.

Sanctions - Unlawful Possession or Distribution

Tennessee College of Applied Technology - Crump and all Tennessee Board of Regents institutions have prohibitions against the possession and/or use of drugs and alcohol on property controlled by Tennessee College of Applied Technology - Crump or while participating in a Tennessee College of Applied Technology - Crump sponsored program. (Please see disciplinary policies and procedures concerning student conduct listing in the Tennessee Board of Regents Policies (TBR) and Guidelines for Tennessee College of Applied Technology - s section of this handbook).

Various federal, state, and local statutes make it unlawful to manufacture, distribute, solicit, dispense, deliver, sell, or possess with intent to manufacture, distribute, solicit, 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 results from the use of such substance, and whether any other crimes were committed in connection with the use of such substance. Possible maximum penalties for a violation of federal/state laws prohibiting the use/distribution of drugs/alcohol include imprisonment, up to a term of life imprisonment, and fines in excess of $1 million. In addition, employees/students found to be in violations of federal or state laws regarding the use/distribution of drugs/alcohol may be subject to disciplinary action up to, and including, termination of employment or enrollment at the Tennessee College of Applied Technology - Crump .

Student Life Activities

Student activity programs are designed to provide information and resources, which will assist students in career and life planning. The Student Services Department is always receptive to student suggestions and requests regarding any activities that students want to organize such as job fairs, health fairs, financial aid workshops, and professional development. All students are encouraged to participate in these planned activities.

Student Organizations

National Technical Honor Society
National Technical Honor Society (NTHS) is the acknowledged leader in the recognition of outstanding student achievement in career & technical education. Thousands of schools and Colleges are affiliated with the Society. Member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

Mission: To honor student achievement and leadership, promote educational excellence, and enhance career opportunities for the NTHS membership.

Vision: To be the leader in providing recognition for excellence in career and technical education and creating significant occupational opportunities for America's top workforce education students.

SkillsUSA

SkillsUSA is an applied method of competition and instruction for preparing America's high-performance workers in public career and technical programs. It provides quality education experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

Mission: SkillsUSA's mission is to help its members become world-class workers, leaders, and responsible American citizens.

Student Government Association

The Student Government Association (SGA) allows active student participation in the affairs of the College and serves as the student leadership of the Tennessee College of Applied Technology Crump. The purpose of the SGA is to promote and maintain active communication between the students, faculty and administration, and to provide a means for members of the student body to express themselves effectively in the development and maintenance of the College programs which affect them.

Student Veterans Association

The Student Veterans Association (SVA) allows active student participation in the network of support to veterans. The purpose of the SVA is to:

- Provide a network of support to military veterans, their families, and civilian supporters.
- Educate the community about the experiences of military veterans.
- Work with the College administration to meet the needs of student veterans and prospective student veterans.
- Cultivate student veterans' concerns through scheduled meetings, advocacy, social and recreational activities.
- Foster esprit de corps among student veterans and promote an understanding of student veteran issues.

Student Services

Educational. The staff assists applicants in selecting an area of training based upon his/her abilities, interest, and goals.

Personal Counseling. The staff will provide individual counseling services to students who are experiencing personal, academic, attitude, or financial problems. The staff may recommend outside agencies specially trained to assist students in specific personal problems. All matters will be treated individually and on a confidential basis.

Job Placement. Tennessee College of Applied Technology Crump is dedicated to our graduates finding employment upon completion of training. The department maintains very close contact with industry and the state employment security office and can place a large percentage of students in employment upon completion of training. Placement of graduates is a primary concern of each instructor and College's personnel. Also, the student must fully participate in the job seeking process. Transcripts are available to the student or to agencies upon request. A transcript request form can be completed in the Student Services Department. Placement rates are continually evaluated and reported to our accrediting agency and the Tennessee Board of Regents. Placement rates are evaluated and utilized to monitor effectiveness and continuation of all programs.

Follow-Up. An effort is made to keep in touch with graduates after entering employment to determine their success and to make the training more relevant to the needs of new students and industries. All graduates are requested to keep the school informed as to their employment and any changes in employment. Surveys and student follow-up studies are made to determine if changes need to be made in meeting these needs. Employers, College personnel, and others are involved in follow-up efforts to assess and/or improve program curriculums and serving the needs of each student. It is very important for students, faculty and staff to recognize the importance of all responses to follow-up surveys as a means of evaluating, improving and funding the program offerings at the

Tennessee College of Applied Technology Crump. Graduates are normally considered for "entry-level" employment in their respective occupation. A certificate of completion may be awarded to any preparatory student who reaches a payroll job proficiency level and to any supplemental student who completes objectives for upgrading necessary skills and knowledge. A diploma may be awarded to each preparatory student who demonstrates satisfactory proficiency in a complete course of study.

Limited English Proficiency. Tennessee College of Applied Technology - Crump follows TBR policy in admission and delivery of services to those students with Limited English Proficiency (LEP). Tennessee College of Applied Technology - Crump makes use of a language identification card to determine the language of LEP individuals who present themselves at a campus location seeking information. The institution is a subscriber to state of Tennessee-contracted Linguistica International for outside interpreter service.

Alumni

This institution does not have a formal alumni organization. However, all graduates are considered Tennessee College of Applied Technology Crump alumni and are encouraged to provide any feedback to the College as deemed appropriate and respond to follow-up forms as received. The College also encourages its alumni to provide community support to the College and visit the College periodically.

Career Counseling

Vocational guidance is the primary service offered to students by the Student Services Department to assist each applicant who desires or expresses an interest in pursuing a course of study in this College. Student Services personnel will assist the applicant in choosing a training program through an evaluation of the applicant's work experience, interests, test scores, and previous education.

Student Services personnel are responsible for guidance to those currently enrolled students who may decide to change their original vocational choice. In addition, the student may make personal problems or conflicts known to a member of the Student Services Department who will endeavor to help the student with alternatives to successfully solve or adjust to the problem. If appropriate or necessary, the student will be referred to an agency that has been established to meet specific needs of the individual. By providing career assessment, academic, and personal counseling, the Student Services Department functions for the benefit of helping applicants, students, and graduates to develop their employment potential and reach their intended career goals. Students need not have an appointment or schedule a specific time in advance, but in some cases, it is advisable. Instructors will cooperate with the students in allowing and encouraging the use of the Student Services Department.

Communication Devices

Telephones in the College offices are for College business only. Except for emergency situations, students will not be called from class to receive incoming calls. The College is not staffed to handle calls or take messages from family, friends, etc. Students must advise friends and family of this procedure. Students are not permitted to use office or classroom phones except for emergencies. Cell phone and other electronic devices should be silenced during training hours.

Exit Interview

Students leaving the College are requested to complete an exit interview form. This questionnaire will provide useful information to the College regarding the quality of programs, instructional equipment, and our services, as well as student employment information. Before leaving the College, the student should obtain an exit interview form (hard copy or electronic) from the Student Services Office or from the instructor. Students must complete an exit interview form upon completion of their training program to meet graduation requirements.

Food Services

A breakroom area with vending machines is provided on the main campus and other teaching sites have other available resources for use by students for scheduled breaks and lunches.

Inclement Weather

Inclement weather, especially winter ice and snow, occasionally make it difficult for students to attend school. The faculty and staff of the Tennessee College of Applied Technology Crump are concerned with the safety of each student during inclement weather. The Tennessee College of Applied Technology Crumpwill take one of three steps during inclement conditions.

1. Remain open as normal.
2. Close completely with the day(s) being made up within the same term at the direction of administration and approved by TBR.
3. Operate on a modified school schedule since so often many roads are usually clear by mid-morning.
4. Classes will be dismissed at any time during the training day or evening if weather conditions deem it necessary.

In the event of snow, ice, or other severe weather conditions, students should use their own judgment in deciding whether to travel to school. It will be the responsibility of the student to provide documentation for unusual and extenuating circumstances.

When weather conditions are severe, information regarding College closing will be provided for announcement to the following at the earliest possible:

- Student Notification System RAVE
- College website at www.tcatcrump.edu
- (731) 632-3393, option 7
- Local TV Station- WBBJ-TV

Do not confuse announcements regarding Tennessee College of Applied Technology - Crump with area Community Colleges, Universities, or Public Schools. A cancellation of day classes does not mean that night classes will also be canceled, or vice versa. Any instructional time, which is lost due to College closures, may be made-up at the end of the term in which the closure occurs. Generally, the break period between terms will be used to make up any missed days.

Safety Policy

The Tennessee College of Applied Technology Crump is required to comply with the Tennessee Occupational Safety Health Act, P.L. 91-596 of 1970, Standards, which require all persons to understand the safety and health requirements of their specific area of training/employment as well as any other current safety directives as dictated by local health and state agencies. Each student will receive instruction in safety upon enrolling and is required to comply with all safety requirements of the Tennessee College of Applied Technology - . No student will be permitted to use any machine or training equipment without permission from the instructor. Safety glasses are required to be worn in certain shops. In some training areas, safety glasses, protective clothing and footwear are required. At all times and in all training areas, students are required to wear proper attire as defined in this policy and by program Instructors. Anyone wishing to report a safety hazard may contact their instructor, the President, or any other member of Tennessee College of Applied Technology - staff.

Tennessee College of Applied Technology - Crump complies with the Hazardous Communication Standard by making available in each classroom Safety Data Sheets which provide information about hazardous chemicals known to be on campus. Safety Data Sheets also explain the risks, precautions, and potential solutions for exposure(s) to hazardous materials in both normal and emergency situations. Safety instructions will be given during every course, and each student must pass tests to determine comprehension of these instructions. Safety

glasses and goggles must be worn in all shops. Violation of safety policies or instructions may result in disciplinary action up to and including suspension or expulsion from the College.

Everyone at the Tennessee College of Applied Technology - is responsible for fire prevention. Careful compliance with safety regulations is required to prevent fires. Emergency drills (i.e., fire, tornado, etc.) are conducted periodically to keep all College personnel and students alert and responsive in case of emergency and to provide frequent testing and proper use of all emergency equipment. The safety of students and employees are vital to administration. All students should familiarize themselves with the plans, locate emergency exits, tornado shelters, and must actively participate in any drills.

Students are to comply with all directives from College officials and emergency services personnel in the event of an emergency. Once a report of an emergency has been received, Tennessee College of Applied Technology - Crump makes use of an emergency notification system that alerts students and staff through email, phone calls and texts. To ensure receipt of such alerts, students must notify Student Services of any changes and update their contact lists. Periodically, Tennessee College of Applied Technology - Crump sends a test message through its emergency notification system. With all safety related messages, students and employees are encouraged to take responsibility for their own security and the security of others.

Tennessee College of Applied Technology -   Crump complies with the federal Clery Act concerning campus security, prevention programs and reporting. All students and employees are required to report any criminal offenses or activities which occur on campus to the school administration immediately for appropriate action. The school maintains statistical data regarding certain crimes committed on school-controlled property. This data may be obtained from Student Services upon request and accessed on the Tennessee College of Applied Technology - website at: https://tcatcrump.edu/about/safety-and-security.

Tennessee College of Applied Technology - Crump reserves the right to tow any vehicle that is improperly parked or abandoned. Any fees associated with towing will be the responsibility of the owner/driver of the vehicle.

Firearms

Pursuant to T.C.A. §§39-17-1309 and 39-1751 and TBR Policy No. 7:01:00:00 found online at: https://policies.tbr.edu/policies/firearms-and-other-weapons. Possession of firearms on Tennessee College of Applied Technology - Crump property is prohibited and may subject an individual to arrest/prosecution and/or disciplinary action, subject to the following exceptions:

1. Adult full-time employees who possess a valid handgun carry permit may possess a firearm on institutional property, if;

> a. The individual has registered with the law enforcement agency with jurisdiction over the campus, which is the employee's regularly designated worksite,

> b. The firearm is concealed on their person or within their immediate control, and

> c. The individual does not disclose the fact that they are carrying a firearm to any person.

2. Adult full-time employees who possess a valid handgun carry permit may store a firearm and/or ammunition in their motor vehicle if the handgun ammunition is securely stored out of ordinary vision and is not handled by the adult or any other person, other than for purposes of complying with this policy, while the vehicle is on institution property.

3. Students may never carry or possess a firearm on Tennessee College of Applied Technology - Crump property unless permitted by a specific statutory exception.

4. Adult visitors to the Tennessee College of Applied Technology - may possess a firearm on campus if it is securely stored and out of ordinary sight inside a motor vehicle.

5. Tennessee College of Applied Technology - Crump will not take any adverse disciplinary action against any person for possession/carrying a handgun on institution property if they remain in compliance with T.C.A. §39-17-1309(e)(9), T.C.A. §39-17-1313, TBR policy and Tennessee College of Applied Technology -   Crump policy .

6. Violations of these laws and policies will result in the appropriate legal and disciplinary action. Please TBR policy 7:01:00:00, linked above, for more detail regarding the applicable laws and policy requirements regarding the possession of firearms on campus.

Emergency Procedures

Each institutional department/program has a copy of the Tennessee College of Applied Technology Crump Emergency Preparedness Response Guide. Included in the Guide are Emergency Response Plans, Emergency Notifications, Medical Emergency Plan, Active Shelter Protocol. Floor Plans, Evacuation Routes, and Safe Places information are posted in public areas and classrooms.

Infectious Disease Policy

TBR Institutions will comply with all Federal and State laws, Executive Orders, Rules, Regulations, and Guidance from Public Health Agencies/Authorities applicable to outbreaks of infectious and/or communicable diseases. This policy authorizes TBR institutions to enact policies, procedures, and/or plans to facilitate compliance with such laws, orders, and guidance, for the purpose of making best efforts to prevent the spread of infectious/communicable diseases within the campus community.

College employees, students, and other persons entering the premises of any TBR institution shall be required to comply with all policies, procedures, and/or plans established relating to the control of an outbreak of infectious/communicable diseases. Implementation and enforcement of policies, procedures, and/or plans promulgated in response to an outbreak of an infectious or communicable disease shall be enforced with the primary goal of achieving compliance with the applicable policy or plan. Removal from campus or discipline of individuals who are not compliant with the institution's policy or plan is authorized as necessary after efforts at obtaining compliance have been exhausted or as health, safety, and security require.

Procedure
I.   Infectious/Communicable Disease Plans

A.   During certain communicable disease outbreaks such as a large epidemic or pandemic, TBR institutions may be required, or may find it appropriate, to develop and implement a plan or procedure to comply with laws, orders or directives issued by government or public health officials to address and/or curtail such outbreaks. In developing such plans/procedures, TBR institutions shall do so in a manner that is consistent with applicable lawful orders issued by government authorities and guidance from public health authorities including, but not limited to, the CDC , federal, state and local public health agencies. When creating such plan/procedure, TBR institutions shall also take care to comply with all applicable state and federal laws, including but not limited to, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act (ADEA), and/or all laws governing/prohibiting unlawful discrimination. TBR institutions shall consult with the TBR Office of General Counsel (OGC) to ensure that any policy or plan promulgated in response to an outbreak of an infectious or communicable disease is compliant with such laws.

B.   During an outbreak of an infectious/communicable disease, and consistent with guidance from appropriate health authorities, TBR institutions may take steps to identify and address potential

actions or protocols that are appropriate given, the nature and circumstances associated with a particular outbreak/disease, including but not limited to the following:

1.   Implementation of health screening protocols as a precondition to entry onto/into any campus or facility owned or controlled by a TBR institution, consistent with guidance or directives from local, state, or federal authorities.

2.   Implementation of health safety protocols as a requirement of permitted presence for persons entering any campus or facility owned or controlled by a TBR institution, consistent with guidance or directives from local, state, or federal authorities. (E.g., wearing a mask or PPE to prevent shedding/spread of a virus.)

3.   Establishment of requirements requiring individuals who travel to and from countries with active communicable disease outbreaks to report such travel and quarantine and/or isolate for established periods of time prior to entry/return to any campus/facility owned or controlled by the institution.

4.   Restrict business related travel to high-risk locations.

5.   Require individuals seeking to return to any campus or facility after any period of travel, to self-quarantine, or isolate and to provide evidence of testing, screening(s) or other information from a treating medical professional, that the individual is free from, or not likely to transmit, a particular infectious/communicable disease consistent with public health/medical guidance, as permitted by law, prior to returning to any campus/facility.

6.   Require individuals seeking to return to any campus or facility after any period of quarantine or isolation related to a diagnosis or exposure to an infectious/communicable disease to provide evidence of testing, screening(s) or other information from a treating medical professional, that the individual is free from or not medically likely to transmit a particular infectious/communicable disease at issue consistent with public health/medical guidance and as permitted by law, prior to returning to any campus/facility.

7.   Inquire about any symptoms recently experienced, consistent with an infectious/communicable disease, by any individual seeking to enter campus.

8.   Require an individual to submit to an appropriate medical evaluation from a physician of the College's choosing at the College's expense prior to entering any campus or facility.

9.   Consult with an individual's physician (with appropriate consent) regarding the health of any individual relative to an infectious/communicable disease, prior to entering any campus or facility.

10.   Consult with public health authorities and/or other qualified persons or resources, to assist in determining any appropriate course of action.

11.   Exclude individuals from any campus/facility who are infected with, or have been exposed to, an infectious/communicable disease from any campus, facility, or activity. Employees will be subject to the College's policies, procedures and other requirements for requesting/receiving benefits and leaves of absence.

12.   Offer accommodations to employees and students who are displaced from their regularly scheduled College events and/or activities due to an infectious/communicable disease.

13.   Activate College Emergency Operations to consider measures such as social distancing, College closure, cleaning procedures, travel monitoring, class suspension, use of **PPE,** etc.

14.   Implement other temporary action(s) that is/are reasonably required to prevent unacceptable risk of introduction or exposure of an infectious or communicable disease to a TBR institution's campus or community, until the College is able to consult with a physician or local, state or federal authorities.

15. Establish alternate work plans and/or education delivery plans.

16.   Implement all health/safety requirements imposed by federal, state, and/or local

authorities as applicable to members of the college community.

C.   The primary focus of an institution's infectious/communicable disease plan shall be maintain and protect the health and safety of the campus community.

D.   An institution's infectious/communicable disease plan should permit, to the extent reasonably possible, students who are impacted by an infectious/communicable disease to continue to participate in an educational program. An institution's infectious/communicable disease plan should permit, to the extent reasonably possible, employees who are impacted by an infectious/communicable disease to continue to work, as long as an employee is able to perform the essential functions of the job satisfactorily. The College will consider making reasonable accommodations for impacted students and employees consistent with applicable federal, state, and local laws as well as guidance from public health authorities. Discrimination against and/or harassment of employees and/or students impacted by an infectious/communicable disease is prohibited and may result in disciplinary action.

E.   Health care workers, personal service workers, and food service workers employed by the College will be expected to follow guidelines issued by the Centers for Disease Control and protocols at Affiliate sites for the prevention of transmission of infectious/communicable diseases. The College will make educational materials on infectious, communicable diseases available for students and employees.

F.

II. **Responsibilities**

A. General

1.   Through the President and/or designee, the Institutional Administration will develop procedures and regulations concerning the outbreak of infectious, communicable, and/or life-threatening diseases that are appropriate to the particular circumstances and guidance, and consistent with this policy. The President and/or designee should include individuals with appropriate authority over essential functions of the College as well as persons with relevant medical/health education/experience in the process to develop procedures and/or regulations responsive to the outbreak of an infectious/communicable disease. Such procedures and/or regulations will be published to the institutional community as appropriate. In meeting its compliance obligations TBR institutions will prioritize, in descending order:

a.   Health and Safety of the Campus and Surrounding Community,

b.   Continuity of Education Mission for Students,

c.   Minimized Disruption of Employment for Faculty & Staff

B. Environmental Health & Safety

1.   Plans will require the appropriate Vice President(s) or designees to coordinate environmental health & safety, police/security, custodial, and maintenance services personnel to ensure that procedures, regulations, and appropriate precautions are implemented to minimize the risk of introduction, exposure, and/or spread of infectious/communicable and/or life-threatening diseases. This will include special attention to custodial, public safety and other employees and students with increased likelihood of exposure to the infectious/communicable diseases.

C. Internal Communication of Procedures

1.   Plans will include the requirement that the appropriate Vice President(s), Chief Human

Resources Officer(s) or designees will ensure education and outreach programs are developed to provide employees and students with appropriate factual material regarding relevant disease protocols and precautions.

2.   Plans should ensure that clear guidance is provided about the referral of questions about infectious/communicable diseases or life- threatening illnesses to the appropriate Vice President, Chief Human Resources Officer, designee, or the institution's Employee Assistance Program.

D.   Response to Notifications

1.   Infectious/Communicable disease plans should provide for the response to information acquired by the institution regarding any individual present on an institution's campus who is/has been diagnosed, infected, or exposed to an infectious/communicable disease. The plan will provide for the President and/or designee(s) to recommend medically reasonable efforts/action to confirm, assess, and respond to the reasonably anticipated risk to the campus community and communication with the appropriate health department authorities as required. Responsibilities will also include the confirmation of reports of infectious/communicable diseases impacting the institutions/campus/community.

E.   External Communications

1.   Infectious/Communicable disease plans should provide that decisions concerning official communications with external stakeholders will be disseminated from the President's or other designated office. TBR institutions will follow Tennessee Department of Health guidance for reporting occurrences to appropriate health authorities.

F. Confidentiality

1.   Infectious/Communicable disease plans shall provide that TBR institutions will maintain confidentiality of medical information received and will not disclose the identity of any individual who has been infected, diagnosed or exposed to an infectious/communicable disease, except to individuals with a need to know or as may be permitted or required by law, absent consent from the affected individual.

2.   College employees will be informed that they are to take reasonable precautions to comply with confidentiality obligations, e.g. FERPA, ADA, FMLA, HIPAA, and/or state confidentiality laws. An employee, other than the affected employee or student, who inappropriately releases confidential medical information shall be subject to disciplinary action, which may include termination of employment. In certain situations, specific government reporting requirements or a medical justification may necessitate the disclosure of health information, and nothing in this policy shall be construed to prohibit disclosure of health information consistent with mandatory and permissive disclosure laws and obligations.

Campus Sexual Misconduct Policy

Tennessee College of Applied Technology - Crump complies with TBR Policy No. 6.03.00.00 regarding Sexual Misconduct. All other forms of sex discrimination including sexual harassment are also strictly prohibited. Allegations that are not within the scope of this policy are subject to the procedures described in TBR Policies 6.01.00.00 & 6.02.00.00 and TBR Guideline P-080 located at https://policies.tbr.edu/policies/sexual-discriminationharassmentmisconduct.

I.   Prohibition of Sexual Misconduct and General Information

A. Sexual Misconduct is a form of sex discrimination prohibited by Title IX. Tennessee College of Applied Technology - Crump is committed to eliminating any and all acts of Sexual Misconduct. As set forth in this policy, Sexual Misconduct includes Title IX Sexual Harassment, Dating Violence, Domestic Violence, Stalking, and Sexual Assault. Tennessee College of Applied Technology - Crump strictly prohibits these offenses.

    i. Because Sexual Misconduct is a subset of the broader category of sexual harassment, not all sexual harassment allegations will be handled according to this policy. Allegations of sexual harassment that do not fall within the more limited definition of Sexual Misconduct or otherwise do not meet the criteria for filing a Formal Complaint will be handled in accordance with TBR Guideline P-080 and institutional policy.

    ii. With respect to allegations of Sexual Misconduct against faculty and staff in which a student is not the Complainant, additional laws and policies apply, most notably Title VII and anti-discrimination policies. In such situations and absent unusual circumstances, the Complainant may file a Formal Complaint pursuant to this policy or proceed pursuant to TBR Guideline P-080 and the appropriate institutional policy.

    iii. With respect to allegations of Sexual Misconduct in which a student is either a Complainant or Respondent and meets the criteria for filing a Formal Complaint, absent unusual circumstances, pursuing a Formal Complaint pursuant to this policy will be the appropriate method of addressing the allegations.

    iv. Upon receiving and assessing a report of Sexual Misconduct and/or sexual harassment, the Title IX Coordinator will decide whether the criteria for proceeding under this policy are met and whether another policy may apply. If there is a possibly of proceeding pursuant to TBR Guideline P-080 and another institutional policy, the Title IX Coordinator will explain the options.

    v. This policy applies to conduct by third parties. An example of a third party is a vendor with whom the institution contracts to provide services.

    vi. This policy applies to all students and employees, regardless of sexual orientation or gender identity.

B. Title IX Coordinators

Complaints of Sexual Misconduct (or any sexual harassment or sex discrimination) should be made to:

    Brian Harris
    Interim Vice President/Equity Officer
    Tennessee College of Applied Technology Crump
    3070 US 64, PO Box 89
    Crump, TN 38327
    731-632-3393
    931-279-1119
    www.tcatcrump.edu
    brian.harris@tcatcrump.edu

    Cherry Johnson
    Student Services Coordinator/Financial Aid Administrator
    Tennessee College of Applied Technology Crump
    3070 US 64, PO Box 89
    Crump, TN 38327
    731-632-3393
    731-607-6557
    www.tcatcrump.edu
    cherry.johnson@tcatcrump.edu

A. Lack of Bias and Equitable Treatment
    1. Neither the Title IX Coordinator, any investigator, any decision-maker, any person designated to facilitate an informal resolution process, nor anyone deciding an appeal will

have a conflict of interest or bias for or against complainants or respondents generally, or against an individual Complainant or Respondent.

2. The Title IX Coordinator is responsible for appointing investigators, decision-makers, and appellate reviewers, and may appoint someone from another institution or someone not employed by a TBR institution in order to avoid potential bias or for other reasons. In the event of potential bias of the Title IX Coordinator, or if the Title IX Coordinator believes that another person should serve in that role for other reasons, the Title IX Coordinator should report the matter to TBR Central Office.

3. Tennessee College of Applied Technology - Crump will provide a prompt, fair, and impartial investigation, adjudication, and, if applicable, disciplinary process. Tennessee College of Applied Technology - Crump will treat Complainants and Respondents equitably, which includes an objective evaluation of all relevant evidence, including both evidence that tends to prove or disprove the allegations.

4. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

5. The investigation will proceed with a presumption that the Respondent is not responsible for the alleged conduct unless and until a Determination of responsibility for a violation of this policy is made at the conclusion of the decision-making process. It is the institution's responsibility to establish Sexual Misconduct by a preponderance of the evidence.

6. The institution shall provide simultaneous written notification to the Parties of (1) any initial, interim, or final decision by an official authorized to resolve disciplinary matters, (2) any available appeal procedures for that decision, (3) any change to that decision, and (4) when that decision becomes final. The Parties will receive timely and equal access to information.

II. How to Report Sexual Misconduct

    A. Tennessee College of Applied Technology - Crump takes seriously all complaints of sexual discrimination, sexual harassment, and Sexual Misconduct. This section explains the various reporting, complaint, and confidential disclosure options available to enable individuals to make informed choices about where to turn should they experience sexual discrimination, sexual harassment, or Sexual Misconduct.

1. Sexual Misconduct should be reported to the Title IX Coordinator. Such a report can be made at any time, including during non-business hours, by using the telephone number or electronic mail address, or office mail address. The contact information for Tennessee College of Applied Technology - Crump's Title IX Coordinators are:

2. Brian Harris
Interim Vice President/Equity Officer
Tennessee College of Applied Technology Crump
3070 US 64, PO Box 89
Crump, TN 38327
731-632-3393
931-279-1119
www.tcatcrump.edu
brian.harris@tcatcrump.edu

Cherry Johnson
Student Services Coordinator/Financial Aid Administrator
Tennessee College of Applied Technology Crump
3070 US 64, PO Box 89
Crump, TN 38327
731-632-3393
731-607-6557
www.tcatcrump.edu
cherry.johnson@tcatcrump.edu

3. Tennessee College of Applied Technology - Crump recommends that reports and complaints of all Sexual Misconduct be made to the Title IX Coordinator so that the institution can respond appropriately. Although reports and complaints of Sexual Misconduct may be made at any time, reports should be made as soon as possible so that the institution is best able to address the allegation.

4. Tennessee College of Applied Technology - Crump encourages anyone who witnesses, experiences, or has information about possible Sexual Misconduct to take reasonable actions to prevent or stop such actions. This may include speaking up while the behavior is taking place or immediately afterwards, reporting the behavior (in accordance with the reporting options outlined in this policy), directly intervening when it is safe and reasonable to do so, contacting law enforcement, or other means. A person who has been subjected to any type of Sexual Misconduct need not confront the other Party. The appropriate process to address the conduct is through this or other applicable policy.

   B. Supportive and Interim Measures

      1. After receiving a report of potential Sexual Misconduct, whether or not the report is a Formal Complaint, the Title IX Coordinator will contact the Complainant to discuss the availability of Interim/Supportive Measures, inform the Complainant of their availability, and consider the Complainant's wishes with respect to potential Interim/Supportive Measures. The Title IX Coordinator will also explain the process for filing a Formal Complaint.

      2. The Title IX Coordinator, in conjunction with the appropriate department, may implement interim, supportive, or protective measures while assessing, investigating, and resolving the report. These Interim/Supportive Measures are non-disciplinary, non-punitive, individualized services and are offered without fee or charge to the Complainant or Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. These measures are designed to restore or preserve equal access to the institution's programs or activities without unreasonably burdening the other Party and may include measures designed to protect the safety of all Parties or the institution's educational environment or deter Sexual Misconduct.

      3. These measures may include, but are not limited to: mutual no-contact directives; access to counseling services and assistance in setting up an initial appointment; changing schedules, assignments, or job/study locations to lessen or minimize contact; extensions of deadlines and course-related adjustments; limiting or barring an individual's or organization's access to certain institutional facilities or activities; providing an escort to ensure safe movement on campus; providing academic support services, such as tutoring; arranging for a Party to re-take a course or withdraw from a class without penalty; administrative leave; leave of absence; institution-imposed leave or physical separation from individuals or locations.

      4. Tennessee College of Applied Technology - Crump will attempt to maintain the confidentiality of such Interim/Supportive Measures, to the extent that it can do so without impairing its ability to effectuate the Interim/Supportive Measures or to investigate and adjudicate the complaint.

   C. Formal Complaint

      1. Any person who has been a victim of Sexual Misconduct that took place within an education program or activity of Tennessee College of Applied Technology - Crump in the United States may file a Formal Complaint under this policy.

      2. A Complainant who wants Tennessee College of Applied Technology - Crump to conduct an investigation and take action in accordance with this policy must file a Formal Complaint alleging Sexual Misconduct.

      3. A Complainant must submit a written Formal Complaint in person, by mail, or via electronic mail to the Title IX Coordinator. The document must contain the Complainant's physical signature or a "digital signature." (A digital signature is information transmitted electronically that enables the Title IX Coordinator to determine that the Complainant is the person submitting the complaint, including, but not limited to, an email from their Tennessee College of Applied Technology - Crump institutional account or a typed version of the Complainant's name. A digital signature need not reproduce a written signature.) A Formal Complaint cannot be submitted anonymously. Only the Title IX Coordinator can submit a Formal Complaint on behalf of another person.

4. Although Tennessee College of Applied Technology - Crump will attempt to consider the wishes of Complainants, including that no investigation be conducted, Tennessee College of Applied Technology - Crump will also consider their obligations under both TBR policy and applicable law, including Title VII of the Civil Rights Act of 1964. Thus, when the Title IX Coordinator receives a report of Sexual Misconduct, and especially when the complaint involves an employee, the Title IX Coordinator may decide to investigate the matter pursuant to Guideline P-080 and institutional policy, even if the Complainant does not want the report investigated. If the Title IX Coordinator decides to file a Formal Complaint, the Title IX Coordinator is not a "Party" to any investigation, Determination or hearing process.
5. Complainants should provide as much of the following information as possible: what happened, where, and when; names of all people involved, including witnesses (if any); supporting documentation (if any); and contact information. Tennessee College of Applied Technology - Crump encourages reporting of Sexual Misconduct even if some or all information is unavailable or cannot be provided. The Title IX Coordinator will explain their role, the options for reporting an incident, potential available Interim/Supportive Measures, and the available resources for assistance.

D. Confidential Resources (who will not share information with Title IX Coordinator)
1. Tennessee College of Applied Technology - Crump encourages victims of Sexual Misconduct to talk to someone about what happened, whether they want their report to be investigated or not, so that they can get the support they need. Some resources are confidential and should be considered if the Complainant does not want the institution to investigate the matter. If a victim chooses to report an incident of sexual misconduct in a confidential manner, the victim can report the incident to the following agency who employs licensed counselors and is required to maintain confidentiality in accordance with Tennessee State law:
    a. Tennessee College of Applied Technology - Crump contracts with WellVia to provide virtual telehealth and mental health services. Should a victim choose to utilize such services, WellVia will not report any information about an incident to the Title IX Coordinator without the victim's permission. 855-WELLVIA
    b. Quinco Mental Health Center
       1410 Pickwick Street, Savannah TN 38372
       731-925-5054

       Women's Resource and Rape Assistance Program (WRAP)
       62 Directors Row, Jackson, TN 38305
       731-668-0411- or 24-Hour Hotline: 1-800-273-8712
2. Counselors and health care providers not affiliated with Tennessee College of Applied Technology - Crump will generally maintain confidentiality and not share information with the institution unless the Complainant requests the disclosure and signs a consent or waiver form. However, these resources may have reporting obligations under state or federal law. For example, healthcare providers and certain other individuals are required to notify law enforcement when a person seeks treatment for injuries related to a violent crime, including injuries resulting from Sexual Misconduct or abuse of a minor.

E. Reporting by Employees
1. All employees who learn of Sexual Misconduct (or any form of sexual harassment or sex discrimination, or retaliation) are encouraged to report such matters to the Title IX Coordinator.
2. Supervisors and managers who learn of Sexual misconduct (or any form of sexual harassment or sex discrimination, or retaliation *must immediately* report such concerns to the Title IX Coordinator.

F. Anonymous and Third-Party/Bystander Reporting
1. Tennessee College of Applied Technology - Crump encourages third parties to report incidents of Sexual Misconduct to the Title IX Coordinator. Tennessee College of Applied Technology - Crump may not be able to move forward with third-party reports if the Complainant does not wish to file a Formal Complaint or cooperate with an investigation.

2. After providing a report, third parties are not entitled to information about the institution's investigation and response due to privacy concerns and applicable federal and state laws.

G. Abuse of Minors

1. Tennessee law mandates reporting by any person who has knowledge of physical or mental harm to a child if: (1) the nature of the harm reasonably indicates it was caused by brutality, abuse, or neglect; or (2) on the basis of available information, the harm reasonably appears to have been caused by brutality, abuse, or neglect. Tennessee law also mandates reporting by any person who knows or has reasonable cause to suspect that a child has been sexually abused, regardless of whether the child has sustained any apparent injury as a result of the abuse.

2. In the event of a life-threatening emergency, a report of child abuse or child sexual abuse should be made by calling 911. In other cases, a report of child abuse or child sexual abuse must be made immediately to one of the following authorities:
   a. The Tennessee Department of Children's Services (the Central Intake Child Abuse Hotline is 1-877-237-0004);
   b. The sheriff of the county where the child resides.
   c. The chief law enforcement official of the city where the child resides; or
   d. A judge having juvenile jurisdiction over the child.

3. In addition, Tennessee College of Applied Technology - Crump employees shall make a report of child abuse or child sexual abuse in connection with an institutional program or activity to the Title IX Coordinator. Note that a report to Tennessee College of Applied Technology - Crump law enforcement or security agency is not sufficient to comply with state law.

H. Law Enforcement

1. The following law enforcement agencies listed in this policy are available for emergency response, facilitating medical transport, investigating incidents of a criminal nature, referrals, and preserving evidence. Law enforcement may be required to report potential violations of this policy to the Title IX Coordinator and to report incidents of sexual assault and other criminal acts of a serious nature to other law enforcement authorities.

Crump (Hardin County)	Hardin County Sheriff's Office	731-925-3377	525 Water Street Savannah, TN 38372
Henderson (Chester County)	Henderson Police Department	731-989-2201	121 Crook Avenue Henderson, TN 38340
	Chester County Sheriff's Department	731-989-9066	333 Eric Bell Drive Henderson, TN 38340
Clifton (Wayne County)	Clifton Police Department	931-676-3370	142 Main Street Clifton, TN 38425
	Wayne County Sheriff's Office	931-722-3615	1016 Ralph Horton Drive Waynesboro, TN 38485
Decatur County	Parsons Police Department	731-847-9999	535 S Tennessee Ave. Parsons, TN 38363
	Decatur County Sheriff's Department	731-852-3703	138 E Main Street Decaturville, TN 38329

I. Reporting Pursuant to the Nottingham Act.

1. Unless the victim of a rape does not consent to the reporting of an offense, the chief security officer or chief law enforcement officer of each institution shall immediately notify the local law enforcement agency with territorial jurisdiction over the institution if the officer is in receipt of a report from the victim alleging that any degree of rape has occurred on the property of the institution. The chief security officer or chief law enforcement officer shall designate one (1) or more persons who shall have the authority and duty to notify the appropriate law enforcement agency in the absence of the chief security officer or chief law

enforcement officer. In the case of an alleged rape, the institution's law enforcement agency shall lead the investigation. After notifying the local law enforcement agency, the institution shall cooperate in every respect with the investigation conducted by the law enforcement agency. T.C.A. § 49-7-129.

2. If the victim does not consent to the reporting, Tennessee College of Applied Technology - Crump shall not report the offense to the local law enforcement agency. T.C.A. § 49-7-2207; T.C.A. § 49-7-129.

III. Additional Information

    A. No Retaliation

        1. Retaliation against a person who makes a report or files a complaint, participates or assists in an investigation, encourages another to file a complaint, or opposes Sexual Misconduct (or any other form of discrimination prohibited by institutional policy) is prohibited. Individuals must not interfere with an investigation. Retaliation will result in disciplinary measures, up to and including termination or expulsion.

        2. In order to help prevent retaliation, Tennessee College of Applied Technology - Crump's policy is to keep confidential the identity of anyone who has made a report or complaint of sex discrimination, including anyone who has filed a Formal Complaint of Sexual Misconduct, any Complainant, any Respondent, and any witness except as is required to carry out Tennessee College of Applied Technology - Crump's responsibilities under this policy, as permitted by FERPA, or as required by law.

        3. Anyone who wishes to file a complaint of retaliation should contact the Title IX Coordinator.

    B. Emergency Removal/Administrative Leave

1. If it appears, based on an allegation of Sexual Misconduct, that a student may constitute an immediate and direct threat to the physical health or safety of another individual, Tennessee College of Applied Technology - Crump will conduct an individualized inquiry and risk analysis and may place the student on interim suspension on an emergency basis. If the institution implements an interim suspension, the student shall be given the opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the interim suspension. Institutions shall follow the procedures set forth in TBR Policy 3.02.00.01- General Regulations on Student Conduct & Disciplinary Sanctions (and applicable institutional policies) before placing any student on interim suspension.

2. Tennessee College of Applied Technology - Crump may place employees on administrative leave or similar action while addressing allegations of Sexual Misconduct.

3. Visitors, vendors, and other third Parties may be removed from the premises consistent with applicable policies and procedures.

    C. Court Orders

        1. Individuals may seek orders of protection, restraining orders, or other similar orders from a court of law.

    D. Participation in the Formal Complaint process by a Complainant, Respondent, institution, or other person does not waive applicable privileges, including attorney-client privilege, doctor-patient privilege, the peer review/quality improvement privilege, etc. The holder of a privilege may waive it in certain circumstances.

II. Investigation and Outcomes

    C. The Office of General Counsel shall always be consulted prior to investigation.

    D. Intake and Assessment of Formal Complaints

        1. The Title IX Coordinator will assess the nature of reports and Formal Complaints, including whether one or more allegations meet the criteria for the filing of a Formal Complaint (e.g., whether the allegations include conduct that, if proven, took place in the United States and will constitute Sexual Misconduct in an education program or activity by a participant or someone attempting to participate in the education program or activity). Formal Complaints that include some allegations that, if proved, constitute Sexual Misconduct and some that do not meet that definition, will be handled pursuant to this policy. As appropriate, the Title IX Coordinator may initiate proceedings under another policy, refer

the matter to another department, and/or inform the Complainant about the availability of other methods to address the allegations.

2. As part of the assessment, the Title IX Coordinator or designee may contact the Complainant and ask for information about the allegations. Supporting documents, such as emails, photos, text messages, and any other evidence should be preserved. If witnesses were present or have relevant knowledge, it is important to identify them, state what they may know, and inform the investigator how they can be contacted.

3. Where Formal Complaints involving more than one Complainant and/or more than one Respondent arise out of the same facts and circumstances, the Title IX Coordinator may consolidate Formal Complaints.

E. Notice of Allegations

1. Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice to known Parties. (A Notice of Allegations will be provided even if the Formal Complaint is dismissed at the same time or shortly after the Notice of Allegations issues (e.g., the allegations if proven do not meet the definition of Sexual Misconduct)). The Notice of Allegations will enable both Parties to appeal the dismissal or to proceed under another policy.) The Notice of Allegations shall contain:

   a. an explanation of the investigation and grievance process, including a copy of or link to Tennessee College of Applied Technology - Crump l policy, as well as any other applicable policies.

   b. the availability of an informal resolution process.

   c. explanation of the allegations potentially constituting Sexual Misconduct in sufficient detail and with sufficient time to prepare a response before any initial interview. A Respondent will have at least three (3) business days after issuance of a Notice of Allegations prior to an initial interview, but depending on the nature of the allegations, additional time may be offered or requested.

   d. the identity of the Parties involved in the incident, if known, and the date and location of the alleged incident.

   e. a statement that the Respondent is presumed not responsible for the alleged conduct unless and until a Determination of responsibility has been issued.

   f. a statement that the Parties may have an advisor of their choice at meetings they are permitted to attend. The advisor may be, but is not required to be, an attorney. (Parties may hire their own attorneys. At a live hearing only, Tennessee College of Applied Technology - Crump will provide advisors to Parties who do not have their own);

   g. any statements in TBR institutional policies, procedures, or guidelines that prohibit knowingly making false statements or knowingly submitting false information during the process; and

   h. a statement that retaliation against a person who makes a report or files a complaint, participates or assists in an investigation, encourages another to file a complaint, or opposes Sexual Misconduct is prohibited and will result in disciplinary measures, up to and including termination or dismissal.

2. If, during an investigation, Tennessee College of Applied Technology - Crump decides to investigate allegations about the Complainant or Respondent that are not included in the Notice of Allegations, Tennessee College of Applied Technology - Crump will provide additional written Notice of Allegations to known Parties.

F. Dismissal of Formal Complaints

1. The Title IX Coordinator shall obtain advice from the Office of General Counsel before dismissing a Formal Complaint.

2. If the Title IX Coordinator concludes that the Complainant was not participating in or attempting to participate in an institutional education program or activity at the time of the Formal Complaint or that the conduct alleged in a Formal Complaint would not constitute Sexual Misconduct even if proved, did not occur in an institution's education program or activity, or did not occur against a person while in the United States, the Title IX Coordinator shall dismiss the Formal Complaint.

3. The Title IX Coordinator has discretion to dismiss a Formal Complaint or any allegations in it, if at any time during the investigation or hearing a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations in it; the Respondent is no longer enrolled by, employed by, or associated with a TBR institution; or specific circumstances prevent the TBR institution from gathering evidence sufficient to reach a Determination as to the Formal Complaint or allegations therein.

4. The Title IX Coordinator may decide to dismiss a Formal Complaint of Sexual Misconduct and refer the matter for disposition pursuant to a different policy, guideline, or process when an allegation of Sexual Misconduct is dismissed or when a Formal Complaint ceases to include an allegation of Sexual Misconduct.

5. Upon dismissal of a Formal Complaint for any reason, the Title IX Coordinator will promptly send written notice explaining the reasons for dismissal to the Parties. The dismissal notice will also explain whether Tennessee College of Applied Technology - Crump will investigate or respond to the allegations under another policy, guideline, or process and the availability of other methods to address the allegations.

G. Informal Resolution

1. Because a full investigation and adjudication process may not be in the best interests of all concerned, the Title IX Coordinator may decide to offer an informal resolution process. The informal resolution process is designed to provide flexibility in crafting a resolution to a Formal Complaint that meets the needs of the Parties and Tennessee College of Applied Technology - Crump. Informal resolutions may include meetings facilitated by Tennessee College of Applied Technology - Crump or third parties, resolutions facilitated by the Title IX Coordinator without formal meetings, mediations, and/or restorative justice concepts. Disciplinary action may or may not be part of any informal resolution. Both Parties must agree in writing to participate in any informal resolution process that the Title IX Coordinator may offer.

2. An informal resolution process is only available after the filing of a Formal Complaint and prior to a Determination regarding responsibility. If the Title IX Coordinator believes an informal resolution may be appropriate, the Title IX Coordinator will propose an informal resolution process in either the initial Notice of Allegations or a subsequent written document. The Title IX Coordinator may discuss with the Parties the details of how the process will work. The written notice will contain the allegations or refer to the Notice of Allegations, set out the informal resolution process, explain that at any time prior to agreeing to a resolution, the Complainant, Respondent, or Tennessee College of Applied Technology - Crump may withdraw from the informal resolution process and resume the investigation and adjudication process under this policy, and identify any records that will be maintained or shared related to the process.

3. The Title IX Coordinator will not offer or facilitate an informal resolution process to resolve allegations that an employee engaged in Sexual Misconduct against a student.

H. Investigation of Formal Complaints

1. Tennessee College of Applied Technology - Crump will investigate all Formal Complaints, unless dismissed or resolved through an informal resolution. During the investigation:

   a. Tennessee College of Applied Technology - Crump will not access, consider, disclose, or otherwise use a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in the professional's capacity and made or maintained in connection with the treatment to the Party, unless the Party voluntarily consents in writing;

   b. The investigator will conduct an investigation that is appropriate under the circumstances. The investigation will include a review of documents and physical evidence, as well as interviews with the Parties and other. The investigator may request access to premises, records, and documents deemed relevant. As the investigation progresses, the investigator may seek clarification, including during a subsequent interview, from any person participating in the investigation regarding the incident or their statement. A Party who learns or remembers any additional

information should notify the investigator immediately. The Parties will have an equal opportunity to provide evidence and to identify witnesses, including fact and expert witnesses. Parties are encouraged to provide, as soon as possible, any evidence that the Party believes to be relevant and wants the investigator to consider. If at all possible, all evidence should be provided in time for the investigator to make it available for inspection and review.

    c.   Although the Parties are encouraged to provide Tennessee College of Applied Technology - Crump with information and evidence related to the allegations, Tennessee College of Applied Technology - Crump is ultimately responsible for gathering evidence sufficient to reach a Determination regarding responsibility.

    d.   Tennessee College of Applied Technology - Crump will not restrict the Parties from discussing the allegations under investigation or from gathering and presenting relevant evidence. Any restrictions on the ability of the Parties to discuss matters related to the proceeding but which are not under investigation will be explained in the Notice of Allegations.

    e.   Each Party will have the opportunity to obtain and to be accompanied to a meeting or proceeding by an advisor of their choice, who may, but is not required to be, an attorney, in accordance with Section IV.H. below.

    f.   When a Party is invited or expected to participate in a meeting, Tennessee College of Applied Technology - Crump will provide written notice of the date, time, location, participants, and purpose of the meeting, interview, or hearing, with sufficient time for the Party to prepare to participate;

    g.   Both Parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including evidence that is directly related to the allegations but upon which Tennessee College of Applied Technology - Crump does not intend to rely in reaching a Determination regarding responsibility. Tennessee College of Applied Technology - Crump will include both evidence that tends to prove and disprove the allegations, whether obtained from a Party or other source, so that each Party can meaningfully respond to the evidence prior to the conclusion of the investigation.

    h.   Prior to the completion of an investigative report, Tennessee College of Applied Technology - Crump will send to each Party the evidence subject to inspection and review. Unless a Party requests that Tennessee College of Applied Technology - Crump not do so, Tennessee College of Applied Technology - Crump will also send the evidence to each advisor who has been identified. Tennessee College of Applied Technology - Crump may decide to provide access to evidence through electronic means that is not available for download. In such case, the Parties and their advisors are prohibited from, directly or indirectly, photographing or reproducing such evidence (unless the Party has independent access to the evidence independent of the portal, e.g., documents submitted by the Party or publicly available information); and

    i.   Tennessee College of Applied Technology - Crump will provide at least ten (10) calendar days for the Parties to respond to the evidence provided for inspection and review. The investigator will share any written response with the other Party and will consider any written response prior to completing the investigative report.

I.   Investigation Report

    1. At the conclusion of the investigation, the investigator will prepare written report. The report shall:

       a.   identify the allegations.

       b.   identify relevant policies, guidelines, and other standards.

       c.   explain the procedural steps taken between receipt of the Formal Complaint and the conclusion of the investigation, including all notifications to the Parties, interviews with the Parties, interviews with other witnesses, dates of all interviews, any site visits, and the methods used to gather evidence; and

        d.   fairly summarize the relevant evidence.

2. The written report shall not make findings of fact or conclusions regarding the application of facts to this policy.
3. At least (ten) 10 calendar days prior to a hearing, the investigator will send to each Party the investigation report in either electronic or hard copy, for their review and written response. Unless a Party requests that Tennessee College of Applied Technology - Crump not do so, Tennessee College of Applied Technology - Crump will also send the investigation report to an advisor whom the Party has been identified.
4. The Parties should provide any written response as soon as possible, as the investigator may issue an amended investigation report if the investigator deems appropriate and if a Party provides comments in sufficient time for the investigator to do so. The Parties' written responses and any amended investigation report will be sent to the decision-maker.

J.   Advisors

1. Both the Complainant and the Respondent will be permitted to have an advisor of their choosing present during meetings where their attendance is permitted or expected. Nothing in this policy shall be read to require that Tennessee College of Applied Technology - Crump allow a Party to attend an interview of the other Party or of a witness.
2. The advisor may accompany and confer privately with a Party, but the advisor may not interrupt, speak on behalf of a Party, or otherwise actively participate in any meeting, except for conducting cross-examination at a live hearing.
3. An advisor's failure to comply with these guidelines may result in the termination of the meeting or the advisor no longer being permitted to be present.
4. TBR and Tennessee College of Applied Technology - Crump personnel employed in the offices responsible for the disciplinary proceedings described in this policy, along with those in the chain of command, personnel employed by OGC, and others whose participation could create a conflict of interest with their duties are not eligible to serve as advisors. Tennessee College of Applied Technology - Crump shall not otherwise limit the choice of an advisor.
  vii.   If there is a question or concern about a possible advisor, the Title IX Coordinator should be consulted. A Party choosing to have an attorney present as an advisor must provide advance notice so that a member of OGC can attend any meeting at which an attorney will be present.

E.   Recordings

5. Parties are not permitted to record any meeting conducted pursuant to this policy.
  viii.   When a live hearing is conducted, Tennessee College of Applied Technology - Crump will create an audio recording, audiovisual recording, or transcript and make it available to the Parties for inspection and review.

F.   Past Relationships and Conduct

6. Previous sexual relationships of the Complainant and Respondent with third parties generally are irrelevant.
7. A past sexual relationship between the Complainant and Respondent may or may not be relevant. For example, past sexual encounters may provide insight on communication patterns for purposes of determining whether consent was present.
  ix.   Questions and evidence about a Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to Respondent and are offered to prove consent.

G.   Standard of Evidence

  x.   Tennessee College of Applied Technology - Crump use the preponderance of the evidence standard of evidence in evaluating whether Sexual Misconduct occurred. This standard looks at whether it is "more likely than not" that this policy was violated.

   xi. The burden of proof will remain with Tennessee College of Applied Technology - Crump through the Determination.

H. Timeline

  8. Formal Complaints typically will be resolved (exclusive of any appeals) within 90 calendar days of filing.

  9. Appeals will be resolved within fifteen (15) calendar days of the filing of an appeal.

   xii. Given the many variables and factors that may arise in such cases, additional time may be needed in some cases. Any departure from these frames will be for good cause and communicated in writing or by email to both the Complainant and the Respondent simultaneously, along with a new timeline and explanation of the reasons. Good cause to extent the deadlines includes, but is not limited to, the absence of a Party, a Party's advisor, or witness; concurrent law enforcement activity; or the need for language assistance or the accommodation of disabilities.

   xiii. Incompletion of the process within such time frames is not cause for dismissal of a Formal Complaint.

I. Parallel Investigations with Law Enforcement

  10. The filing of a police report or the pendency of civil or criminal proceedings does not preclude Tennessee College of Applied Technology - Crump from proceeding with its investigation and Determination.

  11. The investigation and Determination may be delayed until law enforcement has finished gathering evidence and indicated that Tennessee College of Applied Technology - Crump may proceed with an investigation, but Tennessee College of Applied Technology - Crump generally will not wait for the conclusion of any criminal proceeding.

  12. Civil or criminal proceedings are separate and distinct from internal Tennessee College of Applied Technology - Crump proceedings, and they may or may not run parallel to one another. However, Tennessee College of Applied Technology - Crump may be required by law to provide information in civil or criminal proceedings.

  13. Tennessee College of Applied Technology - Crump policies shall set forth parameters and clarify what information may and may not be shared during a parallel investigation with law enforcement (e.g., via a memorandum of understanding with local law enforcement).

K. Live Hearings

  1. Tennessee College of Applied Technology - Crump will conduct a live hearing of Formal Complaints not dismissed pursuant to this policy in order to make a Determination whether this policy has been violated. The decision-maker appointed by the Title IX Coordinator has the authority to maintain order at the hearing and make all decisions necessary for the fair, orderly, and expeditious conduct of the hearing. The decision-maker shall be the final decider concerning all aspects of the hearing, including prehearing matters and at the hearing, how evidence is examined and the order of witnesses.

  2. At the request of either Party, Tennessee College of Applied Technology - Crump will provide for the live hearing to be conducted with the Parties located in separate rooms with technology enabling the decision-maker and Parties to simultaneously see and hear the Party or the witness answering questions.

  3. In cases involving more than one Respondent, any Party may request separate hearings by submitting a request at least five (5) business days before the hearing. The Title IX Coordinator will decide whether to grant the request.

  4. Live hearings may be conducted with all Parties physically present in the same geographic location or, at Tennessee College of Applied Technology - Crump's discretion, any or all Parties, witnesses and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

  5. At least ten (10) business days prior to a live hearing, Tennessee College of Applied Technology - Crump will provide both Parties with written notice of the following:

   a. The time, place, date of the hearing, and electronic access information, if applicable.

b. The name of each witness Tennessee College of Applied Technology - Crump expects to present or be present at the hearing and those Tennessee College of Applied Technology - Crump may present if the need arises.

c. The right to request a copy of the investigative file (other than portions that are protected by law or privilege), which includes all of the evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint;

d. The right to request copies of all documents, copies of electronically stored information, and access to tangible evidence that Tennessee College of Applied Technology - Crump has in its possession, custody, or control and may use to support claims or defenses.

e. The right to have an advisor of the Party's choice, who may be, but is not required to be an attorney, and that if the Party does not have an advisor present at the hearing, Tennessee College of Applied Technology - Crump will provide an advisor of Tennessee College of Applied Technology - Crump 's choice, without fee or charge, to ask the other Party and any witnesses all relevant questions and follow-up questions on behalf of that Party;

f. Any Party in need of a Tennessee College of Applied Technology - Crump -provided advisor must inform the Title IX Coordinator at least five (5) business days before the hearing.

g. Any cross-examination of any other Party or witness must be conducted by the advisor; and

h. Other information may be included in the notice of hearing.

6. When notice is sent by U.S. mail or courier service, the notice is effective on the date the notice is mailed or delivered to the courier service. When notice is hand delivered by Tennessee College of Applied Technology - Crump, notice is effective on the date that the notice is delivered to the Parties. When notice is sent by email, the notice is effective on the date that the email is sent to the Parties' Tennessee College of Applied Technology - Crump -provided email account.

7. The decision-maker may conduct a pre-hearing meeting or conference with the Parties and their advisors to discuss pre-hearing issues, including any technology to be used at the hearing and the general rules governing the hearing.

8. The decision-maker may allow a temporary delay of the process or the limited extension of time frames for good cause with written notice to the Parties of the delay or extension and the reasons for the action. Good cause may include, but is not limited to, considerations such as the absence of a Party, a Party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

9. If a Party fails to attend a hearing, the decision-maker may proceed without that Party's participation.

10. During the hearing, the decision-maker will make evidence subject to review and inspection during the investigation phase available to give each Party equal opportunity to refer to that evidence, including for purposes of cross-examination.

11. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to provide that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

12. Only relevant cross-examination questions may be asked of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or question from someone other than the decision-maker, the decision-maker will first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

13. The decision-maker will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived the privilege.

14. The decision-maker will permit each Party's advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including that challenging credibility. Such cross-examination at the live hearing will be conducted directly, orally, and in real time by the Party's advisor and never by a Party personally. Conducting cross-examination will be the advisor's only opportunity to speak. Advisors will not engage in other presentation of arguments or evidence, including opening statements, closing arguments, or direct examinations.

15. If a Party does not have an advisor at the live hearing, Tennessee College of Applied Technology - Crump will provide without fee or charge to that Party an advisor. Tennessee College of Applied Technology - Crump will choose the advisor.

16. If a Party or witness does not submit to cross-examination at the live hearing, the decision-maker will not rely on any statement of that Party or witness in reaching a Determination regarding responsibility; provided however, that the decision-maker cannot draw an inference about the Determination regarding responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

17. For good cause shown, a decision-maker may permit the participation of witnesses who were not identified by the Party to the investigator, or the inclusion of evidence not provided by the Party to the investigator.

18. Tennessee College of Applied Technology - Crump will create an audio or audiovisual recording, or transcript, of a live hearing and make it available to the Parties for inspection and review.

19. The decision-maker may dismiss the Formal Complaint or any allegations therein, if at any time during the hearing a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw a Formal Complaint or any allegations therein, the Respondent is no longer enrolled or employed by Tennessee College of Applied Technology - Crump, or specific circumstances prevent Tennessee College of Applied Technology - Crump from gathering evidence sufficient to reach a Determination as to the Formal Complaint or allegations therein.

20. If the decision maker dismisses the Formal Complaint during the grievance process, the decision-maker will promptly notify the Title IX Coordinator, who will promptly send written notice of the dismissal and reasons therefor simultaneously to the Parties.

J. Written Determination

21. Within fifteen (15) business days of the hearing, the decision-maker will issue a written Determination, based on a preponderance of the evidence standard, which will be provided to the Parties simultaneously.

22. The Determination becomes final either on the date that Tennessee College of Applied Technology - Crump provides the Parties with a written result of an appeal, or if an appeal is available but not filed, the day after the deadline to appeal.

23. The Determination will include:
    a. Identification of the allegations potentially constituting Sexual Misconduct, as well as identification of any additional allegations that are being resolved but which do not constitute Sexual Misconduct.
    b. A description of the procedural steps taken between receipt of the Formal Complaint and the Determination, including all notifications to the Parties, interviews with Parties and witnesses, site visits, methods used to gather other evidence, and any hearings held.
    c. Findings of fact supporting the Determination.
    d. Conclusions regarding the application of this policy, as well as any other relevant policy, guidelines, or code, to the facts.

e. A statement of, and rationale for, the result as to each allegation before the decision-maker, including a Determination regarding responsibility.
f. Any disciplinary action that the decision-maker imposes on the Respondent, including referral to another process, such as tenure termination proceedings.
g. Any remedies that Tennessee College of Applied Technology - Crump will provide designed to restore or preserve equal access to the Complainant; and
h. The permissible bases and procedures, including timelines, for appeals by the Parties.

L. Remedies and Disciplinary Action Following Determinations of Violations
1. Tennessee College of Applied Technology - Crump will provide remedies where a Determination of responsibility for Sexual Misconduct has been made. Tennessee College of Applied Technology - Crump will follow this policy before the imposition of any disciplinary sanctions for Sexual Misconduct that are not supportive/interim measures.
2. Remedies will be designed to restore or preserve equal access to education programs and activities and will include discipline under the applicable policies and procedures. Remedies may include verbal warnings, written warnings, final written warnings, suspension, termination of employment, non-renewal of appointment, or dismissal from Tennessee College of Applied Technology - Crump. Faculty may be subject to proceedings under TBR Policies 5.02.03.10 and 5.02.03.30.
3. Remedies should also consider improvements to the campus-wide environment. It is the intent of TBR that Tennessee College of Applied Technology - Crump consider the impact of an incident of Sexual Misconduct on the campus as a whole or specific groups or areas of campus. For example, specific training may be needed for a student group.
4. The Title IX Coordinator is responsible for ensuring effective implementation of the remedies.

M. Appeals/Post-Determination Procedures
xiv. Parties are permitted to appeal to the Tennessee College of Applied Technology - Crump's President (or other person appointed by the Title IX Coordinator) from a Determination regarding responsibility (or no responsibility) and from a dismissal of a Formal Complaint or of any allegations in a Formal Complaint on the basis of:
a. procedural irregularity that affected the outcome of the matter.
b. new evidence that was not reasonably available at the time the Determination or dismissal was made, but only if that new evidence could affect the outcome of the matter.
c. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.
1. A Party wishing to appeal a Determination regarding responsibility or the dismissal of a Formal Complaint or any allegations therein must file a written appeal with the Title IX Coordinator within seven (7) business days of the date of the Determination or the dismissal. The written appeal must identify the reasons for the appeal.
2. As to all appeals, the Title IX Coordinator will:
a. Notify the other Party in writing when an appeal is filed.
b. Implement appeal procedures equally for both Parties.
c. Ensure that the decision-maker(s) for the appeal is not the same person as the investigator, the decision-maker, or Title IX Coordinator.
d. Provide each Party five (5) business days to provide a written statement in support of, or challenging, the Determination.
3. The decider of the appeal will issue a written decision describing the result of the appeal and the rationale for the result and will provide the written decision simultaneously to the Parties.

III. Victim Services

N. The resources listed below are not exhaustive or limited to victims who wish to make an official report or participate in an institutional hearing, police investigation or criminal prosecution. However, in cases where a victim wishes to maintain complete confidentiality, the victim should

carefully review Section II above related to the limits on the College's ability to maintain confidentiality.

1. On Campus Resources

Office of the Title IX Coordinator	3070 Hwy. 64, Crump, TN 38327	Brian Harris, Interim Vice-President
Student Services Coordinator	3070 Hwy. 64, Crump, TN 38327	Cherry Johnson, Student Services Coordinator

2. On-line Resources:

http://tncoalition.org/- State Coalition Against Rape

http://tncoalition.org/- State Coalition Against Domestic Violence

http://www.thehotline.org/- Website for LGBTQ survivors of sexual or domestic violence and minority women survivors of sexual or domestic violence

http://www.pandys.org/ Website providing information, support and resources to survivors of rape and sexual abuse

http://www.rainn.org – Rape, Abuse, and Incest National Network

http://www.justice.gov/ovw - Department of Justice

https://www2.ed.gov/about/offices/list/ocr/index.html - Department of Education Office for Civil Rights

Please list additional agencies, either local, state or national as pertinent.

IV. Victim Services Policy

A. The following individuals may be able to assist in the event of an emergency:

1. On Campus

    a. Brian Harris
      Interim Vice President/Equity Officer
      Tennessee College of Applied Technology Crump
      3070 US 64, PO Box 89
      Crump, TN 38327
      731-632-3393
      931-279-1119
      www.tcatcrump.edu
      brian.harris@tcatcrump.edu

    b. Cherry Johnson
      Student Services Coordinator/Financial Aid Administrator
      Tennessee College of Applied Technology Crump
      3070 US 64, PO Box 89
      Crump, TN 38327
      731-632-3393
      731-607-6557
      www.tcatcrump.edu
      cherry.johnson@tcatcrump.edu

2. Off Campus

Henderson (Chester County)	Henderson Police Department	731-989-2201	121 Crook Avenue Henderson, TN 38340
	Chester County Sheriff's Department	731-989-9066	333 Eric Bell Drive Henderson, TN 38340
Clifton (Wayne County)	Clifton Police Department	931-676-3370	142 Main Street Clifton, TN 38425
	Wayne County Sheriff's Office	931-722-3615	1016 Ralph Horton Drive Waynesboro, TN 38485
Decatur County	Parsons Police Department	731-847-9999	535 S Tennessee Ave. Parsons, TN 38363

	Decatur County Sheriff's Department	731-852-3703	138 E Main Street Decaturville, TN 38329

    B. The following health care options are available to seek treatment for injuries, preventative treatment for sexually transmitted diseases, and where and how to get a rape kit or find a Sexual Assault Nurse Examiner (SANE);

        1. Lists of local hospitals and rape care centers are available in Student Services.

        2. Rape kits and SANE contacts may be found at https://f62034bb-6cd2-4e27-a3c9-125b86bc97ef.filesusr.com/ugd/40dfdf_a13931824aba475b983e7cacbced51c3.pdf

    C. It is very important for the Complainant to seek medical attention immediately so that the Complainant can be screened for sexually transmitted diseases/pregnancy/drugs that may have been used to incapacitate, obtain emergency contraception, and receive treatment for any injuries. Valuable physical evidence can be obtained from the Complainant and the Complainant's clothing. Even those who are unsure whether to make a police report or take action may wish to have a forensic examination, which will facilitate the identification and preservation of physical evidence.

        1. To help preserve evidence in the event of a sexual assault, it is important for the Complainant not to change clothes or bedding and not take a shower, douche, use the toilet, brush their teeth, or clean up until police have had a chance to gather evidence. However, if a Complainant has already changed clothes or cleaned up/showered, evidence may still be collected. The Complainant should leave any clothes or bedding unfolded and undisturbed, if possible. If clothing or bedding must be moved, items should be kept separate to prevent transfer of body fluids or other trace evidence. Parties should not delete or destroy any text messages, social media, emails, voicemails, written notes, or any other documents that may be relevant.

        2. The following sources are available to accompany a victim to the hospital or health provider.

These services are available for victims of Sexual Misconduct whether or not a victim chooses to make an official report or participate in the institutional disciplinary or criminal process.

    V. Education, Training, and Awareness

        A. Tennessee College of Applied Technology - Crump offers educational programming and training to their students, faculty, and staff that are intended to end Sexual Misconduct.

        K. Tennessee College of Applied Technology - Crump utilizes the student handbook and orientation sessions to provide user friendly materials to explain the policy and how victims can get help and provides these online and through other strategies appropriate for the campus. Tennessee College of Applied Technology - Crump provides online training for sexual assault and misconduct prevention education to incoming students to promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. This education also includes information on how to prevent sexual assault, such as information on bystander intervention, as well as how to recognize abusive behavior and avoid potential abusive relationships. Within this training, students are given information the procedures for filing a report, as well as procedures for institutional disciplinary action in cases of alleged sexual violence. The training also informs students of the sanctions and protective measures that the institution may impose once a report of sexual violence has been made.

    VI. Effective Date

        A. This policy is effective August 14, 2020.

        B. If any provision of the Title IX regulations on which this policy is based is enjoined or held invalid as it applies to the TBR institution or the Title IX regulations' application to any person, act, or practice is enjoined or held invalid as it applies to the TBR institution, the remainder of this policy or the application of its provisions to any person, act, or practice shall not be affected thereby.

        C. For conduct that occurs across multiple versions of this policy, complaints of Sexual Misconduct will be addressed utilizing the procedures outlined in the version of this policy in effect as of the date of the Notice of Allegations. The "Definitions" and "Clarifications" sections of the policy in effect as of the date of the alleged incident will be used. Complaints and reports of conduct spanning more

than one version of the policy will be addressed using the "Definitions" and "Clarifications" sections in the version of the policy in effect at the time of the most recent alleged incident.

VII. Clarifications
A. Consent
1. Consent means an active agreement to participate in sexual activity. An active agreement is words and/or conduct that communicate a person's willingness to participate. The following individuals cannot give valid Consent:
   a. A person who is Incapacitated, if either the person claiming to have obtained Consent knows that the other person is Incapacitated, or a reasonable person would know that the other person is Incapacitated.
   b. A person who is Forced; or
   c. A person who is under the age of eighteen (18), unless the person giving Consent is at least the age of thirteen (13) and the other person is less than four (4) years older than the person giving Consent.
2. During a sexual encounter, each person has responsibility for obtaining Consent from the other person. During an investigation, the institution has the burden of obtaining evidence whether Sexual Misconduct occurred without Consent. During any hearing, the institution has the burden of proving that Sexual Misconduct occurred without Consent. (In other words, it is not a Respondent's burden to prove Consent during an investigation or hearing). Whether a person has communicated Consent generally is evaluated from the perspective of what a reasonable person who perceived the individual's words and/or nonverbal conduct would have understood; however, in the context of a relationship that has involved sexual activity and a pattern of communicating Consent, whether Consent has been communicated may be evaluated based on a subjective standard (i.e., what did the specific person who initiated the sexual activity conclude based on the pattern of communication?).
3. A verbal "no" (or words equivalent to "no") or the nonverbal communication of "no,' even if it sounds or appears insincere or indecisive, means that Consent has not been communicated, or if previously communicated, has been withdrawn. The absence of a verbal "no" or the absence of a nonverbal communication of "no" does not necessarily mean that Consent has been communicated.
4. Consent must exist from the beginning to the end of each sexual encounter and for each sexual act that occurs during a sexual encounter. A person has a right to change their mind; thus, Consent may be withdrawn at any time. A withdrawal of Consent is communicated through clear words and/or conduct that indicate that a person no longer agrees to participate in sexual activity. Once a person's withdrawal of Consent has been communicated, the other person must cease the sexual act for which Consent was withdrawn and must obtain Consent before reinitiating that sexual act. Consent is automatically withdrawn when a person becomes incapacitated or is forced to participate in sexual activity.
5. Consent to one type of sexual activity (e.g., oral sex) does not constitute or imply Consent for another type of sexual activity (e.g., vaginal intercourse), whether during a sexual encounter or based on a previous sexual encounter.
6. The following do not communicate a person's willingness to participate in sexual activity:
   a. Silence, unless accompanied by non-verbal conduct conveying a willingness to participate in sexual activity.
   b. Consent communicated by the person on a previous occasion.
   c. Consent communicated to a third person.
   d. The person's failure to resist physical force (however, for purposes of the Policy, the person's resistance to physical force will be viewed as a clear demonstration that the person has not communicated Consent);
   e. A current or previous dating, romantic, intimate, or sexual relationship with the other person.
   f. Currently or previously cohabitating with the other person.

g. The person's attire, reputation, giving or acceptance of gifts, sexual arousal, or extension or acceptance of an invitation to go to a private residence, room, or other location.

h. One's own use of alcohol, drugs, or other substances does not diminish one's responsibility to obtain Consent from the other person. Another person's use of alcohol, drugs, or other substances does not diminish one's responsibility to obtain Consent from that person.

B. Force

1. Force includes physical force (such as pushing, hitting, pinning down), threats (direct or indirect expressions of intent to inflict harm to self or others), intimidation (implied or indirect threats), and/or other forms of coercion. To coerce is to attempt to cause another person to act or think in a certain way by use of force, pressure, threats, or intimidation; to compel is to coerce.

C. Incapacitation

1. A person violates this policy when they engage in sexual activity with another person who is incapacitated under circumstances in which a reasonable person would have known the other person to be Incapacitated. For evaluating Incapacitation, a "reasonable person" means a sober, objectively reasonable person in the same situation, with ordinary sensitivities, and with similar identities as the Respondent.

2. Incapacitation can be voluntary or involuntary. Signs of Incapacitation may include, without limitation: sleep; total or intermittent unconsciousness; lack of control over physical movements (e.g., inability to dress/undress without assistance; inability to walk without assistance); lack of awareness of circumstances or surroundings; emotional volatility; combativeness; vomiting; incontinence; unresponsiveness; and inability to communicate coherently. Incapacitation is an individualized determination based on the totality of the circumstances.

3. Blacking out is an amnesia-like state that may be brought on by drugs, heavy drinking, or intoxication; blacking out is not necessarily incompatible with the ability to engage in simple or even complex behavior. After blacking out, a person has no recollection of all or part of the events that occurred during the blackout. There is a distinction between passing out (falling asleep or becoming unconscious) due to drug or alcohol use and blacking out in that a person in a blackout remains conscious and operative.

4. Incapacitation or Incapacitated means a person's inability, temporarily or permanently, to communicate a willingness to participate in an activity (e.g., sexual activity) because of mental or physical helplessness, sleep, unconsciousness, or other lack of awareness that the activity is taking place. Incapacitation can be voluntary or involuntary. Signs of Incapacitation may include, without limitation: sleep; total or intermittent unconsciousness; lack of control over physical movements (e.g., inability to dress/undress without assistance; inability to walk without assistance); lack of awareness of circumstances or surroundings; emotional volatility; combativeness; vomiting; incontinence; unresponsiveness; and inability to communicate coherently. Incapacitation is an individualized determination based on the totality of the circumstances. Alcohol and drugs (including "date rape" drugs) are common causes of Incapacitation. When alcohol or drugs are involved, Incapacitation is a state beyond mere drunkenness or intoxication.

D. Severe and Pervasive

1. Severe and Pervasive. Severe means behavior that is more than antagonistic, non-consensual, and crass, even where the behavior is based on differences in sex or gender. Pervasive means systemic or widespread, and it necessarily involves more than one incident of sexual harassment.

Visitors on Campus

While visitors and guests are welcome on campus, the welfare and safety of the entire student body and the maintenance of its academic programs MUST be placed above all else. All visitors and guests should report directly to Student Services Reception area to sign in and may be issued a visitor's badge which is always to be worn while on campus. Tennessee College of Applied Technology Crump_ faculty and staff are aware that many of its students are both students and parents and that there are often complicating factors that impact these two roles. However, Tennessee College of Applied Technology - Crump does not permit children who are minors to be on the campus without notice to, and permission from, the Tennessee College of Applied Technology - Administration. A child is anyone who is birth to 17 years of age. Any visitor, who brings or invites children to campus MUST maintain custody of the children while on campus and is responsible for the behavior and safety of the children while at Tennessee College of Applied Technology - Crump. All visitors will be provided safety glasses when visiting a shop area.

When a violation of this policy is observed, the Student Services Office should be contacted. It is the responsibility of this office to assess the situation and, with the assistance of security, take appropriate action, which may include escorting the student, employee or guest and children off campus.

ACADEMIC SUPPORT

Instructor Qualifications

Instructors at the Tennessee College of Applied Technology Crump meet a minimum requirement of at least three years of experience and formal training in the area in which they instruct. In addition, each instructor that has prior experience and training are involved in continuing education to ensure that they are knowledgeable in the latest technology relevant to their prospective programs.

Preparatory Programs

All preparatory programs are designed to prepare persons for employment in specific or closely related occupations. Full-time continuing programs are offered on a thirty-hour per week basis. The part-time continuing programs are offered on a less than full-time basis. Instructional units are designed as a guide to assist the instructor in developing an individualized program for each student. The instructor will adjust the number of hours that a student spends working in the instructional units according to the student's ability.

Non-preparatory Supplemental Programs

All non-preparatory supplemental programs are designed to assist employed workers to improve or upgrade skills and increase technical knowledge necessary to present employment or to acquire new skills and knowledge for a higher level of employment. Special interest courses may be offered as demands warrant by the public.

Special Industry Training Programs

Special industrial programs are offered to business and industry upon their request. These classes are conducted by instructors at the school or at the place of the enrollees' employment. When the need arises, specialized and intensified courses may be developed to meet specific requirements of industry. School administration may be contacted for more information. These courses do not qualify for Title IV financial aid.

Notice of Disclaimer

The Tennessee College of Applied Technology Crump provides the opportunity for students to increase their knowledge by providing programs through faculty who, in the opinion of Tennessee College of Applied Technology - Crump, are trained and qualified for teaching at the post-secondary level. However, the acquisition of the knowledge by any student is contingent upon the student's desire to learn and his/her application of appropriate

study techniques to any course program. As a result, Tennessee College of Applied Technology - Crump does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific knowledge or skills or will be able to successfully pass or complete a specific examination for any course, degree or license.

Cooperative Education

Cooperative Education (Co-op) is an educational program that combines classroom instruction with practical work experiences directly related to the student's curriculum. This combined classroom study and work experience is a meaningful way for students to learn and to assist in making informed career choices while earning credit. Students interested in Cooperative Education should meet with their instructor to discuss co-op opportunities. The instructor must submit a co-op request form to the President for approval. The student, instructor, employer, and President must sign the formal co-op agreement.

Library / Media Services

Each program has a resource library and media collection located in each classroom.

CONSUMER INFORMATION

As a participant in federal Title IV financial aid programs, Tennessee College of Applied Technology - Crump is required to make certain information available to students and the public. In fulfillment of that requirement, the following Consumer Information about Tennessee College of Applied Technology - Crump, its Extension Campuses and Instructional Service Centers is available for review in the Student Handbook, on the College website https://tcatcrump.edu/current-students/student-handbookcatalog or from the Student Services office, as indicated. Information is also available to current or prospective students and employees upon request. An outline of available information is distributed to all students each year in the Fall term.

General Information (Student Handbook)
- Accrediting Agency
- Cost of Attending School
- Facilities & Services for Disabled Students
- Withdrawal Process & Refund Policy
- Statement of Non-discrimination

- Training Programs
- Services for Limited English Proficiency (LEP)
- Physical Resources
- Faculty & Staff Directory

Financial Aid (Student Handbook):
- Federal Financial Aid
- State, Local, & Private Financial Aid
- How to Apply for Financial Aid
- Terms & Conditions (Work-study)

- Student Rights & Responsibilities
- Distribution of Financial Aid
- Eligibility Requirements
- Satisfactory Attendance & Progress

Drug & Alcohol Abuse Prevention (Student Handbook)
- Preventing Drug & Alcohol Abuse
- Local, State & Federal Sanctions
- Student Conduct

- Institutional Policy on Violations
- Counseling, Treatment, Rehab Programs
- Health Risks

Campus Security (Student Services)
- Annual Safety & Security Report (This report is available to current students annually by October 1.)

Student Right-to-Know Information (Student Services & Student Handbook)
- Completion and Graduation Rates

Miscellaneous

- Voter Registration Information
- Peer-to-Peer File Sharing
- Service Member Re-admission
- Program Improvement Plans

Students Right-To-Know Graduation Rate

The graduation rate for the Tennessee College of Applied Technology Crump for the 2018-2019 academic year was 85 %; the placement rate was 100%; and, the licensure rate was 89 %.

Voter Registration

In accordance with the Higher Education Act Campus Voter Registration Section in 34 CFR Part 668.14, Tennessee College of Applied Technology - Crump encourages all students to register to vote. Voter registration forms may be obtained in the Student Services Office. The State of Tennessee voter registration form is available at http://sos-tn-gov-files.s3.amazonaws.com/forms/ss-3010.pdf .

Integrated Postsecondary Data

https://nces.ed.gov/ipeds/datacenter/InstitutionProfile.aspx?unitId=adadacafaeab

Institution Name:
Tennessee College of Applied Technology Crump

Institution Type:
College

Address:
3070 Hwy. 64
PO Box 89
Crump, TN 38327

General information:
(731)632-*3393
Financial aid office:
www.finaid@tcatcrump.edu
Admissions office:
www.adm@tcatcrump.edu

IPEDS ID:
221430

Description: Public, 2-year

Certificates offered: One but less than two years; Two but less than four years

Total enrollment:	461
Undergraduate enrollment:	461

Percent of Undergraduate enrollment
  by gender

Men:	81.2
Women:	18.8

  by race/ethnicity

American Indian or Alaskan Native:	0%
Asian:	0%
Black or African American:	6%
Hispanic/Latino:	2%
Native Hawaiian or Pacific Islander:	0%
White:	90%
Two or more races:	1%
Race/ethnicity unknown:	1%
Non-resident alien:	0%

Program prices for full-time students

	2019-20	2018-19	2017-18
Tuition & fees	5248	4143	4984
Books and supplies	1216	1087	1200
Off-campus			
Room and board	4658	5076	5076
Other expenses	9146	9912	9912
Off-campus with family			
Other expenses	5455	1077	1077

(Source: IPEDS College data 2019-2020)

National Center for Education Statistics
Institute of Education Sciences

Federal Pell Grant Recipients totaled 83 % as reported for the academic year 2018-19.

TESTING CENTER

The Tennessee College of Applied Technology Crump has partnered with a variety of companies to establish testing and training solutions that utilize state-of-the-art, web-based curriculum and assessments.

Testing opportunities available at the Tennessee College of Applied Technology - Crump may include, but are not limited to the following:

- HESI (Nursing Exams & Pre-Admission)
- Certiport – all certifications supported by the Certiport testing platform
- Medical Billing and Coding Certification Exams (CPC/AAPC)
- NIMS (National Institute for Metalworking Skills)
- AutoDesk
- SolidWorks

- Adobe Creative Cloud
- HVAC Excellence/ESCO Gas Heat Certification
- HVAC Excellence/ESCO Air Conditioning Certification
- HVAC Excellence/ESCO Heat Pump Certification
- EPA Certification
- National Coalition of Certification Centers/NC3

PROGRAMS AT A GLANCE

Program	Hours	Final Award Type
Administrative Office Technology	1296	Diploma
Collision Repair Technology	1728	Diploma
Computer Aided Design Technology	1728	Diploma
Computer Information Systems	1728	Diploma

Computer Information Technology	2160	Diploma
Diesel Powered Equipment Technology	2160	Diploma
Digital Graphic Design Technology	1728	Diploma
Electrical & Plumbing Construction Technology	1296	Diploma
Farming Operations Technology	1728	Diploma
Health Information Management Technology	1296	Diploma
Heating, Ventilation, Air Conditioning & Refrigeration	1728	Diploma
Industrial Electricity	1728	Diploma
Industrial Maintenance	1728	Diploma
Machine Tool Technology	1728	Diploma
Practical Nursing	1296	Diploma
Welding Technology	1296	Diploma

For information about graduation rates, placement rates and other important information, please visit our website at www.tcatcrumpedu/programs

PREPARATORY PROGRAM CATALOG

Campus Training

Training at Tennessee College of Applied Technology Crump allows the student to have the ability to network, make professional contacts, and communicate with classmates, instructors, and faculty and staff.

The educational programs offered at Tennessee College of Applied Technology - Crump are competency based and most are open entry/exit. Instruction is individualized, and learning is self-paced.

Program offerings are listed alphabetically, with a brief description of program content, training schedule and award levels. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.Tennessee College of Applied Technology - Crump.edu.

Advisory Committees

Advisory Committees serve as a liaison between the school, business, and industry. Each full-time preparatory program offered by the institution has an advisory committee. Decisions on curriculum, equipment, instructional methods, and technology are made after considering the advice and recommendations made by advisory committee members.

General Advisory Committee

Tennessee College of Applied Technology Crump utilizes a General Institutional Advisory Committee to advise the campus as a whole and is comprised of representatives from the following:

Vicki Bunch	Director	West Tennessee Workforce Development Board
Eddie Crittendon	CEO	McNairy County EDC & Chamber of Commerce
Mike Creasy	Mayor	Decatur County Government
Kevin Davis	Mayor	Hardin County Government
Barry Hutcherson	Mayor	Chester County Government
Jim Mangubat	County Executive	Wayne County Government
Jennifer Perryman	Director	Savannah Industrial Development Corporation
Beth Pippin	Director	Hardin County Convention & Visitor's Bureau
Rena Purdy	Director	Wayne County Economic Development
Larry Smith	Mayor	McNairy County Government
Martin Haggard	CEO/President	Wayne County Bank

Administrative Office Technology

Location(s): Main Campus

For information about graduation rates, placement rates and other important information, please visit our website at
www.tcatcrump.edu

This program provides essential training in business office procedures, customer service skills, business communications, keyboarding and document processing, proofreading and editing, business etiquette, problem solving, business writing, records and file management, and business computer skills. The administrative office student will receive specialized training in general office assisting and administrative support assisting, and will receive a certificate upon completion of this training. In addition, students will choose an elective in the following career areas: administrative assistant, accounting assistant, medical administrative assistant, legal administrative assistant, financial services assistant, or retail, hospitality and tourism professional and will receive a diploma upon completion of this training. Students who meet the requirements in academic and worker characteristic criterion will have the opportunity to work in the field with a practicum experience. The practicum experience is offered with our Administrative Assistant, Medical Administrative Assistant and Accounting Assistant Programs. Graduates will be skilled for an entry-level administrative career.

At completion of a diploma in Administrative Office Technology program, graduates will be skilled for an entry-level administrative career.

Program Awards and Lengths

First Trimester
___ **AOT 0001** Worker Characteristic   6 hours
___ **AOT 1005** Success Strategies   60 hours
___ **AOT 1010** Orientation and Safety   6 hours
___ **AOT 1021** Technology Foundations   30 hours
___ **AOT 1030** Keyboarding and Data Entry   90 hours
___ **AOT 1040** Office Procedures I   120 hours
___ **AOT 1050** Computer Essentials   120 hours

General Office Assistant Certificate   *432 hours*

Second Trimester
___ **AOT 0002** Worker Characteristic   6 hours
___ **AOT 2015** Word Processing Applications   114 hours
___ **AOT 2025** Spreadsheet Applications   114 hours
___ **AOT 2030** Office Procedures II   120 hours
___ **AOT 2045** Employability Skills   78 hours

Administrative Support Specialist Certificate   *864 hours*

Student Chooses Third Trimester Module for Completion of Diploma

Third Trimester - Administrative
___ **AOT 0003** Worker Characteristic   6 hours
___ **AOT 3010** Business Communications   108 hours
___ **AOT 3020** Customer Service   80 hours
___ **AOT 3030** Financial Functions   100 hours
___ **AOT 3040** Practicum and Simulations   138 hours

Administrative Assistant Diploma   *1296 hours*

Third Trimester - Accounting
___ **AOT 0003** Worker Characteristic   6 hours
___ **AOT 3050** Accounting   214 hours
___ **AOT 3060** Payroll   106 hours
___ **AOT 3071** Computerized Accounting   106 hours

Accounting Assistant Diploma   *1296 hours*

Third Trimester - Medical
___ **AOT 0003** Worker Characteristic   6 hours
___ **AOT 3080** Medical Terminology   70 hours
___ **AOT 3090** Medical Ethics & Office Mgmt.   88 hours
___ **AOT 3100** Intro to Medical Insurance   100 hours
___ **AOT 3110** Electronic Health Records   78 hours
___ **AOT 3120** Medical Practicum & Simulation   90 hours

Medical Administrative Assistant Diploma   **1296 hours**

Course Descriptions

AOT 0001-0003 – **Worker Characteristic** – Throughout the trimester students will be taught and graded on work ethics topics. The topics to be covered are: attendance, appearance, character, teamwork, attitude, productivity/safety, organizational skills, communication, cooperation, and respect.

AOT 1021 – **Technology Foundations** – Technology Foundations is designed to enhance and/or develop language and mathematical skills that serve as a foundation for business systems technology and that are necessary for employment in the technical workforce. Students will develop problem-solving skills, will enhance communication skills, and will be encouraged to become independent thinkers.

AOT 1010 – **Orientation and Safety –** Orientation and Safety provides basic instruction in the normal class routine and basic safety practices through reading assignments, testing, practical application, demonstration, and lectures.

AOT 1005 – **Success Strategies** – To ensure the student has foundational skills in: reading for information, applied mathematics, locating information and business writing. Additionally, students will learn strategies in test taking and note taking, how to set goals and how to manage time effectively.

AOT 1030 – **Keyboarding & Data Entry** – This course is designed for the beginning student or to enhance skills for the developed student. The major objectives are to develop touch control of the keyboard and proper keyboarding techniques, to build basic speed and accuracy, and to provide practice in applying those basic skills to the formatting of emails, reports, letters, memos, tables, and other kinds of personal and business communications to prepare the student for work in an office environment.

AOT 1040 – **Office Procedures I –** To ensure the student learns the fundamental concepts and knowledge needed for success in the workplace, and to develop competencies in administrative and office supportive tasks such as proper telephone etiquette, filing, records management, office mail management skills and etiquette, and presentation skills.

AOT 1050 – **Computer Essentials** – To ensure the student develops skills in document creation, file creation and file management in order to work with data effectively for a career in today's workplace. This course contains document processing with emphasis on the formatting of various business correspondence reports, understanding the internet, various browsers and search engines, and email procedures and etiquette.

AOT 2015 – **Word Processing Applications** – To ensure the student develops skills in document creation, file creation and file management in order to work with data effectively for a career in today's workplace. This course contains document processing with emphasis on the formatting of various business correspondence reports, understanding the internet, various browsers and search engines, and email procedures and etiquette.

AOT 2025 – **Spreadsheet Applications** – To ensure the student develops skills in creation and management of spreadsheets and skill development in presentations for a career in today's workplace.

AOT 2030 – **Office Procedures II** – Business communication plays an extremely important role in communicating in an efficient and professional manner in business as well as your personal life. Because written and oral communication skills have become an integral part of today's office, learning to properly use communication skills are essential.

AOT 2045 – **Employability Skills** – Employability skills are a set of skills and behaviors that are necessary for every job. Employability skills are sometimes called soft skills, foundational skills, work-readiness skills, or job-readiness skills. This course will develop skills in career readiness.

AOT 3010 – **Business Communications –** This course is designed to help the student learn the concepts and principles related to the administrative workforce. Students will learn the essential skills of writing, speaking, presenting, and behaving professionally in today's technological workforce. Additionally, the student will develop high order of thinking skills in various skill areas, such as: problem solving, communication building, ethical decision making and business letter writing component.

AOT 3020 – **Customer Service** – This course is designed to help the student learn the fundamental concepts and knowledge needed for success with the customer experience and customer service, and to develop competencies in administrative and office supportive tasks. These skills will be developed to ensure successful techniques of providing quality customer service and becoming a better service provider.

AOT 3030 – **Financial Functions** – The student will learn accounting basics, with a general background of accounting and will progress to specific accounting principles. The student will develop skills in: the basic accounting equation, T accounts, debits and credits, the accounting cycle and journal transactions, working with the general ledger, generating financial statements, and working with adjusting and closing entries. Additionally, the student will gain experience in practicing / reviewing all skills developed through a project in working with a fictitious business.

AOT 3040 – **Practicum & Simulation** – Students will practically apply this skills learned in the classroom to the work setting.

AOT 3050 – **Accounting –** The student will learn accounting basics, with a general background of accounting and will progress to specific accounting principles. The student will develop skills in: the basic accounting equation, T accounts, debits and credits, the accounting cycle and journal transactions, working with the general ledger, generating financial statements, and working with adjusting and closing entries. Additionally, the student will gain experience in practicing / reviewing all skills developed through a project in working with a fictitious business.

AOT 3060 – **Payroll** – The student will develop skills to apply basic payroll and payroll tax accounting principles and procedures; to be proficient in the use of computers to maintain payroll and payroll tax accounting records; and to complete journalizing, worksheets, payroll, etc.

AOT 3071 – **Computerized Accounting** – The student will learn to apply basic accounting principles and procedures to computerized accounting procedures. This will be completed through a review of fundamental accounting concepts, working with financial statements, working with source documents, performing financial analysis and comparisons through reporting, and creating and managing computerized accounts /reports.

AOT 3080 – **Medical Terminology** – The student will develop skills in medical terminology in order to successfully communicate and work in a medical administrative career. These skills are developed through the understanding of word components: prefixes, root words, suffixes, combing forms and abbreviations. Additionally, students will work with anatomical graphs, word graphs, and the use of interactive flash cards.

AOT 3090 – **Medical Ethics and Office Management –** This course is designed to prepare the student for administrative duties in the medical office. Students will develop skills in administrative office procedures as well as providing exercises in judgment, independent action, providing quality customer service, and coping with interruptions. Additionally, students will learn the concepts of medical ethics in working in the medical administrative office. Students will learn the principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants as well as current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities.

AOT 3100 – **Intro to Medical Insurance** – This course is designed to introduce the student to the basics of medical insurance, including insurance terminology, private payers and government programs, and general insurance procedures and policies. Students will learn how to complete the universal medical insurance form. Additionally, this course will introduce the basic concepts of medical billing and coding by gaining basic knowledge of the ICD-10 and CPT, and learn the purposes of diagnostic coding and procedural coding.

AOT 3110- **Electronic Health Records –** This course is designed to introduce the student to electronic health records theory and management in both inpatient and outpatient settings and to provide hands-on experience /simulation with data entry into electronic records.

AOT 3120 – **Medical Practicum & Simulation** – Students will practically apply this skills learned in the classroom to the work setting.

Collision Repair Technology

Location(s): Main Campus

The Collision Repair Technician program is designed to provide the student with a thorough understanding of the materials, methods, and refinishing techniques used in the repair and restoration of a damaged automobile body. Through class study, audiovisual presentations, and actual "hands-on" performance tasks the student will learn the procedures necessary for the proper repair and refinishing of metal, fiberglass, and plastic components used in both unibody and conventional automobile construction.

Program Outcomes:
1. Students will obtain the appropriate safety skills and knowledge in all the areas of the program that are needed to use the Collision Repair tools and equipment safely and effectively.
2. Students will obtain the latest repair methods and techniques on automotive surfaces such as metal, plastic and fiberglass panels.
3. Students will obtain the appropriate hands on training, along with lab/classroom experience to prepare them for employment in the Collision Repair industry.
4. Students will be able to analyze the damage on an automobile body and/or frame, and repair & refinish it to its pre-accident condition.

Program Awards and Lengths

First Trimester
___ **CRT 0001** Worker Characteristic   6 hours
___ **CRT 1010** Safety   12 hours
___ **CRT 1020** Related Math/Tech Foundations   39 hours
___ **CRT 1030** Non Structural Analysis and
        Damage Repair   375 hours

Non-Structural Assistant Certificate   ***432 hours***

Second Trimester
___ **CRT 0002** Worker Characteristic   6 hours
___ **CRT 2010** Advanced Non Structural Analysis and
        Damage Repair   125 hours
___ **CRT 2020** Welding   94 hours
___ **CRT 2030** Structural Analysis and
        Damage Repair   207 hours

Non-Structural and Structural Assistant Certificate 864 hours

Third Trimester
___ **CRT 0003** Worker Characteristic   6 hours
___ **CRT 3010** Advanced Structural Analysis and
        Damage Repair   119 hours
___ **CRT 3020** Mechanical & Electrical Components   200 hours
___ **CRT 3030** DAECS   75 hours
___ **CRT 3040** Workplace Skills   32 hours

Automotive Refinishing Technician Diploma   *1296 hours*
Collision Repair Technician Diploma   *1296 hours*

Fourth Trimester
___ **CRT 0004** Worker Characteristic   6 hours
___ **CRT 4010** Painting & Refinishing   426 hours

Collision Repair and Refinishing Technician Diploma   *1728 hours*

Course Descriptions

CRT 0001-0004 – **Worker Characteristic** – The goal of the course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits.

CRT 1010 –**Safety** – This course introduces safety and environmental challenges in automotive shops and is designed to teach students how to control these challenges.

CRT 1020 – **Related Math** – This course is to instruct students in Math, Reading and Locating Information skills to be proficient upon entering the workforce.

CRT 1030 – **Non-Structural Analysis & Damage Repair**– This course will provide instruction in disassemble and reassemble procedures along with Plastic Repair procedures of automobiles required to be proficient upon entering the workforce.

CRT 2010 – **Advanced Non-Structural Analysis & Damage Repair**– This course will provide instruction in the advanced stages of Non-Structural Repair, including metal finishing, body filling and, also moveable glass and hardware required to be proficient upon entering the workforce.

CRT 2020 – **Welding** - This course is designed to train students in Metal Welding and Cutting such as preparation, different types & techniques of MIG welding, and panel alignment required to be proficient upon entering the workforce.

CRT 2030 – **Structural Analysis & Damage Repair**: This course is designed to train students in the structural components and designs of automobiles and how they are welded together and removed. Including Stationary Glass, Unibody Damage, Setup & Measure and Repair procedures to be proficient upon entering the workforce.

CRT 3010 – **Advanced Structural Analysis & Damage Repair**: This course is designed to train students in the advanced stages of structural components and designs of automobiles and how they are welded together and removed including Frame Damage, Setup and Measure and Repair procedures necessary to be proficient upon entering the workforce.

CRT 3020 – **Mechanical & Electrical Components**: This course is designed to train students in all the various Collision Repair aspects of Mechanical and Electrical Components to be proficient upon entering the workforce.

CRT 3030 – **DAECS (Damage Analysis Estimating and Customer Service)**: This course is designed to train students in all aspects of Damage Analysis of wrecked automobiles and how to build a proper Estimate of Repair, plus to obtain good Customer Relation skills to be proficient upon entering the workforce.

CRT 3040 – **Workplace Skills** - This course is designed to train students in good workplace skills such as Employment Applications and Resume Skills, Professionalism, Work Ethics and Critical Thinking Skills to be proficient upon entering the workforce.

CRT 4010 – **Painting and Refinishing** – This course is designed to train students in all aspects of Painting and Refinishing including Preparation, Color Matching, Paint Mixing & Application, Color Sanding & Buffing Techniques as well as Final Detail procedures to be proficient upon entering the workforce.

Computer Aided Design Technology

Location(s): Main Campus

Computer aided design drafters prepare technical drawings and plans used by production and construction workers to build manufactured products; examples of these may include toys, appliances, industrial machinery, spacecraft, structures, home plans, office buildings, and oil and gas pipelines. Drawings provide visual guidelines showing the technical details of the products and structures, specifying dimensions, materials to be used, procedures and processes to be followed. Computer aided design drafters fill in technical details, using drawings, rough sketches, specifications, codes, and calculations previously made by engineers, surveyors, architects, or scientists. Some Computer aided design drafters use their knowledge of engineering, manufacturing theory and standards to draw the parts of a mechanism to determine fit, form and function.
Traditionally, drafters sat at drawing boards and used pencils, pens, compasses, protractors, triangles, and other drafting devices to prepare a drawing manually. Almost all Computer aided design drafters now use computer-aided drafting (CAD) systems to prepare drawings. CAD systems employ computer workstations to create a drawing on a video screen. The drawings are stored electronically so that revisions or duplications can be made easily. These systems also permit Computer aided design drafters to easily and quickly prepare variations of a design. Although Computer aided design drafters use CAD extensively, it is only a tool. Persons who produce technical drawings using CAD still designers or drafters, and need the knowledge of traditional drafting techniques—related to drafting skills and standards—in addition to CAD skills. Despite the near universal use of CAD systems, manual drafting still is used in certain applications. Drafting work has many specialties, and titles may denote a particular discipline of design or drafting.

- Aeronautical Computer aided design drafters prepare engineering drawings detailing plans and specifications used for the manufacture of aircraft, missiles, and related parts.
- Architectural Computer aided design drafters draw architectural and structural features of buildings and other structures. They may specialize by the type of structure, such as residential or commercial, or by the kind of material used, such as reinforced concrete, masonry, steel, or timber.
- Civil Computer aided design drafters prepare drawings and topographical and relief maps used in major construction or civil engineering projects, such as highways, bridges, pipelines, flood control projects, and water and sewage systems.
- Electrical Computer aided design drafters prepare wiring and layout diagrams used by workers who erect, install, and repair electrical equipment and wiring in communication centers, power plants, electrical distribution systems, and buildings.
- Electronic Computer aided design drafters draw wiring diagrams, circuitboard assembly diagrams, schematics, and layout drawings used in the manufacture, installation, and repair of electronic devices and components.
- Mechanical Computer aided design drafters prepare detail and assembly drawings of a wide variety of machinery and mechanical devices, indicating dimensions, fastening methods, and other requirements.
- Process piping or pipeline Computer aided design drafters prepare drawings used for layout, construction, and operation of oil and gas fields, refineries, chemical plants, and process piping systems.

Program Outcomes:

At the completion of each diploma in Computer Aided Design Technology, graduates will be well-rounded, CAD Drafters with skills required to enter the workforce immediately.

Program Awards and Lengths

First Trimester
____ **CAD 0001** Worker Characteristic	6 hours
____ **CAD 1010** Orientation & Safety	6 hours
____ **CAD 1020** Technology Foundations	30 hours
____ **CAD 1030** Drawing Techniques	150 hours
____ **CAD 1040** Comp Aided Design/Drafting	240 hours

Assistant Drafter Certificate   *432 hours*

Second Trimester
___ **CAD 0002** Worker Characteristic	6 hours
___ **CAD 2010** Technical Drawing	318 hours
___ **CAD 2020** Additive Manufacturing	108 hours

Detail Drafter Certificate   *864 hours*

Third Trimester (Drafting & CAD Technician Diploma)
___ **CAD 0003** Worker Characteristic	6 hours
___ **CAD 3010** Drafting Applications	240 hours
___ **CAD 3020** Working Drawings	186 hours

Fourth Trimester
___ **CAD 0004** Worker Characteristic	6 hours
___ **CAD 4010** Solid Modeling	114 hours
___ **CAD 4020** 3D Illustration	90 hours
___ **CAD 4030** Animation	96 hours
___ **CAD 4040** Rendering	96 hours
___ **CAD 4050** Professional Development	30 hours

Drafting & CAD Technician Diploma   *1728 hours*

Third Trimester (Mechanical Drafter)
___ **CAD 0003** Worker Characteristic	6 hours
___ **CAD 3050** Mechanical Design I	426 hours

Fourth Trimester
___ **CAD 0004** Worker Characteristic	6 hours
___ **CAD 4080** Mechanical Design II	396 hours
___ **CAD 4050** Professional Development	30 hours

Mechanical Drafter Diploma   *1728 hours*

Third Trimester (Residential Architectural Drafter)
___ **CAD 0003** Worker Characteristic	6 hours
___ **CAD 3030** Residential Architecture I	426 hours

Fourth Trimester
___ **CAD 0004** Worker Characteristic	6 hours
___ **CAD 4060** Residential Architecture II	396 hours

___ **CAD 4050** Professional Development   30 hours

Residential Architecture Drafter Diploma   ***1728 hours***

Course Descriptions

CAD 0001-0004 – **Worker Characteristic** – This module is designed to help prepare the student for seeking employment in the field of drafting/ CAD. Computer aided design drafters must be familiar with job-finding aids and strategies available. They must assemble an impressive employment portfolio that includes a letter of introduction, resume, and sample drawings. Topics also include: workplace ethics, workplace communication, and participating on engineering teams.

CAD 1010 – **Orientation and Safety** – Orientation and Safety is designed to orient the new student to the class, and to educate them concerning policy, rules, possible safety hazards, technology available, and what is expected as a student in the program.

CAD 1020 – **Technology Foundations** – Technology Foundations is designed to enhance and/or develop language and mathematical skills that serve as a foundation for drafting technology and that are necessary for employment in the technical workforce. Students will develop problem-solving skills, will enhance communication skills, and will be encouraged to become independent thinkers.

CAD 1030 – **Drawing Techniques** – This module is designed to give the student an understanding of the function of drafting in engineering design. It will familiarize the student with the different specialty areas within the drafting occupations and teach manual drafting skills. Emphasis will be placed on proper line work, engineering lettering, freehand sketching techniques, and geometric constructions.

CAD 1040 – **Computer Aided Design and Drafting** – Introduces the student to the use of the computer as a tool to generate 2-D drawings and basic solids. Students will gain knowledge in basic and advanced concepts, terminology, and techniques necessary for CAD applications. The course is designed to teach the students to construct geometry, create dimension styles and employ proper dimensioning techniques, construct pictorial drawings, use libraries of standard components, advanced plot styles, and construct basic solids.

CAD 2010 – **Technical Drawing --**Focuses on the creation of multiple view drawings based on conventional drawing standards. Students will learn the concepts and practices of dimensioning and dimensional control for engineering drawings. The course includes sectional views, auxiliary views, and pictorial drawings.

CAD 2020 – **Additive Manufacturing** – The course provides an overview of additive manufacturing, also known as 3-D printing. Students will be introduced to the capabilities of 3D printing, part design, materials, file creation, processing, and on-demand manufacturing. They will design and create complex geometry for printing.

CAD 3010 – **Drafting Applications** – This module is designed to introduce the student to several special fields of drafting. Each of these fields has unique design and drafting practices. Topics include: Architectural, electrical/electronic, structural drafting, civil, HVAC, pipe drafting, 3D illustration, Animation, Rendering, and professional Development. All projects relate directly to specific drafting career fields.

CAD 3020 – **Working Drawings –** In this module, students will begin to apply the knowledge and skills acquired for the development of basic detail and assembly drawings. An introduction to fasteners, welding representation and manufacturing processes is included.

CAD 3030 – **Residential Architecture I** – This module is intended to familiarize the student with the fundamental aspects that make up the vast world of Architecture. Students will be introduced to various architectural careers, office practice and procedures, and architectural drawing techniques.

CAD 3050 – **Mechanical Design I**- Coverage of this unit of instruction is intended to teach the student about manufacturing processes, materials and their properties, tools, fabrication techniques, standardization, planning, control, precision measurement and the methodology associated with the design process.
The student will also gain a thorough understanding of screw thread forms, specifications, terms, applications, proportions, standards, tapping and other hole preparation, methods of representation, methods of notation, and dimensioning. Standardized fastening devices including bolts, washers, nuts, set-screws, self-tapping screws, rivets, keys and pins as well as locking devices such as locknuts and lock washers are covered. Helical and flat springs are covered in the Threads and Fasteners unit. Solid Modeling will be used extensively thru this section. Coverage power transmissions will give the student a broad view of the different methods of accomplishing power transfer in mechanical systems. Emphasis will be on understanding the detailed drawings of various types of gears and cams.

CAD 4010 – **Solid Modeling** – Geometric models in three dimensions provide accurate information on the shape of a part for use in computer-aided engineering (CAE) or computer-aided manufacturing (CAM) applications. This course will introduce you to the terminology related to solid modeling and the creation of parts, assemblies and drawings. The student may choose from several software packages depending on availability and interest.

CAD 4020 – **3D Illustration** – This course is designed to introduce students to developing solid parts and assemblies, attaching materials to the parts, as well as rendering and animating assemblies made from individual components.

CAD 4030 – **Animation** – In this course, students will focus on the basics of 3D modeling and animation as utilized in technical design and architectural applications. Students will gain knowledge of the animation process including; model creation, applying color and texture, lighting schemes, setup and manipulate cameras, render scenes and animate objects. This course is designed to introduce students to developing solid parts and assemblies, attaching materials to the parts, as well as rendering and animating assemblies made from individual components.

CAD 4040 – **Rendering –** The correct application of Digital Lighting in a rendering or animation is crucial in giving the 3D model a realistic look. This course is designed to introduce students to lighting techniques, material textures and camera placements to produce the best renderings or animations possible.

CAD 4050 – **Professional Development** – This module is designed to help prepare the student for seeking employment in the field of drafting/ CAD. Computer aided design drafters must be familiar with job-finding aids and strategies available. They must assemble an impressive employment portfolio that includes a letter of introduction, resume, and sample drawings. Topics also include: workplace ethics, workplace communication, and participating on engineering teams.

CAD 4060 – **Residential Architecture II** – This module is intended to further familiarize the student with the fundamental aspects that make up the vast world of Architecture. Students will be introduced to various architectural careers, office practice and procedures, and architectural drawing techniques.

CAD 4080 – **Mechanical Design II**- Coverage of this unit of instruction is intended to teach the student about manufacturing processes, materials and their properties, tools, fabrication techniques, standardization, planning, control, precision measurement and the methodology associated with the design process.

The tolerancing unit is to provide the student with the necessary information, techniques, and activities to correctly apply precision dimensions and tolerances.

The student will also gain a thorough understanding of creation, fabrication and joining of objects from flat stock such as sheet metal as well as detailing the intersection of solids. Coverage of this unit is intended to acquaint the student with the terminology, explain the methods and provide the student with practical application in sheet metal layout. Patent Drawings will also be covered to provide the student with the necessary information to develop drawings suitable for submission to the U.S. Patent Office.

Special fields category will be visited and may vary depending on the needs of local industry, the school or the individual student. The areas shown are given as examples. Consult the curriculum of the individual school for specific requirements and offerings. The intent of this unit is to provide for additional flexibility in the mechanical drafting course to meet local needs.

The Student will also cover material specific to Tool Design. Tool design relates to the design, layout and development of the tooling, fixtures, jigs, dies and related components necessary to support the manufacture of goods. This module is designed for mechanical students with a desire to work in tooling design. Practical applications involving the design and drawing of tools and fixtures will be covered.

Computer Information Systems

Location(s): Main Campus

For information about graduation rates, placement rates and other important information, please visit our website at
www.tcatcrump.edu

The Computer Information Systems program is designed to provide training in computer operations that meet the occupational needs of local business and industry in computer related areas. The CIS program provides students with first-hand knowledge of the hardware, software, and operations of personal computers used in business and industry today. The program consists of a combination of job simulated projects and actual campus IT work which provides the student with true "hands-on" learning experience.

Program Outcomes: At the completion of the diploma in Computer Information Systems program, graduates will be able to:

• Students graduating with Computer User Support Specialist diploma will be able to setup, maintain, troubleshoot, and repair laptops, pc's, mobile devices, and network equipment. They will be able to provide technical assistance to computer users and answer questions or resolve computer problems for clients in person, via telephone, or electronically. They will be able to provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

• Students graduating with the Web Developer diploma will be able to develop and implement websites, web applications, application databases, and interactive web interfaces. They will be able to evaluate code to ensure that it is compatible with browsers and devices, along with being able to optimize website performance, scalability, and server-side code and processes.

Program Awards and Lengths

First Trimester
___ **CIS 0001** Worker Characteristic   6 hours
___ **CIS 1010** Orientation & Safety   6 hours
___ **CIS 1021** Technology Foundations   27 hours
___ **CIS 1031** Keyboarding   27 hours
___ **CIS 1041** Computer Concepts   116 hours
___ **CIS 1050** Word Processing/Communications   120 hours
___ **CIS 1060** Desktop Publishing   70 hours
___ **CIS 1070** Presentation Software   60 hours

PC Operator Certificate   *432 hours*

Second Trimester
___ **CIS 0002** Worker Characteristic   6 hours
___ **CIS 2011** Spreadsheets   70 hours
___ **CIS 2021** Databases   70 hours
___ **CIS 2041** Information Systems/Customer Service 70 hours
___ **CIS 2051** Operating Systems   70 hours
___ **CIS 2060** Introduction to Web Design   73 hours
___ **CIS 2070** Basic Computer Hardware Theory   73 hours

Information Processing Technician Certificate   *864 hours*

Third Trimester
___ **CIS 0003** Worker Characteristic   6 hours
___ **CIS 3020** Basic Troubleshooting Theory   142 hours
___ **CIS 3030** Intro to Networking (LabSims)   142 hours
___ **CIS 3035** Introduction to Security   142 hours

Hardware Specialist Diploma   *1296 hours*

Third Trimester
___ **CIS 0003** Worker Characteristic   6 hours
___ **CIS 3051** Web Animation and Media (Flash)   142 hours
___ **CIS 3061** Web Page Design   142 hours
___ **CIS 3071** Adobe Photoshop   142 hours

Web Developer Diploma   *1296 hours*
Computer Information Systems Diploma   *1728 hours*

Course Descriptions

CIS 0001-0004 **– Worker Characteristic –** The goal of this course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits.

CIS 1010 **– Orientation and Safety –** This course is to familiarize the student with the rules and regulations of the CIS program and the rules and regulations of the College. Students will learn the safety aspects of working with a computer system and its peripheral devices as well as the safety aspects of the Tennessee College of Applied Technology - Campus.

CIS 1021 **– Technology Foundations –** This course is designed to enhance and/or develop language and mathematical skills that serve as a foundation for CIS program and are necessary for employment in the technical workforce. Students will develop problem-solving skills, will enhance communication skills, and will be encouraged to become independent thinkers.

CIS 1031 **– Keyboarding –** This course teaches students keyboarding skills on the microcomputer. No prior knowledge or experience using a computer is necessary. Instructions also include basic items such as turning on the computer, starting software, and printing, saving, and turning off the system. This module is for the computer user who needs to learn to operate the keyboard with working-level proficiency.

CIS 1041 – **Computer Concepts** – This course is the foundation of the entire Computer Information Systems program. This course is an introduction for every course in the program. It familiarizes students with all the essential terminology and basic concepts of all areas in CIS for success as they move forward. It is vital that student successfully complete this course for preparation in their career in CIS.

CIS 1050 **– Word Processing and Communications –** Word is today's most powerful and widely used word processing program. In this course, students will learn the most important topics of Microsoft Word and will learn using systematic instructions. This word processing course teaches students how to create, edit, and format professional looking documents such as announcements, letters, resumes, reports and forms. Students will learn to customize Word and integrate it with the web and other programs. This course meets Microsoft objectives.
Communications: The Email Software used in the course focuses on Microsoft Outlook. This course will take a visual, step-by-step approach for learning the basics of e-mail. Students learn how to send and receive e-mail and integrate Outlook with other Microsoft Office applications and more.

CIS 1060 **– Desktop Publishing –** This course is an introduction to desktop and web-based publishing using current software. Students will learn how to create and enhance paper and web based publications such as brochures, fliers, newsletters, advertisements, catalogs, booklets, and more. Among many topics, you will learn how to prepare form letters for publications; create labels for mailings and work with a variety of clip art and photographs. Learning the elements of layout and design of a publication is essential for success.

CIS 1070 **– Presentation Software –** Presentation software, also known as "presentation graphics", is used to create sequences of words, sound, pictures, animations, and/or video that tells a story or helps to support a speech or presentation of information. Presentations are a series of slides that can be set to run automatically using a timer and/or manually using the click of a button.

CIS 2011 **– Spreadsheets –** This course is designed to teach the student how to create number-intensive documents such as payroll records and sales analysis. Spreadsheets simplify what-if analysis, chart creation, and multiple worksheet analysis, and simple database functions. The students will learn to create and format spreadsheets and charts, to develop problem-solving skills through the development of formulas mandatory in spreadsheets, and to understand the flat file database feature of a spreadsheet.

CIS 2021 **– Databases –** This course provides a comprehensive presentation of Microsoft Access. Topics include creating, querying, and maintaining a database; creating a data access page, reports, forms, combo boxes; using OLE fields, hyperlinks, and subforms; creating an application system using the Switchboard Manager, creating a report using design view, working with charts and PivotTable objects, administering a database system, specifying user-level security, and Access data in other applications.

CIS 2041 **– Information System Customer Service (Help Desk) –** This course will teach self-management and soft skills to provide help-desk customer service and support including processes and associated technologies in a technical or non-technical environment. The student will learn to use the most common Help Desk Management software. This course prepares the student for an entry level Help Desk position and Help Desk Certification. Students learn the responsibilities of this position as well as customer relations.

CIS 2051 **– Operating Systems –** Students learn the basic skills of the most prominent operating systems used on PC's today. They learn the basics of client and server networking software. This course includes both PC and MAC networking materials and covers several versions of Windows, DOS, Novell, Linux, and Netware.

CIS 2060 **– Intro to Web Design –** This course is an introduction to how to create web sites that are compelling and fit specific purposes or audiences. It will introduce the student to correct uses of white space, font choices, graphics, and information. The student will be introduced to responsive web design along with the various web design software available today.

CIS 2070 **– Basic Computer Hardware Theory –** This course is the theory course for learning the inside of a system. Students learn the parts of a system, how each part works, how to manipulate hardware, and the proper handling and use of the hardware. This is a theory course and all learning will be within a virtual environment.

CIS 3020 **– Basic Troubleshoot –** This course is the theory course for learning the techniques of troubleshooting problems with computer system. Students learn the parts of a system, how each part works, how to manipulate hardware, and the proper handling and use of the hardware. This is a theory course and all learning will be within a virtual environment.

CIS 3030 **– Intro to Networking-** This course prepares the foundation for becoming a networking specialist. Terminology, concepts, and basic procedures are important aspects taught in this course. LabSims provide virtual training for networking.

CIS 3035 **– Intro to Security –** The CompTIA Security+ and Testout Security Pro validate knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. After completing this course, the student will be familiar with the fundamental concepts of information security. At the completion of the competencies, the student should be able to pass a nationally recognized certification.

CIS 3051 **– Web Animation and Media (Flash)** – Adobe Flash is a multimedia software platform used for production of animations, rich Internet applications, desktop applications, mobile applications, mobile games and embedded web browser video players. This class will cover topics such as displaying text, vector graphics and raster graphics to provide animations, video games, and applications. It teaches the student the art of streaming audio and video, and can capture mouse, keyboard, microphone, and camera input.

CIS 3071 **– Client and Server Computer Systems –** In this course, students will gain the basic concepts of programming for the client and server side for a website. They will learn to understand how a dynamic web site works and create some dynamic web page. Students will learn the use of databases within a web site. This course will take students deeper into e-commerce within webpage design and deployment.

Computer Information Technology

Location(s): Main Campus

For information about graduation rates, placement rates and other important information, please visit our website at
www.tcatcrump.edu

The Computer Information Technology program is designed to provide students with first-hand knowledge of the software, hardware, and operations of personal computers used in business and industry. Many aspects of the personal computer including how it works, how data is processed, and how to apply the functions to solutions on the job are explored in the Computer Information Technology Program

Program Outcomes:
• Train Students for entry into the Information Technology career field
• Prepare students to take national level Information Technology Certifications
• To mentor, encourage, and development professional work place skills that will benefit the
  student in future career endeavors.

First Trimester
___ **CIT 0001** Worker Characteristic   6 hours
___ **CIT 1011** Technology Foundations   30 hours
___ **CIT 1010** Orientation and Safety   6 hours
___ **CIT 1021** Computer Concepts   60 hours
___ **CIT** 1031 Intro to Applications   60 hours
___ **CIT 1041** Intro to Operating Systems   54 hours
___ **CIT 1051** Computer Hardware Foundations   216 hours

Personal Computer Operator Certificate   432 hours

Second Trimester
___ **CIT 0002** Worker Characteristic   6 hours
___ **CIT 2005** Computer Systems Support
                    Foundations   210 hours
___ **CIT 2006** Networking Fundamentals   216 hours

Technical Support Specialist Certificate   864 hours

Third Trimester
___ **CIT 0003** Worker Characteristic   6 hours
___ **CIT 3001** Networking Fundamentals II   210 hours

Information Technology Network Support
Specialist Certificate   216 hours

Third Trimester
___ **CIT 3002** Security Fundamentals   216 hours

Information Technology Security Specialist Certificate   1296 hours

Fourth Trimester
___ **CIT 0004** Worker Characteristic   6 hours
___ **CIT 3010** Advanced Networking   426 hours

Information Technology Support Specialist Diploma   1728 hours

Fifth Trimester
___ **CIT 0005** Worker Characteristic   6 hours
___ **CIT 5001** Pro Networking   426 hours

Information Technology Systems Coordinator Diploma   2160 hours

Course Descriptions

CIT 0001-0005 – **Worker Characteristic –** Throughout the trimester students will be taught and graded on work ethics topics. The topics to be covered are: attendance, appearance, character, teamwork, attitude, productivity/safety, organizational skills, communication, cooperation, and respect.

CIT 1010 – **Orientation and Safety** – Orientation and Practical Safety provides basic instruction in the normal class routine and basic safety practices through reading assignments, testing, practical application, demonstration, and lectures.

CIT 1011 – **Technology Foundations** – The purpose of the Technology Foundations program is to provide a comprehensive program of activities that will enable students to develop and/or enhance their basic skills.
Students complete an assessment test to determine their present skill level math, reading, locating information and writing. Individuals with identified deficiencies in these areas are scheduled to attend Technology Foundations to correct these deficiencies. When students achieve the designated skill level, they will exit from Technology Foundations.

CIT 1021 – **Computer Concepts -** A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use.

CIT 1031 – **Introduction to Applications** - Covers the use of a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills.

CIT 1041 – **Introduction to Operating Systems** - Introduction to Operating Systems is a course that teaches the basic operating system abstractions, mechanisms, and their implementations. The core of the course contains concurrent programming (threads and synchronization), inter process communication, and an introduction to distributed operating systems.

CIT 1051 – **Computer Hardware Foundations** – (Prerequisites – CIT 1021 and CIT 1041) This course teaches students, through lectures, discussions, demonstrations, and exercises, the skills and knowledge necessary for A+ 901 Certification. It is a study of the computer hardware and software- from its earliest beginnings, through the advent of mainframe and personal computers, up to present-day Pentium processor-driven machines.

CIT 2005 – **Computer Systems Support Foundations** – (Prerequisites – CIT 1021, CIT 1041, and CIT 1051) This course covers installing and configuring operating systems including Windows, IOS, Android, Apple OS X, and Linux. It also addresses security, the fundamentals of cloud computing and operational procedures.

CIT 2006 **Networking Fundamentals** – (Prerequisites – CIT 1021, CIT 1041, CIT 1051, and CIT 2005) This course teaches students, through lectures, discussions, demonstrations, textbook exercises, and classroom labs, the skills and knowledge necessary to help prepare them to take the Network+ certification exam administered by the Computing Technology Industry Association (CompTIA). The Network+ certification program covers the networking technologies most

commonly used today. It also introduces the underlying concepts of data networking, such as the Open Systems Interconnection (OSI) reference model and the protocols that operate at the various model layers.

CIT 3001 – **Networking Fundamentals II** - (Prerequisite – CIT 2006) This course teaches students, through lectures, discussions, demonstrations, textbook exercises, and classroom labs, the skills and knowledge necessary to help prepare them to take the Network+ certification exam administered by the Computing Technology Industry Association (CompTIA). The Network+ certification program covers the networking technologies most commonly used today. It also introduces the underlying concepts of data networking, such as the Open Systems Interconnection (OSI) reference model and the protocols that operate at the various model layers.

CIT 3002 – **Security Fundamentals** – (Prerequisites – CIT 1021, CIT 1041) This course is a comprehensive study of the principles and practices of computer system security including operating system security, network security, software security and web security.

CIT 3010 – **Advanced Networking** - – (Prerequisites – CIT 1021, CIT 1041, CIT 2006, and CIT 3001) The course will cover a broad range of topics including congestion control, routing, analysis and design of network protocols (both wired and wireless), data centers, analysis and performance of content distribution networks, network security, vulnerability, and defenses, net neutrality, and online social networks. This course is and advance network course that students learn RAID solutions and Router configurations. This course prepares student to sit for the CCNAII exam or the MCSA 290-291 exams.

CIT 5010 – **Pro Networking** – (Prerequisite – CIT 3010) In this course, we will discuss emerging networking techniques, inducing software-defined networking (SDN) and network function visualization (NFV). We will also discuss corresponding security issues in SDN and NFV. Course will involve readings and discussion of classic and new papers on recent developments in computer networking research. Students will explore new ideas through projects, improve skills in presentations, and enhance critical thinking, systems and security programming, and creativity. The class format will consist of lectures, student presentations, and class project presentations. Students learn planning and implementing Server Roles and Server Security, Active Directory as well as Group Policies for network functionality and security. This course prepares student to sit for the CCNA Certification 3 & 4 Exams and the MCSE 29-294 exams.

Diesel Powered Equipment Technology

Location(s): Parsons Extension Campus

For information about graduation rates, placement rates and other important information, please visit our website at www.tcatcrump.edu

The Diesel Powered Equipment Technology program provides practical experience in the repair and maintenance of engines, fuel systems, electrical systems, clutch and transmissions, hydraulics, drivelines and axles, frame and suspension systems, steering systems, brake systems, and heating, ventilation, and air conditioning systems. Students receive instruction in diagnosing trouble, system analysis, disassembly, replacing defective parts, reassembling, etc. The program mission is to provide technical instruction and skill development to enable students to enter employment in truck, construction, agricultural equipment, and other related fields as technicians. By working on actual diesel powered equipment, students are well prepared to enter the workforce after graduation.

Program Outcomes:

• To provide training for those who are interested in obtaining a thorough knowledge of Diesel Powered Equipment component construction, theory of operation, proper service procedures, mechanical skills necessary for gainful employment in the Diesel field, and to obtain ASE Certification in one or more areas..

• To develop a knowledge and skill of the use of tools, diagnostic test equipment, technical manuals, and practical "hands on" industry type shop experience..

• To insure the trainee develops proper safety practices and desirable attitudes such as good moral and personal characteristics essential to job success.

• To develop the student's cognitive and psychomotor skills to be able to pass the examinations administered by the National Institute for Automotive Service Excellence (ASE) and be awarded their certificate showing their areas of demonstrated competence.

First Trimester
___ **DPE 0001** Worker Characteristic	6 hours
___ **DPE 1010** Orientation	12 hours
___ **DPE 1020** Safety	30 hours
___ **DPE 1030** General Shop Skills	169 hours
___ **DPE 1040** Preventative Maintenance	140 hours
___ **DPE 1050** Basic Diesel Theory	75 hours

Preventative Maintenance Service Technician
Certificate   ***432 hours***

Second Trimester
___ **DPE 0002** Worker Characteristic	6 hours
___ **DPE 2010** Diesel Engine Mechanical	426 hours

Diesel Technician Helper Certificate   ***864 hours***

Third Trimester
___ **DPE 0003** Worker Characteristic   6 hours
___ **DPE 3010** Basic Electricity & Electronics   302 hours
___ **DPE 3020** Electronic Diesel Engine Controls   124 hours

Diesel Technician Apprentice Certificate   *1296 hours*

Fourth Trimester
___ **DPE 0004** Worker Characteristic   6 hours
___ **DPE 4010** Brakes   200 hours
___ **DPE 4020** Suspension and Steering   124 hours
___ **DPE 4030** Hydraulics   102 hours

Diesel Technician Assistant Certificate   *1728 hours*

Fifth Trimester
___ **DPE 0005** Worker Characteristic   6 hours
___ **DPE 5010** Drive Trains   216 hours
___ **DPE 5020** Heating, Ventilation and
               Air Conditioning   210 hours

Diesel Technician Diploma   *2160 hours*

Course Descriptions

DPE 0001-0005 – **Worker Characteristic** – This course uses ten identified traits to develop a more viable and effective employee for the workforce. The course will assist the students to begin employment with positive work ethic skills which will enhance their value as employees.

DPE 1010 – **Orientation** – Basic orientation to the field of Diesel Powered Equipment Technology. The student will learn the expectations of the faculty member(s) and the standards of the field of work.

DPE 1020 –**Safety –** Safety provides basic instruction in the normal class routine and basic safety practices.

DPE 1030 – **General Shop Skills** – Students identify appropriate tools with respect to diesel technician applications. The safe and correct usage of tools is mastered and demonstrated to include proper cleaning, storage, and maintenance of tools. Students also learn to use precision measuring tools.

DPE 1040 – **Preventative Maintenance** – This course is designed to provide students with in-depth
knowledge and skills for entry level maintenance and inspection tasks. Safety and proper tool use are emphasized throughout this course. As part of this course, students participate in servicing activities associated with preventative and maintenance tasks. The tasks included in the Preventive Maintenance and Inspection area are entry-level technician inspection tasks designed to introduce the student to correct procedures and practices of vehicle inspection in a teaching/learning environment.
DPE 1050 – **Basic Diesel Theory –** This course is an introduction to diesel theory. Students will learn
basic diesel engine operation and can diagnose elementary problems.

DPE 2010 – **Diesel Engine Mechanical** – This course is designed to provide students with the foundational knowledge and skills for maintain diesel engine safety and exhibiting proper tool use. Specific topics include engine diagnostic techniques, servicing cylinder heads, analyzing engine block wear, and the operation theory of various engine systems. As part of this course, students apply knowledge and skills by participating in various diesel engine diagnostic and service activities. This course must follow the guidelines and standards set forth by Automotive Service Excellence (ASE) and National Automotive Technicians Education Foundation (NATEF) minimum standards.

DPE 3010 – **Basic Electricity and Electronics** – Diesel Electricity and Electronics is designed to provide students with the foundational knowledge and skills to perform maintenance on diesel electrical and electronic systems. Safety and proper tool use are emphasized throughout this course.
Specific topics include diagnostic and maintenance procedures for general electrical systems, batteries, start systems, charging systems, lighting systems, gauges and warning devices, horn, wipers wand washer systems. As part of this course, students apply knowledge and skills by participating in diagnostic and repair activities associated with diesel electrical and electronics systems components. This course must follow the guidelines and standards set forth by Automotive Service Excellence (ASE) and National Automotive Technicians Education Foundation (NATEF) minimum standards. Workplace Employability Skills Task lists should be incorporated into the Diesel Program.

DPE 3020 – **Electronic Diesel Engine Controls** – Electronic Diesel Engine Control is designed to provide students with the foundational knowledge and skills to perform maintenance on diesel electronic control systems. Safety and proper tool use are emphasized throughout this course. Specific topics include diagnostic and maintenance procedures. As part of this course, students apply knowledge and skills by participating in diagnostic and repair activities associated with diesel electronic components. This course must follow the guidelines and standards set forth by Automotive Service Excellence (ASE) and National Automotive Technicians Education Foundation (NATEF) minimum standards. Workplace Employability Skills Task lists should be incorporated into the Diesel Program.

DPE 4010 – **Brakes** – This course is designed to provide students with in-depth knowledge and skills for servicing diesel brake systems. Safety and proper tool use are emphasized throughout this course. Specific topics include diagnostics and repair of air supply and service systems for air brakes and hydraulic brake system components. As part of this course, students participate in various activities that enhance knowledge and skills in servicing diesel brake systems. This course must follow the guidelines and standards set forth by Automotive Service Excellence (ASE) and National Automotive Technicians Education Foundation (NATEF) minimum standards. Workplace Employability Skills Task lists should be incorporated into Diesel Program.

DPE 4020 – **Suspension and Steering** – This course is designed to provide students with in-depth knowledge and skills for servicing diesel suspension and steering systems. Safety and proper tool use are emphasized throughout this course. Specific topics include diagnostic and repair of steering systems, suspension systems, wheel alignment, adjustment, wheel and tire maintenance, and frames. As part of this course, students participate in servicing activities associate with suspension and steering systems. This course must follow the guidelines and standards set forth by Automotive Service Excellence (ASE) and National Automotive Technicians Education Foundation (NATEF) minimum standards. Workplace Employability Skills Task lists should be incorporated into the Diesel program.

DPE 4030 – **Hydraulics –** This course is designed to provide students with in-depth knowledge and skills for servicing diesel hydraulic systems. Safety and proper tool use are emphasized throughout this course. Specific topics include diagnostic and repair of hydraulic systems. As part of this course, students participate in servicing activities associated with hydraulic

systems. This course must follow the guidelines and standards set forth by Automotive Service Excellence (ASE) and National Automotive Technicians Education Foundation (NATEF) minimum standards. Workplace Employability Skills Task lists should be incorporated into the Diesel Program.

DPE 5010 – **Drive Trains** – This course is designed to provide students with in-depth knowledge and skills for diesel drivetrain operation and repair. Specific topics include diagnosis and repair of clutch assemblies, transmission, universal joints, and rive axles. As part of this course, students apply knowledge and skills by participating in diagnostic and repair activities associated with diesel drivetrain systems components. This course must follow the guidelines and standards set forth by Automotive Service Excellence (ASE) and National Automotive Technicians Education Foundation (NATEF) minimum standards. Workplace Employability Skills Task lists should be incorporated into the Diesel Program.

DPE 5020 – **Heating Ventilation and Air Conditioning** – This course is designed to provide students with in-depth knowledge and skills for diesel drivetrain operation and repair. Specific topics include diagnosis and repair of clutch assemblies, transmission, universal joints, and rive axles. As part of this course, students apply knowledge and skills by participating in diagnostic and repair activities associated with diesel drivetrain systems components. This course must follow the guidelines and standards set forth by Automotive Service Excellence (ASE) and National Automotive Technicians Education Foundation (NATEF) minimum standards. Workplace Employability Skills Task lists should be incorporated into the Diesel Program

Digital Graphic Design Technology

Location(s): Main Campus

For information about graduation rates, placement rates and other important information, please visit our website at
www.tcatcrump.edu

The Digital Graphic Design Technology program is designed to provide students with the knowledge and skills necessary for employment in the graphic design profession. The program emphasizes conceptualization, layout, design, illustration, advertising, and digital and multimedia preparation of printed and electronic promotional materials.

Students are trained in the development and design of promotional materials such as newspaper and magazine advertisements, posters, letterheads, corporate identity symbols, brochures, booklets, and the preparation of art for printing, typography, and electronic media.

 Program Outcomes:

• Demonstrate proficiency in design principles, process, theory, history, and contemporary design practices.

• Apply the principles of color, composition, hierarchy, and typography as required for various media; i.e., digital, print, motion, and 3D.

• Demonstrate the required communication, creative, and technical skills necessary to carry a project from concept to production.

• Demonstrate the ability to apply critical thinking skills in the design process.

• Acquire and demonstrate competency in the technical skills necessary to the profession of graphic design.

• Create and present a portfolio of completed graphic design projects which showcase creativity and acquired skills in order to begin a career in graphic design profession.

First Trimester
___ **DGT 0001** Worker Characteristic	6 hours
___ **DGT 1011** Orientation	6 hours
___ **DGT 1021** Drawing I	216 hours
___ **DGT 1030** Foundations of Graphic Design	144 hours
___ **DGT 1040** Technology Foundations	30 hours
___ **DGT 1050** Computer Concepts	30 hours

Graphic Arts Technician Certificate   *432 hours*

Second Trimester
___ **DGT 0002** Worker Characteristic	6 hours
___ **DGT 2010** Photo Editing	156 hours
___ **DGT 2020** Typography and Layout	138 hours
___ **DGT 2030** Web Page Design	132 hours

Graphics Layout Technician Certificate   *864 hours*

Third Trimester
___ **DGT 0003** Worker Characteristic   6 hours

___ **DGT 3010** Drawing II	144 hours
___ **DGT 3020** Media Illustrations	222 hours
___ **DGT 3030** Animation	60 hours

Digital Illustrator Diploma   *1296 hours*

Fourth Trimester

___ **DGT 0004** Worker Characteristic	6 hours
___ **DGT 4010** Advertising Design	264 hours
___ **DGT 4020** Digital Publishing	18 hours
___ **DGT 4030** Final Design Projects Digital Graphics Designer	54 hours
___ **DGT 4040** Employability Skills	90 hours

Digital Graphics Designer Diploma   *1728 hours*

Fourth Trimester

___ **DGT 0004** Worker Characteristic	6 hours
___ **DGT 4040** Employability Skills	90 hours
___ **DGT 4050** Modeling & Animation	150 hours
___ **DGT 4060** Digital Illustration	144 hours
___ **DGT 4070** Final Design Project – Digital Technical Illustrator	42 hours

Digital Technical Illustrator Diploma   *1728 hours*

Course Descriptions

DGT 0001-0004 **– Worker Characteristic –** The goal of this course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits.

DGT 1011 **– Orientation –** Orientation is designed to orient the new student to the Digital Graphic Design Technology class, and to educate them concerning policies, rules, possible safety hazards, technology available, and what is expected as a student in the program.

DGT 1021 **– Drawing I –** In this course, emphasis is placed on composition and drawing techniques. Fundamentals of 2D and 3D drawing, composition, shading, texture, and balance will be studied. The student will gain knowledge in basic concepts, terminology, and techniques necessary for generating drawings and designs.

DGT 1030 **– Foundations of Graphic Design –** This course introduces students to the basics of Graphic Design and Visual communication. The course will focus on the principles and elements of design, typography, color theory, creative thinking, design ethics, design application, and presentation. Students will explore the history and trends of graphic design and visual communication.

DGT 1040 **– Technology Foundations –** Technology Foundations is designed to enhance and/or develop language and mathematical skills that serve as a foundation for graphics design and are necessary for employment in the workforce. Students will develop problem-solving skills, will enhance communication skills, and will be encouraged to become independent thinkers.

DGT 1050 **– Computer Concepts –** This course is a brief overview of computer software, file management, and the internet. An overview of the computer, file management and archiving files will be covered, as well as Microsoft Office and Adobe Acrobat.

DGT 2010 – **Photo Editing** – In this course students will learn digital image fundamentals and advanced techniques of image editing software. The course covers an overview of the interface, selection tools, cropping and resizing images, and image file formats. Advanced techniques; including collage, compositing, photo retouching, color correction, layer manipulation, layer masks, smart filters, complex selections, spot channels, and text effects will be included.

DGT 2020 – **Typography and Layout** – Students will be introduced to the basic principles of typography and layout and become familiar with the terminology and concepts used by designers. Students will learn principles of typography, letter structure, and typeface selection. Students will create layouts for brochures, newsletters, books, business cards, signs, and other materials for print and digital output.

DGT 2030 – **Web Page Design –** This course is designed to provide students with the knowledge to create web pages for personal, business, and marketing sites. Web page design will encompass text formatting, color coordination, graphics, backgrounds, animation graphics, hyperlinks, tables, and forms.

DGT 3010 – **Drawing II –** Students will create compositions through the process of idea conception, thumbnail sketches, roughs, and preliminary designs in order to create finished artwork. Students will utilize various software programs and artistic techniques to create advertisements, illustrations, web sites, and media for visual communication. Students will utilize principles of typography, white space, color, balance, texture, shading, and rendering for digital and print purposes.

DGT 3020 – **Media Illustrations –** Students will learn to create digital illustrations and technical illustrations for print media and the web. Through practical exercises students will create line art, text, and vector graphics. Students will create logos, graphs, diagrams, and pictorial drawings for use in catalogs, assembly sheets, publications, and promotional materials. They will learn how to combine text and graphics into finished publications for print, web site and or web page.

DGT 3030 – **Animation** – In this course, students will develop skills to create animations. Students will create computer generated animations in a variety of techniques including hand-drawn conceptualization, storyboarding, 3D animation, and stop-motion. Students will create and manipulate graphics, text, and effects for web graphics.

DGT 4010 – **Advertising Design** – In this course students will explore and develop creative solutions for design and apply these principles to create visual communication for advertising and marketing. Concepts learned in previous courses will be utilized to combine typography, color theory, layout, and one's creative ability to create logos, print ads, package design, signage, and digital images from conception to final production.

DGT 4020 – **Digital Publishing** – Students gain skills in using appropriate digital software to create interactive pdfs, e-books, electronic journals and magazines. The course is designed to give you the skills and knowledge to prepare and format graphics for different devices and new media including digital publishing.
DGT 4030 – **Final Design Project - Digital Graphics Designer** Students will apply design principles and skills learned throughout the program in order to produce their final design project. Various software and creative techniques will be used.

DGT 4040 – **Employability Skills** – The class begins with an independent study of workplace ethics, workplace communication and the structure of a typical graphics design team. Students learn the effectiveness of planning and scheduling work flow and time management. Students will discover how to find a job opening, create job search materials, create a cover letter, a follow-up letter, and prepare for an interview. Students will develop a digital portfolio book for an interview

and the web. Emphasis will also be placed on portfolio development by use of presentation software to showcase original work generated throughout the program.

DGT 4050 – **Modeling & Animation** – Students will learn basic drawing strategies, concepts, and illustration techniques used by designers and illustrators. The course will focus on the basics of 3D modeling and animation as utilized in technical design. Students will gain knowledge of the animation process including; model creation, applying color and texture, lighting schemes, setup and manipulate cameras, render scenes and animate objects.

DGT 4060 – **Digital Illustration –** Students will be introduced to technical illustration techniques, including representations of pictorial illustrations; including axonometric, oblique, and perspective projection. Illustrations will be created by use of manual techniques or software for use in catalogs, assembly sheets, publications and promotional materials. Various methods and techniques of shading and drawing media will be introduced.

DGT 4070 – **Final Design Project Digital - Technical Illustrator-** Students will apply design principles and skills learned throughout the program in order to produce their final design project. Various software and creative techniques will be used.

Electrical & Plumbing Construction Technology

Location(s): Henderson-Chester Technology Center

For information about graduation rates, placement rates and other important information, please visit our website at
www.tcatcrump.edu

The Electrical and Plumbing Construction Technology program is to prepare students for a career as an electrician and/or plumber in the fast- growing construction industry. Training includes both classroom (theory) and hands-on lab assignments designed to allow students to demonstrate the mastery of the core skills required for employment in the electrical and plumbing Field.

Program Outcomes:
At the completion of the diploma in the Electrical and Plumbing Construction Technology program: The graduates of the Residential and Commercial Electrician and Plumbing program will possess a number of valuable skills such as electrical theory, wiring techniques, load calculations, conduit bending, National Electric Code, plumbing fixtures and installation, pipes and fittings, water distribution and drainage installations.

First Trimester
___ **EPC 0001** Worker Characteristic   6 hours
___ **EPC 1010** Orientation, Safety, Alcohol
         Education & Haven Training   8 hours
___ **EPC 1020** OSHA & Safety   22.5 hours
___ **EPC 1030** Tech Foundations   24 hours
___ **EPC 1040** Math Review   30 hours
___ **EPC 1050** Tools (Safety & Instruction)   11.5 hours
___ **EPC 1060** Electrical Theory   75 hours
___ **EPC 1070** The National Electric Code   30 hours
___ **EPC 1080** Residential Wiring Basics & Lab   165 hours
___ **EPC 1090** Multi-Meters   60 hours

OSHA 10 Certificate
Snap On Multi-meter Certification
Residential Wiring Helper Certificate   *432 hours*

Second Trimester
___ **EPC 0002** Worker Characteristic   6 hours
___ **EPC 2010** Class Project Residential-
         Commercial   60 hours
___ **EPC 2020** Advanced Residential-Commercial
         Wiring and Transformers   214 hours
___ **EPC 2030** National Electric Code-Advanced
         Codeology (NEC 2011) Load
         Calculations, Motors & App   115 hours
___ **EPC 2040** Conduit – Bending   15 hours
___ **EPC 2050** Bonding & Grounding   22 hours
Residential and Commercial Wiring Helper Certificate   *864 hours*

Third Trimester
___ **EPC 0003** Worker Characteristic   6 hours
___ **EPC 3010** Plumbing Safety   12 hours
___ **EPC 3020** Plumbing Tools   6 hours
___ **EPC 3030** Types of Pipe, Fitting, and Valves   60 hours

___ **EPC 3040** Fixtures and Equipment Installation   98 hours
___ **EPC 3050** Water Distribution Installation   98 hours
___ **EPC 3060** Drainage, Waste, Vent Installation   98 hours
___ **EPC 3070** Troubleshooting   54 hours

Plumbing Helper Certificate
Residential and Commercial Electrician and
Plumbing Diploma   *1296 hours*

EPC 0001 – 0003– **Worker Characteristic** – Worker Characteristics teaches the students how to conduct themselves in a professional manner in which to acquire and retain employment in their field of work. Worker Characteristics teaches students what traits are desired by employers in today's market.

EPC 1010 – **Orient Safety Alcohol Ed & Haven Training** – This is a course on the hazards of alcohol and sexual harassment.

EPC 1020 – **OSHA and Safety** – This course is for training the student on the recognition, avoidance, abatement, and the prevention of safety and health hazards in the construction industry.

EPC 1030 – **Tech Foundations** – This course covers general knowledge, reading for information, locating information, and math.

EPC 1040 – **Math Review** – Practical problems in mathematics for electricians.

EPC 1050 – **Tools (Safety & Instruction)** – This is for entry level Electrical Students to show them the electrical hazards that they will encounter while working in the electrical industry.

EPC 1060 – **Electrical Theory (Basic AC Theory & Ohms Law) –** Teaches the student basic electrical theory, ohms law, series, parallel, and combination circuits. They also learn to use measuring instruments for alternating current, direct current, and transformers.

EPC 1070 – **National Electrical Code (NEC 2011) –** This course prepares the student to be able to understand the NEPA 70 National Electrical Code. They will be able to use the code for one family dwellings, multifamily dwellings, and commercial wiring applications.

EPC 1080 – **Residential Wiring Basics and Lab –** This course guides students room by room, through the wiring of a typical residence. By staring with the basic requirements of the National Electrical Code (NEC), then continuing on to the more advanced wiring methods.

EPC 1090 – **Multi-Meters –** This course teaches the student how to use their multi-meter, and which Category meter (CAT I, CAT II, CAT II) to use for the application they are in.

EPC 2010 – **Class Project Residential-Commercial –** This course is projects we do around the school and outside the school that the students get to use the skills and tools they have learned in class.

EPC 2020 – **Advanced Residential-Commercial Wiring and Transformers –** This course guides students room by room, through the wiring of a typical residence. By staring with the basic requirements of the National Electrical Code (NEC), then continuing on to the more advanced wiring methods. Also provides the basics of commercial wiring by offering insights into the planning of a typical commercial installation, demonstrating how the load requirements are converted into branch circuits, then to feeders, and finally into the buildings main electrical service.

EPC 2030 – **National Electrical Code-Advanced Codeology (NEC 2011) Load Calculations, Motors, Appliances –** This course covers the math involved in load calculations for residential and commercial applications.

EPC 2040 – **Conduit Bending –** In this course the student learns to bend various conduit bends (90 degree, Offsets, Saddles) using hand benders.

EPC 2050 – **Bonding and Grounding –** This course explains the grounding and bonding of electrical equipment as it relates to Article 250 in the NEC code book.

EPC 3010 – **Plumbing Safety –** This course talks about the different personal protection equipment the student will need and use.

EPC 3020 – **Plumbing Tools –** This course will show the different types, and uses for the tool he will need and use as a plumber.

EPC 3030 – **Types of Pipe, Fittings and Valves –** This course teaches the student the different types of pipes, fittings and valves it takes to plumb a residential home.

EPC 3040 – **Fixtures and Equipment Install –** This course covers the different types of fixtures used in a residential home.

EPC 3050 – **Water Distribution Install –** This course covers layout techniques of the water distribution system for a residential home.

EPC 3060 – **Drainage, Waste, and Vent Installation –** This course teaches the student how to layout drainage waste and vent system (DWV) in a residential home.
EPC 3070 – **Troubleshooting –** This course teaches the student how to troubleshoot and perform repairs to related systems.

Farming Operations Technology

Location(s): Main Campus

For information about graduation rates, placement rates and other important information, please visit our website at
www.tcatcrump.edu

This program will provide students with skills and knowledge needed for today's farming operations which include, but not limited to, row crops, animal agriculture, and precision agriculture. Students may earn certificates by completing courses that offers exposure to principles in agriculture, livestock equipment, and precision agriculture. Other courses for credentials will present welding, farm- based electricity, and shop principles as well as agriculture finance. Students will be presented material for understanding farm machinery maintenance, soil and plant management, crop and livestock marketing, and herd management. Precision agriculture is the future of the industry and will be offered as an individual diploma.

Program Outcomes: At completion of a diploma in Farming Operations Technology, graduates will be skilled in entry-level agriculture technology, safety, computer skills, livestock crop and management skills, machinery management and maintenance skills, welding, electricity and shop skills, crop and livestock marketing, and precision agriculture skills. Graduates will be trained and skilled to begin a farming operations career.

First Trimester
___ **FOT 0001** Worker Characteristic	6 hours
___ **FOT 1010** Technology Foundations	30 hours
___ **FOT 1020** Intro to Agriculture	30 hours
___ **FOT 1030** Farm Safety	50 hours
___ **FOT 1040** Introduction to Computers	110 hours
___ **FOT 1050** Farm Livestock/Equipment Management	110 hours
___ **FOT 1060** Intro to Precision Agriculture	96 hours

Farming Operations Helper Certificate   ***432 hours***

Second Trimester
___ **FOT 0002** Worker Characteristic	6 hours
___ **FOT 2010** Soil Maintenance	40 hours
___ **FOT 2020** Livestock Maintenance	40 hours
___ **FOT 2030** Shop Principles	30 hours
___ **FOT 2040** Welding	100 hours
___ **FOT 2050** Basic Electricity	100 hours
___ **FOT 2060** Farm Record & Finance Simulation	116 hours

Farming Operations Specialist Certificate   ***864 hours***

Third Trimester
___ **FOT 0003** Worker Characteristic	6 hours
___ **FOT 3010** Farm Machinery & Equipment Maintenance	326 hours
___ **FOT 3020** Ag Building & Design Construction	100 hours
Farming Operations Technology Diploma	***1296 hours***

Student Chooses Fourth Trimester Module for Completion of Additional Diploma

Fourth Trimester – Crop Production
___ **FOT 0004** Worker Characteristic   6 hours
___ **FOT 4010** Machinery   100 hours
___ **FOT 4020** Soil/Plant Management   286 hours
___ **FOT 4030** Crop Marketing   40 hours

Crop Production Technology Diploma   *1728 hours*

Fourth Trimester – Livestock Production
___ **FOT 0004** Worker Characteristic   6 hours
___ **FOT 4040** Herd Management   286 hours
___ **FOT 4050** Pasture Management.   100 hours
___ **FOT 4060** Livestock Marketing   40 hours

Livestock Production Management Diploma   *1728 hours*

Fourth Trimester – Precision Production Technology
___ **FOT 0004** Worker Characteristic   6 hours
___ **FOT 4070** Advanced Precision Agriculture   100 hours
___ **FOT 4080** Advanced Farming Systems.   326 hours

Precision Production Technology Diploma   *1728 hours*

Course Descriptions

FOT 0001 - 0004 **-Worker Characteristic –** Throughout the trimester students will be taught and graded on work ethics topics. The topics to be covered are: attendance, appearance, character, teamwork, attitude, productivity/safety, organizational skills, communication, cooperation, and respect**.**

FOT 1010 **--Technology Foundations -** Technology Foundations is designed to enhance and/or develop language and mathematical skills that serve as a foundation for business systems technology and that are necessary for employment in the technical workforce. Students will develop problem-solving skills, will enhance communication skills, and will be encouraged to become independent thinkers.

FOT 1020 **-- Intro to Agriculture –** This course is an overview of the fundamental principles of agriculture which prepares students to understand agriculture technology. This course introduces students to basic skills and knowledge in construction and land management, agricultural mechanics, irrigation and drainage, and agricultural business.

FOT 1030 **-- Farm Safety** – This course will provide students of the knowledge and application of basic safety procedures in the agricultural workplace including current Occupational Safety and Health Administration (OSHA) guidelines, CPR certification, and First Aid training.

FOT 1040 **-- Introduction to Computers –** This course covers the operation of the personal computer including both hardware and software concepts. It includes an overview of a professional computer operating system, word processing, spreadsheets, e-mail usage, Internet operations, and agriculture software.

FOT 1050 **-- Farm Livestock/Equipment Management--** This is an introductory level course where students will learn the selection, function, safe operation and economic consideration of machines and equipment used in livestock and crop production agriculture.

FOT 1060 --**Intro to Precision Agriculture** - This course prepares students in the use of various Information Systems including GPS, GIS, VRT, and remote sensing utilized in precision farming and livestock production/management. Students will learn how to install and set up software, transfer data, process field data, and create reports and/or prescription maps. Included are the challenges and benefits of adopting precision agriculture technologies.

FOT 2010 -- **Soil Maintenance** – This course will introduce students to basic plant and soil science. Topics include plant growth development, composition of row crops and pasture land, soil conservation, and environmental factors that affect crop and grassland maintenance.

FOT 2020 -- **Livestock Maintenance**– This course is an introduction to the livestock industry. Fundamental and essential concepts of livestock production, selection, breed identification, safety, livestock handling, and reproduction. Care and management of livestock will be covered.

FOT 2030 --- **Shop Principles**– This course introduces basic shop and equipment safety, common shop practices, and tool identification. Students will also gain proper knowledge of correct tool usage and types of fasteners.

FOT 2040 -- **Welding** – This course introduces the processes of Shielded Metal Arc Welding (Stick Welding), Thermal Cutting, and Brazing. Safety for students such as Personal Protection Equipment (PPE) and safe welding practices in the welding shop will be emphasized. Welding and cutting equipment, selection of welding supplies and materials that are used in industry are introduced.

FOT 2050 -- **Basic Electricity** – This course introduces safety, basic circuits/theory, introduction to NEC (National Electrical Code), device boxes and conduit bending/installation, raceway/fittings, conductors/cables, electrical drawings, test equipment and materials associated with farmstead maintenance.

FOT 2060 -- **Farm Record & Finance/Simulation** – This course is a study of the general principles in farm accounting and financial analysis including financial statements. Students will be informed of the different credit agencies and what they have to offer beginning farmers. Students will learn what is required of them to obtain credit. Communication between lender and the farmer is also discussed.

FOT 3010 -- **Farm Machinery & Equipment Maintenance** – This course provides the student basic engine system operation and maintenance skills and knowledge. Provides the students with knowledge and skills needed to maintain and service the electrical systems associated with farm machinery and livestock equipment, including the selection of components and their replacement. Students will maintain and troubleshoot farm machinery, livestock equipment, electrical systems, such as monitors, special lighting, electrical solenoids and controls, and coolant systems.

FOT 3020 -- **Ag Building Design and Construction** – This course acquaints the student with planning, design, and construction skills for agriculture facilities. It focuses on the selection of building materials, cost and production of farm buildings. Studies the various types of livestock facilities, storage and materials handling systems on farms. The student will look at the planning, design, cost and management of their livestock or row crop operation.

FOT 4010 -- **Machinery** – This course deals with advanced aspects of farm machinery maintenance and the typical problems which could determine profit and loss. How much machinery, what size, how acquired, alternatives to owning, and machine costs are all studied. Methods will be presented for the selection of crop land preparation, planting, crop maintenance, harvesting, and transportation equipment.

FOT 4020 -- **Soil/Plant Management** – This course presents basic concepts of all aspects of soil science including composition and physical properties, soil water, classification and mapping, soil conservation and management practices, soil fertility, productivity, and make choices for land use interpretations based on soil characteristics. It will enable students to become familiar with equipment used to handle and apply herbicides, pesticides, and fertilizer. Both calibration and safety with all types of farm sprayers and applicators are emphasized. Proper chemical selection for crops and basic weed ID will be emphasized. The course is a study of the major crops grown for production.

FOT 4030 -- **Crop Marketing** – This course is an introduction to fundamental principles of marketing with emphasis on application to agriculture, adjustment to forces by consumers, farmers and businessmen planning, producing, marketing, and consuming products. The course will acquaint students with an understanding of market forces and their relationship to price establishment of agricultural crops. Students will track prices and develop a price chart to help in marketing crops produced on their farm.

FOT 4040 -- **Herd Management** – This is an advanced course to the livestock industry covering principles on animal nutrition, feed composition, feeding of farm animals, types, market classes and grades of cattle, swine, sheep, and goats. Students will learn breeding, feeding, management, as well as prevention and control of farm animal disorders.

FOT 4050 -- **Pasture Management** – This course is designed to provide students the knowledge and understanding of how to establish and improve pastures. Students will learn to evaluate pastures, take soil samples, basic soil fertility, increase forage growth, and how to identify forages, weeds, and toxic plants.

FOT 4060 -- **Livestock Marketing** – This course is an introduction to the fundamental principles of marketing livestock with emphasis on input costs for production and an overview of market futures. Students will track livestock prices and study factors leading to fluctuations in the livestock market.

FOT 4070 -- **Advanced Precision Ag** – This course covers advanced technologies utilized in precision agriculture. Topics include the following: variable rate control of seed, chemicals, and fertilizer; advanced planter monitors; automatic section control; remote crop health sensing technologies; components, calibration, installation, and troubleshooting of variable rate equipment.

FOT 4080 -- **Advanced Farming Systems** – This course covers the study and application of electronic systems, hydraulic systems, pneumatic systems, computers, hardware, software, and displays used in precision agriculture machinery. The students will use technical manuals, wiring diagrams, and shop tools to diagnose and pinpoint electrical malfunctions.

Health Information Management Technology

Location(s): Henderson-Chester Technology Center
Clifton Instructional Service Center

For information about graduation rates, placement rates and other important information, please visit our website at
www.tcatcrump.edu

Health Information Management Technology (HIMT) provides the umbrella framework to describe the comprehensive management of health information across computerized systems and its secure exchange between consumers, providers, government and quality entities, and insurers.

When people think about careers in the field of health care, such jobs as doctors, nurses and even receptionists might be the first ones to come to mind. Beyond the men and women who actually tend to health concerns, there is a wide range of employment possibilities in the field of Health Information Management Technology. As computer technology continues to evolve, positions in this field will continue to flourish.

The U.S. Department of Health and Human Services recognizes that Health Information Management Technology is responsible for "comprehensive management of information and its secure exchange between health care consumers and providers." The exchange of patient information among doctors, hospitals and pharmacies must be performed in a secure manner, considering the sensitive nature of this information. Medical coding is another important function for those in the Health Information Management Technology field. Insurance companies and medical providers need to work efficiently to provide the highest quality of patient care.

Program Outcomes:
At the completion of the diploma in the Health Information Management Technology, graduates will be able to successfully complete the competencies to skills in one or all of the following exit points.

The Health Information Management Technology program has three exit titles as follows:

(1) Health Information Support Certificate, 1 trimester (432 hours)
(2) Health Information Coordinator Certificate, 2 trimesters (864 hours)
(3) Health Information Management Technology Specialist Diploma, 3 trimesters (1296 hours)

All competencies must be mastered before progressing to the higher certificate or diploma. Actual student completion time may vary due to the utilization of individualized, competency- based training.

First Trimester
___ **HIM 0001** Worker Characteristic	6 hours
___ **HIM 1010** Orientation & Safety	4 hours
___ **HIM 1020** Keyboarding/Intro to Computers	90 hours
___ **HIM 1030** Medical Law & Ethics	26 hours
___ **HIM 1040** Medical Terminology	73 hours
___ **HIM 1050** Basic Anatomy	73 hours
___ **HIM 1060** Intro to Medical Insurance	160 hours

Health Information Support Certificate   ***432 hours***

Second Trimester
___ **HIM 0002** Worker Characteristic   6 hours
___ **HIM 2010** Electronic Health Records   72 hours
___ **HIM 2020** Health Information Management   120 hours
___ **HIM 2030** Intro to Medical Coding   120 hours
___ **HIM 2040** Medical Office Procedures   90 hours
___ **HIM 2050** Employability Skills   24 hours

Health Information Coordinator Certificate   *864 hours*

Third Trimester
___ **HIM 0003** Worker Characteristic   6 hours
___ **HIM 3010** Advance Outpatient Coding   120 hours
___ **HIM 3020** Inpatient Coding & Billing   120 hours
___ **HIM 3030** Dental Code Bill & Assisting   120 hours
___ **HIM 3040** Medical Transcription   66 hours

Health Information Specialist Diploma   *1296 hours*

Course Descriptions

HIM 0001-0003 – **Worker Characteristic** – The goal of this course is to improve the essential worker characteristics of all students to prepare them for entrance into the workforce. This short course is based around ten modules that have been identified as being needed to foster positive work habits.

HIM 1010 – **Orientation and Safety** – Orientation and Safety will discuss the purpose of this course and what is required to master the subject matter and the rules of safety for the classroom and other areas of the facility. Each student will receive a course syllabus.

HIM 1020 – **Keyboarding and Intro to Computers** – This course will help to familiarize the student with the basic use of the computer and how to operate it.

HIM 1030 – **Medical Law & Ethics** – The course will teach a basic knowledge of law, ethics and bioethics for ambulatory healthcare.

HIM 1040 – **Medical Terminology** – This course introduces the student on how to use rules to build on terms used in the field.

HIM 1050 – **Basic Anatomy –** This course introduces the student to basic anatomy and the organization of the body and how the parts all work together in the human body.

HIM 1060 – **Intro to Medical Insurance** – This course introduces the student to the basics of medical insurance, insurance terminology, private payments, and governmental services.

HIM 2010 – **Electronic Health Records** – This course teaches the student the fundamental components, terminology and functions associated with HER systems in the health care providers practice.

HIM 2020 – **Health Information Management –** This course involves a study of recordkeeping practices in the hospital and physician's office.

HIM 2030 – **Intro to Medical Coding** – This course focuses on learning the coding rules for the CPT, ICH-10-CM, HCPCS, and ICD-10-PCS coding systems and applying the rules to code patient services.

HIM 2040 – **Medical Office Procedures** – This course prepares the student for administrative duties in the medical office, including critical thinking and multi-tasking.

HIM 2050 – **Employability Skills** – This course presents practical strategies to prepare students to conduct a successful job search and lays the foundation for successful career development.

HIM 3010 – **Advanced Outpatient Coding** – This course requires the student to apply previously learned coding concepts to a wide array of medical reports.

HIM 3020 – **Inpatient Coding and Billing** – This course teaches the skills necessary for hospital billing and coding, billing process, and accounts receivable as well as coding patient conditions and procedures.

HIM 3030 – **Dental Coding Billing and Assisting** – This course teaches the skills necessary to organize tasks, complete procedures, develop effective communication skills, and acquire a professional outlook in the dental practice.

HIM 3040 – **Medical Transcription** – This course teaches the student how to transcript medical documentation.

Heating, Ventilation, Air Conditioning & Refrigeration

Location(s): Main Campus

For information about graduation rates, placement rates and other important information, please visit our website at
www.tcatcrump.edu

The Heating, Ventilation, Air Conditioning and Refrigeration program is an individual program that prepares individuals to work in a variety of jobs in the field of residential and light commercial air conditioning and refrigeration.

Program Outcomes: Upon completion of the program, graduates are prepared to troubleshoot, repair, and maintain residential and commercial refrigeration; air conditioning; heat pumps; humidifiers; and electrical and gas heating. Graduates also understand the fundamentals of electricity, electric motors, and controls. Graduates of the program will be able to install and braze refrigeration tubing, diagnose electrical problems; install duct systems; repair light commercial equipment; recover air conditioning and refrigeration refrigerants; locate and repair leaks.

First Trimester
___ **HVA 0001** Worker Characteristic	6 hours
___ **HVA 1010** Technology Foundations	30 hours
___ **HVA 1020** OSHA	10 hours
___ **HVA 1030** Shop Safety	24 hours
___ **HVA 1040** Refrigeration Fundamentals	100 hours
___ **HVA 1050** Tools, Equipment/Shop Practices	30 hours
___ **HVA 1060** Electricity and Controls I	130 hours
___ **HVA 1070** Installation	76 hours
___ **HVA 1080** Green Awareness	14 hours
___ **HVA 1090** Employment Readiness Exam	12 hours

HVAC Mechanic Assistant Certificate   *432 hours*

Second Trimester
___ **HVA 0002** Worker Characteristic	6 hours
___ **HVA 2010** Introduction to System Service	134 hours
___ **HVA 2020** Basic Automatic Controls	160 hours
___ **HVA 2030** Motors	60 hours
___ **HVA 2040** Domestic Appliances	30 hours
___ **HVA 2050** EPA	30 hours
___ **HVA 2060** Employment Readiness Exam	12 hours

Domestic Unit Repair Certificate   *864 hours*

Third Trimester
___ **HVA 0003** Worker Characteristic	6 hours
___ **HVA 3010** Gas Electric and Heat	180 hours
___ **HVA 3020** Air Conditioning (Cooling)	72 hours
___ **HVA 3030** Heat Pumps	108 hours
___ **HVA 3040** Carbon Monoxide	36 hours
___ **HVA 3050** All Weather Systems Exam	30 hours

Heating, Ventilation, Air Conditioning
Technician Diploma   *1296 hours*

Fourth Trimester
___ **HVA 0004** Worker Characteristic   6 hours
___ **HVA 4010** Electricity & Controls II   156 hours
___ **HVA 4020** Commercial Refrigeration.   252 hours
___ **HVA 4030** Employment Readiness Exam   18 hours

Heating, Ventilation, Air Conditioning &
Refrigeration Technician Diploma   *1728 hours*

Course Descriptions
HVA 0001-0004 – **Worker Characteristics** – This course is a study of worker characteristics that are required to be successful in the workplace.

HVA 1010 – **Technology Foundations** – This course is a study skills class to help the student increase their skills in math, reading, and locating information.

HVA 1020 – **OSHA** – This course introduces the student to OSHA and its requirements for jobsite safety.

HVA 1030 – **Shop Safety** – This course will introduce the importance of Safety to the student in their career and will instill in them the necessity of always being aware of safety.

HVA 1040 – **Refrigeration Fundamentals** – This fundamental course will define the physics of heat transfer, and pressure – temperature relationships the fundamental principles behind the workings of phase changing refrigeration.

HVA 1050 – **Tools Equipment and Shop Practices** – This course is an in-depth study of the tools that will be used in the Heating, Ventilation, Air Conditioning and Refrigeration.

HVA 1060 – **Electricity and Controls I** – This course covers the electrical theory such as Ohms Law as applied to series and parallel circuits and motor types and usages and theory of magnetism. An introduction to basic forms of circuit schematics and circuit characteristics/symbols will be discussed as it applies to DC and AC circuits in the HVAC/R industry.

HVA 1070 – **Installation** – This course will introduce the student to the different types of Air Conditioning systems and installation procedures.

HVA 1080 – **Green Awareness** – This course is to make students aware of the changes in HVAC/R industry to increase efficiencies in energy consumption and overall environmental protection.

HVA 1090 – **Employment Readiness Exam** – Third party test to measure the competency acquired by the student.

HVA 2010 – **Introduction to System Service** – This course will provide the student with the knowledge of removing and installing refrigerant to the proper levels that are needed for the most efficient operation.

HVA 2020 – **Basic Automatic Controls** – This course covers the recognition of the automatic controls and the function of each and how they are incorporated' with the unit.

HVA 2030 – **Motors** – This course covers single phase motors from shaded pole to PSC motors and also three phase motors.

HVA 2040 – **Domestic Appliances** – This course covers the function and components of the household refrigerator and freezer.

HVA 2050 – **EPA** – This course will introduce the student to the proper and safe method of handling refrigerants and prepare to take and pass the E.P.A. 608 exam.

HVA 2060 – **Employment Readiness Exam** – Third party test to measure the competency acquired by the student.

HVA 3010 – **Gas Electric and Heat** – This course will prepare the student to successfully repair and maintain gas, electric, hydronic and oil heating systems.

HVA 3020 – **Air Conditioning (Cooling) –** This course will explain the four factors, humidity, air cleanliness, air movement, and temperature that make up a comfortable atmosphere and how we can determine what they are. Exercises in psychometrics and an introduction to system design are also covered.

HVA 3030 – **Heat Pumps** – This course is to focus on the specific mechanical design and operation of heat pump systems.

HVA 3040 – **Carbon Monoxide** – This course will show the student the proper ways to vent the products of fossil fuel combustion, to prevent the dangers of carbon monoxide.

HVA 3050 – **All Weather System Exam** – Third party test to measure the competency acquired by the student.

HVA 4010 – **Electricity and Components II** – This course is a study of worker characteristics that are required to be successful in the workplace.

HVA 4020 – **Commercial Refrigeration** – Advanced Automatic Controls, Direct Digital Controls (DDCs) and Pneumatics will be studied and their applications along with the National Electric Code Standards.

HVA 4030 – **Employment Readiness Exam** – This course covers basic construction and functions of components in light commercial refrigeration units.

Industrial Electricity

Location(s): Main Campus

For information about graduation rates, placement rates and other important information, please visit our website at
www.tcatcrump.edu

The Industrial Electricity program is designed to prepare the student for employment as an electrician upon successful completion of the program. The student will receive instruction in general wiring methods, commercial, and industrial electrical wiring as well as training in electrical controls for machines and electric motors.

Electricians work with blueprints during installation of electrical systems in factories, office buildings, homes, and other structures. Electricians not only install electrical systems, but also provide maintenance and locate and correct problems before breakdowns occur.

Electricians must follow the National Electric Code and comply with state and local building codes when they install systems.

A large part of the training program's training takes place in the field as students help wire large industries, homes, and other buildings.

First Trimester
___ **INE 0001** Worker Characteristic   6 hours
___ **INE 1010** Orientation and Safety   20 hours
___ **INE 1020** Basic Principles and Meters   115 hours
___ **INE 1030** Basic Electronics   106 hours
___ **INE 1040** National Electric Code I   85 hours
___ **INE 1050** Wiring   100 hours

Electrician Helper Certificate   *432 hours*

Second Trimester
___ **INE 0002** Worker Characteristic   6 hours
___ **INE 2010** National Electric Code II   159 hours
___ **INE 2020** Motors and Transformers   140 hours
___ **INE 2030** Motor Control and Timers I   127 hours

Electrician Apprentice Class II Diploma   *864 hours*

Third Trimester
___ **INE 0003** Worker Characteristic   6 hours
___ **INE 3010** Motor Control and Timers II   187 hours
___ **INE 3020** Installation Guidelines I   239 hours

Electrician Apprentice Class I Diploma   *1296 hours*
Fourth Trimester
___ **INE 0004** Worker Characteristic   6 hours
___ **INE 4070** Safety   30 hours
___ **INE 4080** Generators Rotating Machines   206 hours
___ **INE 4090** AC/DC Motors Rotating Machines   190 hours

Construction Electrician Diploma   *1728 hours*

Course Descriptions

INE 0001-0004 – **Worker Characteristic** The goal of the course is to improve the essential worker characteristics of students to prepare them for the workforce. The students are evaluated based upon ten traits that have been identified as being needed to foster positive work habits. The course will include weekly class discussions of twenty minutes to cover the ten worker characteristics topics.

INE 1010 – **Orientation and Safety** This course is an introduction to the industrial electricity program and safety standards. It covers classroom and shop safety, the policies of the program, and expectancies of the program.

INE 1020 – **Basic Principles and Meters** – This course covers the fundamentals, theories, and concepts taught at entry level. The key feature is the relationship between certain aspects of electricity and how to measure them using a meter.

INE 1030 – **Basic Electronics –** This course covers simple electrical circuit components and electronic circuitry.

INE 1040 – **National Electrical Code I –** This course covers parts of the National Electrical Code (NEC) to provide a comprehensive grasp of electrical codes for residential wiring and installations.

INE 1050 – **Wiring –** This course covers general wiring methods and requirements for various installations. The topics include electrical wiring fundamentals, practices, methods, and proper tools for the task to be performed.

INE 2010 – **National Electric Code II –** This course covers all electrical codes for calculating various loads, sizing, and fill calculations.

INE 2020 – **Motors and Transformers** – This course covers the fundamentals and operating principles of AC electric motors, circuits, coils, capacitors. You will receive training on how to read electrical diagrams, electrical troubleshooting, and maintaining electric motors.

INE 2030 – **Motor Control and Timers I** – This course covers the fundamental concepts of electrical controls of motors, control devices, installation, and selection of various components.

INE 3010 – **Motor Control and Timers II** –This course covers fundamental concepts of electrical controls for motors, contactors, relays, and integrated circuits.

INE 3020 – **Installation Guidelines I** – This course covers installation guidelines and requirements for special purpose provisions, dishwashers, food disposals, bathrooms, attics, and low voltage systems.

INE 4070 – **Safety** – Series of lessons covers safety-related work practices, safety-related maintenance requirements, and safety requirements for special equipment, all of which minimize the risk of electricity as a source of electric shock and as a potential ignition source of fire and explosion.

INE 4080 – **Generators Rotating Machines –** Explores various types of generators and the delivery of single phase and three-phase power to the customer site, generator maintenance and troubleshooting and transfer switches, transformers, and connections.

INE 4090 – **AC DC Motors Rotating Machines** – Introduces principles underlying the performance of electric machinery and both AC and DC machines.

Industrial Maintenance

Location(s): Main Campus

For information about graduation rates, placement rates and other important information, please visit our website at
www.tcatcrump.edu

The Industrial Maintenance Technician program is designed to help meet the identified need for trained and skilled maintenance technicians. Incorporating classroom instruction and shop learning experience utilizing actual equipment and/or related training devices, the IMT program is designed in its entirely for the technology student who is preparing for a career in industry. Students will select two of the four elective programs of study in which they will spend one trimester (432 hours) per elective.

Program Outcomes: After acquiring the Industrial Maintenance Apprentice Certificate, Industrial Maintenance Apprentice II Certificate, and successful completion of two electives, students will earn their Industrial Maintenance Technician Diploma.

First Trimester
___ **IMT 0001** Worker Characteristic   6 hours
___ **IMT 1010** Safety and Orientation   48 hours
___ **IMT 1020** Technology Foundations   30 hours
___ **IMT 1030** Electrical Concepts AC/DC   278 hours
___ **IMT 1040** Print Reading Electrical System   70 hours

Industrial Maintenance Apprentice Certificate   *432 hours*

Second Trimester
___ **IMT 0002** Worker Characteristic   6 hours
___ **IMT 2010** Motor Control, Fluid Power
           and Mechanical Systems   426 hours

Industrial Maintenance Apprentice II Certificate   *864 hours*

Student must choose 2 Specialization areas to be completed in the Third and Fourth Trimesters.

Third Trimester
___ **IMT 0003** Worker Characteristic   6 hours
___ **IMT 3010** PLC/Robotics   426 hours

PLC-Robotics Certificate   *1296 hours*

Third Trimester
___ **IMT 0003** Worker Characteristic   6 hours
___ **IMT 3020** HVAC/R   426 hours

HVAC Mechanical Helper Certificate   *1296 hours*

Third Trimester
___ **IMT 0003** Worker Characteristic   6 hours
___ **IMT 3030** Machine Tool   426 hours

IM Maintenance Machinist Certificate   *1296 hours*

Third Trimester
___ **IMT 0003** Worker Characteristic   6 hours
___ **IMT 3040** Welding   426 hours

Shielded Metal Arc Welder Certificate   *1296 hours*

Fourth Trimester
___ **IMT 0004** Worker Characteristic   6 hours
___ **IMT 3010** PLC/Robotics   426 hours

PLC-Robotics Certificate   *1728 hours*

Fourth Trimester
___ **IMT 0004** Worker Characteristic   6 hours
___ **IMT 3020** HVAC/R   426 hours

HVAC Mechanical Helper Certificate   *1728 hours*

Fourth Trimester
___ **IMT 0004** Worker Characteristic   6 hours
___ **IMT 3030** Machine Tool   426 hours

IM Maintenance Machinist Certificate   *1728 hours*

Fourth Trimester
___ **IMT 0004** Worker Characteristic   6 hours
___ **IMT 3040** Welding   426 hours

Shielded Metal Arc Welder Certificate   *1728 hours*

Fourth Trimester
Upon Completion of 2 specialization areas, the Industrial Maintenance student will receive the
Industrial Maintenance Technician Diploma   *1728 hours*

Course Descriptions

IMT 0001-0004 – **Worker Characteristic** – The goal of this course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits. The course will include weekly class discussions of 20 minutes to cover the ten worker characteristics topics.

IMT 1010 – **Safety and Orientation** – This course introduces the student to the program's policies and procedures, method of instruction, expected proficiencies, and program objectives. The course also addresses safety, health, and fire prevention in the shop area as well as in the job field.

IMT 1020 – **Tech Foundation** – Technology Foundations is designed to enhance and/or develop language and mathematical skills that serve as a foundation for Industrial Maintenance and are necessary for employment in the technical workforce. Students will develop problem-solving skills, enhance communication skills, and will be encouraged to become independent thinkers.

IMT 1030 – **Electrical Concepts AC/DC** – This course provides a foundational overview of electricity, including fundamental measures and terminology used to discuss electricity. After taking this course, students should be familiar with the fundamentals of electricity and the vocabulary used to describe it.

IMT 1040 – **Print Reading for Electrical System** – In this course students are taught basics of industrial wiring such as NEC standards, documentation and practices.

IMT 2010 – **Motor Control, Fluid Power and Mechanical Systems** – This course has been prepared to give the student a thorough understanding of the theory and operation of electric motors. Students are introduced to the basics of fluid power and are taught the basics of pneumatic and hydraulic systems including hardware operation and schematics. Student will also be given a thorough understanding of power transmission and mechanical operation.

IMT 3010 – **PLC/Robotics** – This course provides an up-to-date introduction to all aspects of Programmable Logic Controller programming, installation, and maintenance procedures. This class covers the classifications, characteristics, and functions of industrial robots as well as basic safety precautions for working with robots. Course also introduces the student to industrial instrumentation. Focuses on controlling basic processes such as flow, pressure, level, and temperature. Students will understand the robotics hardware, which include a six-axis robot and robot controllers.

IMT 3020 – **HVAC/R** – Students are given training to achieve an HVAC Mechanical Helper certificate.

IMT 3030 – **Machine Tool** – Students are given training to achieve the Industrial Maintenance Machinist certificate. This training includes safety, blueprint reading, bench and layout work, shop theory, shop math, and familiarization with drill press and power saws.

IMT 3040 – **Welding –** Students are given training to achieve a Shielded Metal Arc Welder Certificate. This training includes safety, cutting process, basic shield metal arc welding, intermediate shielded metal arc welding, blueprint reading and mathematics for welders.

Machine Tool Technology

Location(s): Main Campus

For information about graduation rates, placement rates and other important information, please visit our website at
www.tcatcrump.edu

The Machine Tool Technology program is designed to provide the student with the ability to work as a machine tool operator, machinist, tool and die maker, industrial maintenance machinist and those in related occupations that require skill in machining metal with such machines as milling machines, lathes, grinders, drill presses, CNC machinery, EDM machinery including the ability to interpret part prints and use precision measuring tools.

Program Outcomes: At the completion of the diploma in Machine Tool Technology, graduates will be able to set-up and operate manual machining equipment such as, band saws, drill presses, lathes, milling machines, surface grinders, and tool and cutter grinders. Students will learn to write programs and choose tooling sufficient to complete the machining process for CNC machine tools such as vertical and horizontal machining centers, turning centers, electrical discharge machines and 3D Printing operations. Students will be able to interpret part prints and use computer aided drafting, computer aided manufacturing, and solid modeling software. Students will be proficient in related math operations and will be trained in safe operating practices compliant with OSHA and related safety regulatory agencies.

First Trimester
___ **MTT 0001** Worker Characteristic   6 hours
___ **MTT 1010** Technology Foundations   30 hours
___ **MTT 1020** Orientation & Practical Safety   30 hours
___ **MTT 1030** Math Concepts I   54 hours
___ **MTT 1040** Engineering Drawings I   36 hours
___ **MTT 1050** Shop Theory I   54 hours
___ **MTT 1060** Benchwork and Manual
         Machine Tool   222 hours

Production Machine Tender Certificate   ***432 hours***

Second Trimester
___ **MTT 0002** Worker Characteristic   6 hours
___ **MTT 2010** Math Concepts II   54 hours
___ **MTT 2020** Engineering Drawings II CAD   30 hours
___ **MTT 2030** Shop Theory II   54 hours
___ **MTT 2040** Manual Lathe   96 hours
___ **MTT 2050** Manual Milling Machine   96 hours
___ **MTT 2060** Grinding & Abrasive Machines   32 hours
___ **MTT 2070** Mfg Materials & Processes   32 hours
___ **MTT 2080** Intro to Computer Numerical Control 32 hours
Machine Set-up Operator Certificate   ***864 hours***

Third Trimester
___ **MTT 0003** Worker Characteristic   6 hours
___ **MTT 3010** Engineering Drawings III CAM   30 hours
___ **MTT 3020** Shop Theory III   60 hours
___ **MTT 3030** Precision Grinding   54 hours
___ **MTT 3040** Computer Numerical
         Control Machining   282 hours

General Machinist Diploma   *1296 hours*

Fourth Trimester
___ **MTT 0004** Worker Characteristic   6 hours
___ **MTT 4010** Employability Skills   12 hours
___ **MTT 4020** Intro to Additive Manufacturing   36 hours
___ **MTT 4030** Shop Theory IV   54 hours
___ **MTT 4040** CNC Turning Center   108 hours
___ **MTT 4050** CNC Machining Center   108 hours
___ **MTT 4060** Electrical Discharge Machining   108 hours

Machinist I Diploma   *1728 hours*

Course Descriptions

MTT 0001-0004 – **Worker Characteristic** – Throughout the trimester students will be taught and graded on work ethics topics. The topic to be covered are: attendance, appearance, character, teamwork, attitude, productivity/safety, organizational skills, communication, cooperation, and respect.

MTT 1010 – **Technology Foundations** – The purpose of the Technology Foundations program is to provide a comprehensive program of activities that will enable students to develop and/or enhance their basic skills. Students complete an assessment test to determine their present skill level math, reading, locating information and writing. Individuals with identified deficiencies in these areas are scheduled to attend Technology Foundations to correct these deficiencies. When students achieve the designated skill level, they will exit from Technology Foundations.

MTT 1020 – **Orientation & Practical Safety** – Orientation and Practical Safety provides basic instruction in the normal class routine and basic safety practices through reading assignments, testing, practical application, demonstration, and lectures.

MTT 1030 – **Math Concepts I** – Math Concepts 1 is a review of basic mathematics and an introduction to applied shop mathematics through reading assignments, testing, practical application, and demonstration.

MTT 1040 – **Engineering Drawings I** – Engineering Drawings 1 introduces the basics of a part print which describes what machine operations are to be performed to make a part or an assembly for use in machinery or in manufacturing through reading assignments, testing, practical application, demonstration, and lectures.

MTT 1050 – **Shop Theory I** – Shop Theory 1 provides instruction in reading precision measuring equipment used for verification of part compliance in the machine shop through reading assignments, testing, practical application, demonstration, and lectures.

MTT 1060 – **Benchwork and Manual Machine Tool** – Benchwork and Manual Machine Tools provides instruction in the order of operations, machine set-up, and operation of machinery necessary to successfully complete a job in the machine shop through reading assignments, testing, demonstration, and practical application.

MTT 2010 – **Math Concepts II**- Math Concepts 2 provides instruction in an advanced level of applied shop mathematics that is focused on algebraic, geometric, and trigonometric operations in the machine shop through reading assignments, testing, practical application, demonstrations, and lectures.

MTT 2020 – **Engineering Drawings II/CAD**- Engineering Drawing 2 provides instruction in Computer Aid Drafting and Solid Modeling through reading assignments, practical application, testing, demonstration, and lectures.

MTT 2030 – **Shop Theory II**- Shop Theory 2 provides instruction in shop safety, machine maintenance, shop tooling, basic machine set-ups and machine limitations through reading assignments, testing, practical application, demonstration, and lectures.

MTT 2040 – **Manual Lathe**- Manual Lathe provides instruction in Basic Set-up and Operation of manual turning equipment and appurtenant attachments through reading assignments, testing, demonstration, practical application, and lectures.

MTT 2050 – **Manual Milling Machine**- Manual Milling Machines provides instruction in basic set-up and operation of Manual Milling Machines and appurtenant attachments through reading assignments, testing, demonstrations, practical application, and lectures.

MTT 2060 – **Grinding and Abrasive Machines**- Grinding and Abrasive Machines provides instruction in metal removal with abrasives, tool and cutter grinding, surface grinding, and other off-hand grinding operations through reading assignments, testing, practical application, demonstration and lectures.

MTT 2070 – **Manufacturing Material and Processes**- Manufacturing Materials and Processing provides instruction in the chemical and strength properties of metals and other materials used in the machine shop to produce parts for machinery and manufacturing along with certain practices involved with the machining process through reading assignments, testing, practical application, demonstrations and lectures.

MTT 2080 – **Introduction to Computer Numerical Control**- Introduction to Computer Numerical Control provides instruction in Computer Numerical Control programming, operation and setup of vertical, horizontal, and turning centers through reading assignments, testing, practical application, demonstrations and lectures.

MTT 3010 – **Engineering Drawings III/CAM**- Engineering Drawings 3 provides instruction in the use of Computer Aided Manufacturing and the application to Computer Numerical Control Machining through reading assignments, testing, practical application, demonstrations and lectures.

MTT 3020 – **Shop Theory III**- Shop Theory 3 provides instruction in safe operation of equipment and normal safety practices in the machine shop as well as reverse engineering for reproduction of parts, use of the Cartesian coordinate system, and an introduction to CNC machining through reading assignments, testing, practical application, demonstrations and lectures.

MTT 3030 – **Precision Grinding**- Precision Grinding provides instruction in safe and productive use of surface grinders and appurtenant attachments, O.D. I.D. grinders and appurtenant attachments, and tool and cutter grinders and appurtenant attachments through reading assignments, testing, practical application, demonstrations, and lectures.

MTT 3040 – **Computer Numerical Control Machining**- Computer Numerical Control Machining provides instruction in CNC machining operations, tooling systems, programming, measuring, and inspection of parts produced on CNC equipment through reading assignments, testing, practical application, demonstrations, and lectures.

MTT4010 – **Employability Skills**- The purpose of the Employability Skills program is to prepare students to find and secure employment. Topics covered include job search, networking, resumes, cover letters, and interview skills.

MTT 4020 – **Introduction to Additive Manufacturing** Introduction to Additive Manufacturing provides instruction in the concepts and usage of 3D printing in the machine shop through reading assignments, testing, practical application, demonstrations and lectures.

MTT 4030 – **Shop Theory IV**- Shop Theory 4 provides instruction in shop safety, vises, chucks and other tool and part holding devices, using Computer Aided Manufacturing, selecting tooling to fit the needs of the job, and instruction in the order by which a part or assembly must be produced through reading assignments, testing, practical application, demonstrations, and lectures.

MTT 4040 – **CNC Turning Center**- CNC Turning Center Provides instruction in Programming, Set-up, and Operation of Computer Numerical Turning Centers through reading assignments, testing, demonstrations, practical application, and lectures.

MTT 4050 – **CNC Machining Center**- CNC Machining Center provides instruction in Programming, Setup, and Operation of Computer Numerical Control machining centers through reading assignments, testing, demonstrations, practical application, and lectures.
MTT 4060 – **Electrical Discharge Machining**- Electrical Discharge Machining provides instruction in Programming, Setup, and Operation of CNC Electrical Discharge Machines through reading assignments, testing, demonstrations, practical application, and lectures.

Practical Nursing

Location(s): Main Campus

For information about graduation rates, placement rates and other important information, please visit our website at www.tcatcrump.edu

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.

Program Outcomes: 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.

First Trimester
___ **LPN 0001** Worker Characteristic   6 hours
___ **LPN 1010** Basic Nursing   90 hours
___ **LPN 1020** Fundamentals   124 hours
___ **LPN 1030** Administration of Medication
     and Basic IV Therapy   80 hours
___ **LPN 1040** A & P   96 hours
___ **LPN 1050** Clinical I   36 hours

Nurse Aid Certificate   *432 hours*

Second Trimester
___ **LPN 0002** Worker Characteristic   6 hours
___ **LPN 2010** Pharmacology I   51 hours
___ **LPN 2020** Mental Health   60 hours
___ **LPN 2030** Medical & Surgical Nursing I 75 hours
___ **LPN 2040** Maternity Health   60 hours
___ **LPN 2050** Clinical II   180 hours

Third Trimester
___ **LPN 0003** Worker Characteristic   6 hours
___ **LPN 3010** Clinical III   225 hours
___ **LPN 3020** Advanced Professional
     Vocational Relations   24 hours
___ **LPN 3030** Pediatric Nursing   60 hours
___ **LPN 3040** Pharmacology II   42 hours
___ **LPN 3050** Medical & Surgical Nursing II 75 hours

Practical Nursing Diploma   *1296 hours*

Course Descriptions

LPN 0001-0003 – **Worker Characteristic** – The goal of the course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits.

LPN 1010 – **Basic Nursing includes Vocational Relations, Nutrition and Geriatrics** – Basic Nursing is a combination of three content areas: Vocational Relations (VR), Nutrition and Diet

Therapy, and Geriatric Nursing. Each of these content areas are basic components of practical nursing. Each content area is described below with objectives listed for each area.

Vocational Relations (VR):
This content area introduces the student to the profession of nursing. The origins of nursing, the present state of the profession, and the trends for the future of practical nursing are discussed. The legal and ethical aspects of nursing are included. Nursing functions, roles, rights, and responsibilities are defined. Trends in nursing and nursing education will be explored in the light of current realities with knowledge that nursing is a responsible social discipline and all nurses must be concerned about health maintenance. Emphasis will be placed upon the practical nurse's functions, ethical and legal rights and responsibilities as a health care provider.

Nutrition and Diet Therapy:
Nutrition provides the student practical nurse with information related to the fundamental principles of normal nutrition. Included in this content area is a study of the basic nutrients, the use of guides for evaluation and planning of normal diets, principles for the safe and economic selection and preparation of food, and a study of selected food legislation. Factors such as age, cultural and religious practices, and socioeconomic conditions are presented as influences on a client's nutritional well-being. The study of basic nutrition is presented as applicable to the students own daily living habits as well as in the client care situations. The need for an understanding of normal nutrition as a basis for the study of therapeutic diets is discussed.

Geriatric Nursing:
This content area introduces geriatric nursing and the leadership role of the practical nurse caring for older adults in long-term care environments. The normal aging process is explored with emphasis on promoting, maintaining, and restoring health in older adults. Beside the sociological, psychological, and physiological aspects of aging, this unit will also incorporate the financial, safety, and pharmacological aspects of aging. The curriculum, using the nursing process and basic human needs as a framework will integrate cultural diversity, legal/ethical considerations, and the communication process to provide holistic care to the geriatric client.

LNP 1020 – **Fundamental Nursing principles and skills** – This course is the foundation for all nursing care and highlights basic nursing concepts and measures from the simple to the complex. The student is guided to formulate his or her identity as a beginning nursing student by a careful correlation of the biological, physical, and social sciences. Emphasis is placed upon the normal as a means of comprehending the abnormal. The comfort, safety, maintenance of health, and the recovery of the client will be stressed. The importance of the Practical Nurse as a member of the healthcare team and nursing as a social discipline is stressed. Upon completion of this course, the student should also be able to apply the principles of emergency nursing care. A planned schedule of laboratory experience allows the student the opportunity to practice and demonstrate proficiency prior to the clinical setting.

LPN 1030 – **Administration of Medications/Basic IV Therapy** – The purpose of this course is to acquaint the student with the knowledge of pharmacokinetics and nursing skills relative to the safe administration of medications as well as the basic scientific principles underlying these skills. The student will be familiarized with different routes of administration, including the purposes of drug therapy and its importance in maintaining and restoring health. A review of basic mathematics will be included followed by mathematics of drugs and solutions. Emphasis will be placed upon the practical nurse's legal and ethical responsibilities in the administration of medications. This course presents an overview of intravenous therapy principles and guidelines. An emphasis will be placed on proficiency not only in clinical skills related to intravenous therapy but also in documentation, patient teaching, demonstrated continuous performance improvement, and risk management.

LPN 1040 – **A & P** – Basic Anatomy and Physiology for the practical nursing student is designed to familiarize him or her with the structure and function of the human body as well as the

interrelationships and interdependency of the body systems to the maintenance of a homeostatic condition. The effects of microbes on the human body will be studied as well as the basic mechanics of biochemistry and biophysics as they are related to the body systems.

LPN 1050 – **Clinical I** – Upon completion of this course, the student under the supervision of the instructor will be able to accomplish the following objectives as assigned by the instructor including, but not limited to the following skills lab competencies. The student must receive a satisfactory evaluation in the competencies assigned by the instructor for progression. An unsatisfactory evaluation will result in the student not being able to progress regardless of the academic average.

LPN – 2010 – **Pharmacology** I– This course introduces essential concepts of pharmacology for the practical nurse. This course will expand on the basic concepts of anatomy, physiology, and chemistry while building on the pharmacologic principles from the Administration of Medications/Basic Intravenous Therapy course in relation to pharmacologic agents. The focus will be on the study of pharmacological classifications, actions, therapeutic uses, and side effects of medications. The course will emphasize major drug classes and specific agents within each class. This course will emphasize standardized practices and technologies related to medication safety to minimize the risk of harm and maximize the benefit to the client. Students will be taught to accurately interpret data to monitor the outcomes of pharmacologic interventions. Emphasis will be placed on the nursing process as it relates to the nurse's responsibilities in the provision and administration of medications to clients across the lifespan.

LPN 2020 – **Mental Health** – This course is a brief overview of the current concepts of psychiatric nursing. The role of the nurse in the prevention and treatment of mental illness will be emphasized. Included will be discussions of the Practical Nurse's management of dementia, neurosis and psychosis, suicidal clients, and chemically dependent clients. The use of therapeutic communication will be stressed.

LPN 2030 – **Medical and Surgical Nursing I**– Medical-Surgical Nursing will provide the student with theory related to select medical-surgical problems affecting the adult patient. The student will demonstrate the knowledge and ability to provide safe and effective nursing care in the Medical-Surgical setting with major emphasis on wellness. Disorders of the body systems are studied in terms of diagnostic procedures, treatment modalities, and the nursing process. Throughout the course, Medical-Surgical concepts learned in previous courses as well as Medical-Surgical concepts taught in this course will be reinforced and applied to the theory and care of the adult Medical-Surgical patient.

LPN 2040 – **Maternity Health** – The core material presented in this course is basically in chronological order, allowing the student to develop a strong understanding of the interrelationships involved in the family unit from time of conception through prenatal, antepartal and postpartal care. Emphasis is placed upon normal nutrition and the importance of adequate nutrition during pregnancy, lactation and different periods of growth and development in the infant. Diet therapy relative to the complications of pregnancy will be presented. Considerations will be given to the socioeconomic, cultural, and developmental factors influencing dietary patterns. Emphasis will be upon the therapeutic uses and effects of commonly used drugs during the course of pregnancy.

LPN 2050 – **Clinical II** – **Med-surge rotation clinical** – Clinical II.

LPN 3010 – **Clinical III Competencies –** Clinical III.

LPN 3020 – **Advanced Professional Vocational Relations** – This course focuses on the leadership aspect of the Practical Nurse's role. This includes the characteristics necessary for a successful

transition from the student role to Licensed Practical Nurse including employability skills, principles of work ethics, and professional responsibilities.

LPN 3030 – **Pediatric Nursing** – This course introduces the student to the care of the well child, the child with special needs, and the child with acute and chronic healthcare needs. A strong emphasis on maintaining the dignity of the child and promoting healthy growth and development, even during illness, will be manifested. Students will also examine the role of the family and the importance of it to the care of the child. This course will provide the student an opportunity to identify the pediatric patient as being intrinsically a member of a family unit. In the pediatric nursing course, the principles and concepts of nursing care are adapted to the care of the child. The growth and development of the child is studied along with specific diseases and disorders affecting each age group from the neonate to the adolescent.

LPN 3040 – **Pharmacology II** – This course introduces essential concepts of pharmacology for the practical nurse. This course will expand on the basic concepts of anatomy, physiology, and chemistry while building on the pharmacologic principles from the Administration of Medications/Basic Intravenous Therapy course in relation to pharmacologic agents. The focus will be on the study of pharmacological classifications, actions, therapeutic uses, and side effects of medications. The course will emphasize major drug classes and specific agents within each class. This course will emphasize standardized practices and technologies related to medication safety to minimize the risk of harm and maximize the benefit to the client. Students will be taught to accurately interpret data to monitor the outcomes of pharmacologic interventions. Emphasis will be placed on the nursing process as it relates to the nurse's responsibilities in the provision and administration of medications to clients across the lifespan.

LPN 3050 – **Medical/Surgical Nursing II** – Medical-Surgical Nursing will provide the student with theory related to select medical-surgical problems affecting the adult patient. The student will demonstrate the knowledge and ability to provide safe and effective nursing care in the Medical-Surgical setting with major emphasis on wellness. Disorders of the body systems are studied in terms of diagnostic procedures, treatment modalities, and the nursing process. Throughout the course, Medical-Surgical concepts learned in previous courses as well as Medical-Surgical concepts taught in this course will be reinforced and applied to the theory and care of the adult Medical-Surgical patient.

Welding Technology

Location(s): Main Campus
Henderson Instructional Service Center

For information about graduation rates, placement rates and other important information, please visit our website at
www.tcatcrump.edu

Students will learn to perform entry level proficiency in shielded metal arc, gas metal arc, flux core arc and gas tungsten arc welding. Materials to be joined include carbon steel, stainless steel and aluminum. The students will be using sheet, plate and pipe, incorporating both fillet and groove weldments in the 1F-2F and 1G-4G positions for sheet/plate, as well as both 2G & 6G positions for pipe. AWS, ASME and API qualification/certification paths are available for those that chose to pursue those options.

Program Outcomes: Students will attain the needed knowledge of skills and theory to obtain entry level job performance in the welding/cutting industry.

First Trimester
___ **WEL 0001** Worker Characteristic   6 hours
___ **WEL 1010** Technology Foundations   30 hours
___ **WEL 1020** Shop Orientation & Safety   18 hours
___ **WEL 1030** Cutting Processes   30 hours
___ **WEL 1040** Basic Shielded Metal
                Arc Welding   248 hours
___ **WEL 2030** Advanced Shielded Metal Arc
                Welding   100 hours

Shielded Metal Arc Welder Certificate   ***432 hours***

Second Trimester
___ **WEL 0002** Worker Characteristic   6 hours
___ **WEL 2010** Blue Print Theory   30 hours
___ **WEL 2020** Basic Gas Tungsten
                Arc Welding   196 hours
___ **WEL 1050** Basic Gas Metal Arc Welding   100 hours
___ **WEL 2040** Advanced Gas Metal
                Arc Welding   100 hours

Gas Metal Arc Welder Certificate   ***864 hours***

Third Trimester
___ **WEL 0003** Worker Characteristic   6 hours
___ **WEL 3010** Blue Print Reading   96 hours
___ **WEL 3020** Advanced Gas Tungsten
                Arc Pipe Welding   330 hours

Gas Tungsten Arc Welder Certificate
Combination Welder Diploma   ***1296 hours***

Course Descriptions

WEL 0001-0003 – **Worker Characteristic** – The goal of the course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits.

WEL 1010 – **Technology Foundations** – The goal of Technology Foundations is to provide general education in reading comprehension, applied mathematics and mechanical aptitude.

WEL 1020 – **Shop Orientation and Safety** – The goal of this course it to provide knowledge of fundamental safety practices for the welding/cutting industries

WEL 1030 – **Cutting Processes** – The goal of this course is to gain knowledge of cutting theory and practices of Oxy-Fuel and handheld Plasma-Arc cutting. This is accomplished through related bookwork, hands-on instruction and work- based competencies.

WEL 1040 – **Basic Shielded Metal Arc Welding** – The Goal of this course is the introduction of Shielded Metal Arc Welding related theory and practices for the joining and padding of carbon steel plate. Fillet and groove welds are performed in the Flat and Horizontal positions, using various electrodes and graded using AWS D1.1 criteria for visual testing

WEL 1050 – **Basic Gas Metal Arc Welding** – The goal of this course is the continuation of Shielded Metal Arc Welding related theory and practices for the joining of carbon steel plate and the addition of carbon steel pipe. Fillet and groove welds are performed in the Vertical and Overhead positions, using various electrodes, carbon steel pipe welds are performed in the 2G and 6G positions. Grading and testing is in conformance with AWS D1.1 criteria for visual testing, and AWS B2.1 Criteria for destructive testing using Guided Bend and Fillet Break Tests.

WEL 2010 – **Blue Print Theory** – The goal of this course is to gain knowledge and interpretation of the various lines, points of origin and layout of technical drawings.

WEL 2020 – **Basic Gas Tungsten Arc Welding** – The goal of this course is the introduction of Gas Tungsten Arc Welding related theory and practices for the joining of carbon steel plate. Fillet and groove welds are performed in the Flat and Horizontal positions, using various electrodes and graded by AWS D1.1 criteria for visual testing.

WEL 2030 – **Advanced Shielded Metal Arc Welding** – The goal of this course is the introduction of Gas Metal Arc Welding related theory and practices for the joining of carbon steel plate. Fillet and groove welds are performed in the Flat and Horizontal positions, using various electrodes and graded by AWS D1.1 criteria for visual testing.
WEL 2040 **Advanced Gas Metal Arc Welding –** The goal of this course is the continuation of Gas Metal Arc Welding related theory and practices for the joining of carbon steel plate. This course adds the FCAW (Dual-shield Fuxcore) process, and GMAW Axial-Spray transfer to join carbon plate steel in the Flat position. GMAW-S (Short Circuit Transfer MIG) fillet and groove welds are performed in the Vertical and Overhead positions. Weld soundness is accessed and graded by AWS D1.1 criteria for visual testing, and AWS B2.1 Criteria for destructive testing using Guided Bend and Fillet Break Tests *** Aluminum GMAW is also introduced in the Flat and Horizontal positions***

WEL 3010 – **Blue Print Reading –** The goal of this course is a continuation of interpretation and application of the various lines, points of origin and layout of technical drawings. Using blueprints to lay-out and form accurate weldments, and the introduction to welding symbol meaning.

WEL 3020 – **Advanced Gas Tungsten Arc Pipe Welding** – Open root V-groove welds on carbon steel pipe using the GTAW process is outlined in this course along with specific safety concerns related to GTAW pipe welding. Open root V-groove welds on low alloy and stainless steel pipe will

also be covered, along with the specific challenges that low alloy and stainless steel pipe presents. Depending on availability, stainless steel pipe may be substituted by carbon pipe with the use of stainless filler metals.

Program Break/Lunch Schedules – _____ Campuses

Instructor/Program	Morning Break	Lunch
Administrative Office Technology	9:30-9:45 a.m.	11:00-11:30a.m.
Collision Repair Technology	9:30-9:45 a.m.	11:00-11:30a.m.
Computer Aided Design Technology	9:30-9:45 a.m.	11:00-11:30a.m.
Computer Information Systems	9:30-9:45 a.m.	11:00-11:30a.m.
Computer Information Technology	9:30-9:45 a.m.	11:00-11:30a.m.
Diesel Powered Equipment Technology	9:30-9:45 a.m.	11:00-11:30 a.m.
Digital Graphic Design Technology	9:30-9:45 a.m.	11:00-11:30a.m.
Electrical & Plumbing Construction Technology	9:30-9:45 a.m.	11:00-11:30a.m.
Farming Operations Technology	9:30-9:45 a.m.	11:00-11:30a.m.
Health Information Management Technology	9:30-9:45 a.m.	11:00-11:30a.m.
Heating, Ventilation, Air Conditioning & Refrigeration	9:30-9:45 a.m.	11:00-11:30a.m.
Hybrid Practical Nursing	9:30-9:45 a.m.	12:00-1:00 p.m. Saturday
Industrial Electricity	9:30-9:45 a.m.	11:00-11:30a.m.
Industrial Maintenance Technology	9:30-9:45 a.m.	11:00-11:30a.m.
Industrial Maintenance Technology Nights	6:00-6:15 p.m.	
Machine Tool Technology	9:30-9:45 a.m.	11:00-11:30a.m.
Practical Nursing	9:30-9:45 a.m.	11:00-11:30a.m.
Welding Technology	9:30-9:45 a.m.	11:00-11:30a.m.
Welding Technology-Nights	6:00-6:15 p.m.	

*Allied Health program schedules may vary given the clinical assignments.

Classes begin daily at 8:00 a.m. and are dismissed at 2:30 p.m. Classes begin and end promptly at the designated time. Break and lunch times will be observed strictly as shown in this schedule unless otherwise directed by your instructor as they may be adjusted to meet individual program needs or clinical schedules.

Live Work is done by students as part of their training program. Such work can be done in school or on a job site and includes service, repair, or production jobs. All projects must be selected with the approval of the instructor and must fit into the training program. Work can only be accepted if it can be completed within a reasonable timeframe and projects cannot be allowed to remain in Tennessee College of Applied Technology Crump possession if not being actively worked on. Live Work projects will be assessed for timely completion.

Live Work Fee & Cost of Service Fees

Live work project owners must pay for all expenses related to the project. Off-campus live work projects, an instructor must always be present with students. All projects are to be completed under instructor supervision and released only after a thorough final inspection. The fee schedule shall be made available to project owners prior to completion of the project agreement form. Payment of the live work fee of $5.00 will be paid once the agreement form is signed. The fee for cost of services received is due upon completion of the project.

Relationship to Training

Live work projects performed by students enhances the technical training of students. The Tennessee Board of Regents Guideline Tennessee College of Applied Technology - -010, Instructional Projects at Colleges of Applied Technology, is the basis for all live work projects performed at Tennessee College of Applied Technology - Crump. Live work will be conducted when training programs require such projects for the acquisition of occupational skills leading to employment. Live work will be assigned to individual students by their instructor as part of the student's training program. All services are to be performed only by students with the instructional assistance of their instructor.

Live Work Projects

Many of the training programs at Tennessee College of Applied Technology Crump provide repair services and/or live work. The scope and extent of each project will be well defined before acceptance. Eligible persons may request appropriate training programs to perform needed repairs or services. An instructor shall be responsible for selecting and scheduling individual projects, which may be selected only from authorized categories. No work may be performed from a category that has not been authorized. An instructor may give priority to a project belonging to a student, provided it meets established training objectives.

The sources of individual projects may include those offered by:

a. Students
b. Tennessee College of Applied Technology - Crump employees and their immediate families
c. Members of the school's advisory committees
d. Personnel and institutions of the Tennessee Board of Regents System
e. Tennessee College of Applied Technology - Crump Retirees
f. Civic Groups
g. Governmental agencies, and
h. Non-profit organizations.

Live work is not to be performed for the public unless it is a much-needed source for skill training. The College President may authorize individual projects offered from individuals and groups not listed above in the event appropriate projects are not available from the above sources.

Administration of Live Work

Administration and control of live work projects are the responsibility of the instructor. All work performed must be approved in accordance with the President and TBR Guideline Tennessee College of Applied Technology - -010. Persons requesting repair service from various training departments at Tennessee College of Applied Technology Crump must first be authorized.

Upon approval of need to perform the service at hand, and verification of project ownership, by the instructor of the training program, the instructor will complete a "Live Work and/or Service Agreement" form. This form will be submitted to the President or their designee for approval and signature. Upon administrative approval, the form will be submitted to the Student Services Office, where it will be logged and identified with a work order number. A copy will be provided to the instructor to post in the program lab where work is to be performed, and a copy of the form will be provided to the individual or group for whom the work is being performed. The owner of the project shall be responsible for providing the parts, supplies, and materials for individual projects. All live work is to be completed under the instructor's supervision and may be released only after a thorough final inspection.

Customer Obligations

The person, program, institution, or organization for which live work is done shall:

1. Sign a Live Work Agreement form in advance of any work or inspection.
2. Assume all responsibility for the results of the work being done by students.
3. Bear all actual cost of material and parts involved.
4. Pay a service charge according to schedule as prescribed by the section on service charges and established by the institution's administration to cover indirect expenses.
5. Tipping of students is not permitted.

Administration Office

Milligan, Stephen – **(2015)** President
Ed.S., Middle Tennessee State University
M.B.A., University of North Alabama
B.S., University of North Alabama

Harris, Brian – (2012) Interim Vice President
Ed.S., Middle Tennessee State University
M.Ed., Middle Tennessee State University
B.S., University of Tennessee at Martin

Nolen, Brian (2018) Regional Transportation Education Center Coordinator (Parsons Extension Campus)
B.S. Ed, University of Tennessee at Martin

Turner-Potts, Sayde – (2020) Partnership in Agricultural Education Coordinator
M.S., Mississippi State University
B.S., Mississippi State University
A.A., Northeast Mississippi Community College

Floyd, Christi – (2017) – Assistant to President
B.S., University of North Alabama

Academic Affairs/Health Careers Office

Meredith Cooper (2019) – Practical Nursing Program Director
B.S.N, RN, University of Memphis

Business Office

McLain, Benice (2013) – Financial Support Associate, Accounts Receivable Primary
B.U.S., University of Tennessee at Martin

Stephens, Celena (2000) – Financial Support Associate, Accounts Payable Primary
A.A.S., Jackson State Community College
Tennessee College of Applied Technology Crump
General Secretarial Diploma

Facilities Maintenance

Staggs, Jeffrey (2020) – Facilities Coordinator
A.A.S., Columbia State Community College
Hohenwald State Area Vocational Technical School

Robinson, Mike (2015) – Facilities Support Associate I

Haynes, Mark (2020) – Facilities Support Associate I

Baugus, Cindy (2020) – Facilities Support Associate I

Student Services Office

Johnson, Cherry (2016) - Student Services Coordinator/Financial Aid Administrator
M.A.E., Bethel College
B. S., Middle Tennessee State University

Vineyard, Estella (2012) – Financial Aid Specialist
A.S., Burton Community College

Calton, Thad (2020) – Admissions Counselor
B.S., Interdisciplinary Studies

Davis, Lynn (2020) – Records Associate
A.S., Medical Assisting

Gabriel, Cynthia (2019) – Student Services Customer Services Clerk
B.A., Trenton State College

Sullivan, Deanna (2020) – Student Services Customer Services Clerk
A.S., Southwest Community College

Information Technology

Alvarado, Gabe (2019) - I.T. Systems Coordinator
Tennessee College of Applied Technology Crump
Information Technology Systems Coordinator Diploma

Benson, Jacob (2020) I.T. Specialist
Tennessee College of Applied Technology Crump
Computer Information Systems Diploma

Full-Time Faculty

Alvarado, Gabe (2019) Instructor, Information Technology and Infrastructure Management
Tennessee College of Applied Technology Crump
Information Technology Systems Coordinator Diploma

Bailey, David (2014) Instructor, Welding Technology, Hardin County High School
Tennessee College of Applied Technology Crump
Welder Helper Certificate

Bell, Chris (2006) Instructor, Industrial Maintenance Technology
B.S. E.E., Mississippi State University

TN Registered Engineer (inactive license)

Brake, Jeffery (2021) Instructor, Truck Driving
Tennessee College of Applied Technology Crump
Truck Driving Certificate

Cantrell, Natalie (2019) Instructor, Practical Nursing-Hybrid
B.S.N., University of North Alabama

Cartwright, Jeremy (2017), Instructor, Welding Technology
B.S., Tennessee Technological University
History
Alcorn Vocational Technical School
Combination Welding/Pipe Welding

Cherry, Brent (2019) Instructor, Farming Operations Technology
B.S., University of Tennessee at Martin
University Studies in Engineering

Dunavant, Adam (2018) Instructor, Heating, Ventilation, Air Conditioning and Refrigeration
Tennessee College of Applied Technology Crump
HVAC/R Technician Diploma

Frank, Peyton (2021) Instructor, Diesel Powered Equipment Technology
Nashville Auto Diesel College
Gas and Diesel Systems Associate Diploma

Gean, Scotty (2014) Instructor, Industrial Electricity
Tennessee College of Applied Technology Crump
Electrician Diploma
TN – Limited Licensed Electrician

Gibbs, Derick (2018) Instructor, Welding Technology and Advanced Manufacturing Production Technology
(Dual Enrollment Only)
Tennessee College of Applied Technology Jackson
Combination Welder Diploma

Harris, Aubrey (2014) Instructor, Machine Tool Technology
Tennessee College of Applied Technology Jackson
Machinist I Diploma
Tool and Die Maker Diploma

Jenkins, Teena (2016) Instructor, Practical Nursing
A.S.N., Union University
Registered Nurse

Klinck, Keesha (2019) Interim Instructor, Administrative Office Technology
B. S., University of Memphis
Business Administration Management
A.A.S., Jackson State Community College

Business Administration

Love, Abbie (2020) Instructor, Health Information Management Technology
M.S., University of Tennessee Health Science Center-Memphis

Lusk, Sandra (2020) Instructor, Computer Information Systems and Computer Information Technology
B.S., Columbia Southern University
Information Technology

McComic, Greg (2020) Instructor, Advanced Manufacturing Production Technology (Dual Enrollment Only)
B.S., Southern Illinois

Nolan, Paul (2012) Instructor, Collision Repair Technology
A.S., Jackson State Community College
Tennessee College of Applied Technology Crump
Auto Body Repairer, Combination Diploma

Staggs, Jeffrey (2020) Instructor, Evening Industrial Maintenance/Industrial Electricity
A.A.S., Columbia State Community College
Hohenwald State Area Vocational School
Welding, Hydraulics & Pneumatics, Programmable Logic Controllers

Taylor, Jr., Lonzo (2018) – Instructor, Electrical & Plumbing Construction Technology
Tennessee College of Applied Technology Crump
Construction Electrician Diploma
TN-Limited License Electrician

Wyatt, Regina (1994) – Instructor, Computer Aided Design Technology and Digital Graphic Design Technology
A.A.S. Jackson State Community College
Tennessee College of Applied Technology Crump
Mechanical Drafter Diploma
ADDA Certified Drafter

Part-Time Faculty

Benson, Jamie (2020) Adjunct Instructor, Welding Technology, Wayne County Technology Center
Waterloo High School
High School Diploma

Kendall, Angel (2020) Adjunct Instructor, Health Information Management Technology
M.B.A, Freed-Hardeman University
Healthcare Administration
B.S., University of Tennessee at Martin
Interdisciplinary Studies

McKinnon, Anna (2016) Adjunct Instructor, Practical Nursing
B.S.N., University of North Alabama
A.A.S., Columbia State Community College

Registered Nurse

McCoy, Tyson (2020) Adjunct Instructor, Evening Welding Technology
Tennessee College of Applied Technology Crump
Welder Diploma

Morgan, Lyndsey, (2020) Adjunct Instructor, Practical Nursing
B.S., University of North Alabama
Elementary Education
A.A.S., Jackson State Community College
Registered Nurse

FINANCIAL AID HANDBOOK

The purpose of financial aid is to help students who, without such aid, would find it difficult or impossible to attend the College. The College adheres to a nationally established policy and philosophy of financial aid for education. The basis of this policy is that students and parents have the primary responsibility for financing an education. Students with questions may contact Tennessee College of Applied Technology - Crump's financial aid offices at the Crump Main Campus (731)632-3393 or via email to FINAID@Tennessee College of Applied Technology - Crump.edu .

Financial aid programs are intended to supplement the efforts of the student and/or the student's family to self-finance the desired program of training/education. To demonstrate financial need, students must file the Free Application for Federal Student Aid (FAFSA). The information reported on the FAFSA is used in a formula, established by the federal government, to calculate a student's Expected Family Contribution (EFC). The EFC is an amount of money the student and student's family are expected to pay toward the student's education. The EFC is used by the Financial Aid Office to determine a student's financial need.

Financial Aid Awards are calculated on an academic year basis. An academic year is for a 12-month period beginning each July 1 and ending each June 30. Renewal of financial aid is not automatic; students must file a new FAFSA each year.

All interested students are encouraged to apply for financial aid. To qualify, the individual must meet the eligibility requirements specified by the training program in which the student is enrolled. In general, a student is eligible for Federal and/or State aid if you meet the following requirements:

1. You are enrolled as a regular student in an eligible program.
2. You are a U.S. citizen/national or an eligible non-citizen.
3. You are making satisfactory academic progress in your course of study and meeting attendance standards.
4. You are not in default on a Federal Perkins/ National Direct Student Loan, Federal Family Education Loan, Federal Plus Loan, Federal Direct Student Loan, Income Contingent Loan or a Consolidation Loan, and you do not owe a refund or repayment on a Pell Grant, Supplemental Educational Opportunity Grant, Tennessee Student Assistance Award, Wilder-Naifeh Technical Skills Grant and/or a Byrd Scholarship or have documented satisfactory repayment arrangements if in default or owe a refund/repayment.
5. You are registered with the Selective Service if you are required to register.
6. Have not been convicted of any offense involving possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid, unless successfully completed an approved drug rehab program or completed the time of ineligibility.
7. Have a signed statement of educational purpose saying that the student will use the money only for expenses related to attending the College (usually collected on the FAFSA).

8. Have a high school diploma or equivalent or be able to benefit from education according to guidelines established by the Department of Education.
9. Complete a Free Application for Federal Student Aid (FAFSA) and the financial aid office must have received a valid record for the student from the U.S. Department of Education. Submit signed copies of all required documents to the financial aid office if selected for verification by the U.S. Department of Education and have a completed financial aid file, as verified by the financial aid office.

Applying for Assistance

General Procedures for applying

- Complete and submit the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) to determine eligibility for financial assistance. Students should complete the FASFA via the internet at **www.fafsa.ed.gov.** You will need to include our **Federal School Code #005357** on the FAFSA. If you do not have access to the Internet, you can call the US Department of Education at 1-800-433-3243 and request that a paper application be mailed to you; or you may come to the Student Services Office for access and assistance in completing application on-line.

- Be accepted for admission to Tennessee College of Applied Technology - Crump.

Application Deadlines

Students are encouraged to complete the FAFSA application as soon after **October 1st** as possible.

Pell Grant- The FAFSA must be received by the processor no earlier than October 1st and no later than June 30th of the following year. All required forms must be received by the Financial Aid Office by June 30th or your last day of enrollment, whichever comes first.

Tennessee Promise-Before November 1 for new applicants (Fall before the graduating high school senior graduates) and before **January 17** of each year after.

Tennessee Reconnect-Same deadlines as Wilder Naifeh Technical Skills Grant listed below.

Wilder Naifeh Technical Skills Grant- Students must have a processed FAFSA on or before the following deadline dates to be eligible for the award. Students whose applications are processed after the deadline date may be eligible for the WNTSG for subsequent terms.

Fall term deadline-November 1st /Spring term deadline – March 1st/Summer term deadline- July 1st

Tennessee Student Assistant Award- Due to funding limitations, the TSAA is awarded on a first-come, first-serve basis and is based on the FAFSA completion date. Therefore, students are encouraged to complete the FAFSA as early as possible. Prior-year recipients (renewals) will receive the award if they meet all eligibility requirements and complete the FAFSA on or before January 17. After January 17, remaining funds will be awarded to the neediest applicants who apply by January 17 based on the availability of funds. Awards are made until funds are depleted.

Additional Rules and Requirements for the Wilder-Naifeh Technical Skills Grant

Eligibility: To be eligible to receive funds from the Wilder-Naifeh Technical Skills Grant (WNTSG) a student must meet the following eligibility requirements in addition to those listed above.

- Must be a Tennessee resident for one year prior to the application deadline date. State residency is determined using TBR Rule 02402-2 https://publications.tnsosfiles.com/rules/0240/0240.htm

- Must not be incarcerated

- Must meet the enrollment requirements for both the school and the program (Do not have to have a high school diploma or GED if not required for enrollment in the school or program. Also, a student that possesses a bachelor's degree or higher may be eligible for the WNTSG)

- Must be enrolled in a program leading to a certificate or diploma. Continuing education and supplemental certificate programs are not eligible.
- Must never have completed a previous certificate or diploma program with Wilder-Naifeh Technical Skills Grant funding or had a break in enrollment while receiving the Wilder-Naifeh Technical Skills Grant.

Note: Students may enroll as full-time or part-time. There is no income limit for eligibility. Students may receive the WNTSG for all coursework required for completion of the certificate or diploma.

Calculation of WNTSG Award: The maximum WNTSG award may vary from year to year. This amount is subject to availability of funds from the Tennessee Education Lottery Scholarship program. The WNTSG funds will be paid each term in the academic year. The amount of the award will be prorated based on the number of scheduled hours for each term. The amount of the award will be rounded to the nearest whole dollar.

Receipt of student financial aid from other sources will not reduce the WNTSG award if the student's total aid does not exceed the total cost of attendance. If a student's total aid exceeds the cost of attendance, the school shall, to the extent it does not violate applicable federal regulations, reduce the excess by reducing the student's WNTSG.

Retention of WNTSG Award: To continue to be eligible for WNTSG funds a student must meet the following requirements:
- Continue to meet all eligibility requirements as stated above
- Reapply each year using the FAFSA by the application deadline date
- Maintain continuous enrollment (unless a leave of absence or military mobilization leave is granted for the WNTSG)
- Maintain enrollment status during the term (unless a change in status is granted)
- Maintain satisfactory progress according to standards used for financial aid purposes. Students must meet grade and attendance requirements as well as the 133.33% timeframe requirement.

Note: Once the student becomes ineligible for WNTSG for any reason, the student shall not be eligible to regain the WNTSG.

Types of Financial Aid

Federal Pell Grant

A Federal Pell Grant is an award to help undergraduates pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's or professional degree. The amount of Pell Grant received is calculated based on the student's expected family contribution.

Federal Supplemental Educational Opportunity Grant (FSEOG)

A Federal Supplemental Opportunity Grant is for undergraduates with exceptional financial need, as determined by the College. Priority is given to Federal Pell Grant recipients with a zero EFC who have the lowest income on the FAFSA. The amount of the FSEOG award is $200.00 per pay period for full-time students. Students with a 4-year degree are not eligible.

Federal Work-Study Program (FWS)

The FWS program provides part-time jobs for students who have financial need. Students will generally work on-campus after class in staff support jobs. Funds and job availability are limited.

Tennessee College of Applied Technology - Reconnect Scholarship

Tennessee resident. Have a FAFSA dependency status of "independent."   Enroll full-time at a Tennessee College of Applied Technology (Tennessee College of Applied Technology -). Be in pursuit of a certificate or diploma. Maintain continuous enrollment and satisfactory academic progress.

Tennessee Promise Scholarship

Tennessee resident/U.S. citizen/eligible non-citizen/students who graduate from an eligible high School, homeschool, or earn a GED/HISET (prior to 19th birthday) can receive an award at an eligible postsecondary institution toward tuition and mandatory fees after all other gift aid has been first applied. Students must attend mandatory meetings and participate in a mentoring program. College students must attend full-time, continue to participate in the mentoring program, and perform 8 hours of community service prior to each term the award is received.

Tennessee Student Assistance Award (TSAA)

The Tennessee Student Assistance Award is a state grant program that awards students based on the cost of tuition and the need of the student.

Wilder-Naifeh Technical Skills Grant (WNTSG)

The Wilder-Naifeh Technical Skills Grant is a part of the Tennessee Education Lottery Scholarship Program. The WNTSG is a grant that is available only to Tennessee residents that attend a Tennessee College of Applied Technology.

Appeals Process and Guidelines

Appeal and Exception Process for Wilder-Naifeh Technical Skills Grant: The Institutional Review Panel (IRP) is established for the purpose of hearing appeals from decisions denying or revoking an applicant's WNTSG award. The following items can be appealed to the IRP:

1. Denial of a Change in Status request
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 members will be designated by the school President and may be composed of, but not limited to, the following: two faculty members, one student, one administrator and one support staff. An alternate will be designated for an IRP member who is personally involved in a case or is otherwise unable to attend. No school official rendering a decision to deny or revoke a WNTSG 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 with or without a hearing and shall decide no later than the end of the term 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 exigent circumstances.

Appeals of IRP Decisions: A student seeking an appeal of a decision rendered by the IRP shall submit a request in writing 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. The submission should be sent to:

> Tennessee Student Assistance Corporation
> TELS Award Panel
> 404 James Robertson Parkway
> Suite 1510
> Nashville, Tennessee 37243

Benefit Programs

Tennessee College of Applied Technology - Crump is approved to provide training to students who have been determined eligible for the following benefit programs: Veterans Administration programs, Veteran Readiness and

Employment Benefits, the Workforce Investment Act (WIA) WIOA program, and others. Eligibility determination must be established by agencies outside the College. Eligible students are normally referred to the College by the appropriate program agency.

Veterans Assistance
This program assists eligible veterans and dependents of veterans by providing educational benefits through the Veterans Administration. Appropriate forms to be completed should be obtained from the Financial Aid Office/VA Certifying Official prior to enrollment. Veterans must submit transcripts/certificates of previous education/training from Colleges, technical or vocational schools, military, etc., to apply for benefits. Upon enrollment, veterans should present their DD214 form and/or their Notice of Eligibility, to the Financial Aid Office where paperwork will be processed and forwarded to the Veterans Administration. Veterans will receive their benefit checks directly from the Veterans Administration approximately six to eight weeks from their enrollment date.

If you are receiving benefits based on your status as a service person, veteran, or reservist you must verify your enrollment at the end of each month to receive benefits. Benefits are paid after each month of school is completed. Verification can be done beginning the last day of the month by using the Web Automated Verification of Enrollment (WAVE) at https://www.gibill.va.gov/wave or by calling toll free at 1-877-823-2378 and using your touch tone phone. Both systems are available 7 days a week, 24 hours a day. If you are receiving VEAP or dependents Educational Assistance (Chapter 35), benefits are sent automatically at the end of each month.

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 the 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 7 days before 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 T.C.A. §49-7-104.

Veterans Benefits and Transition Act of 2018
Public Law 115-407

The Tennessee College of Applied Technology - adheres to Public Law 115-407 and does not have any active policies inconsistent with section 103 of the law. The college ensures efficient processing of benefits and successful transition for our veterans and family members in the following ways:

1. Upon submission of a Certificate of Eligibility (COE) or VA Form 28-1905, Student Services staff process a student's certification.
2. Students receiving VA educational benefits or VA Veteran Readiness and Employment Benefits as well as financial aid are permitted to purchase necessary books and supplies prior to aid receipt.
3. In the event a student is eligible and certified for payment, but DVA's payment is significantly delayed, Accounts Receivable will remove a balance due hold to allow registration for subsequent semesters.
4. No penalty is imposed on a student whose disbursement of benefits is delayed.

Vocational Rehabilitation Department of Human Services
The Tennessee Department of Vocational Rehabilitation provides funds for students who are physically or mentally impaired and can demonstrate that they may benefit from training. Eligibility should be established prior to enrollment.

Workforce Investment Act (WIOA)
Eligible students may receive federal assistance for books and supplies, transportation, and day care services. Students should be assessed and certified by the WIOA office prior to their enrollment.

Financial Aid Disbursement

In keeping with federal grant regulations, Tennessee College of Applied Technology - Crump pays federal grant funds in increments called payment periods. Payment periods are defined by regulation and are determined by your program length and academic year. Tennessee College of Applied Technology - Crump will apply a portion of each payment period's grant funds to pay estimated direct school costs (tuition/fees/books) for the payment period. If there are funds remaining after those costs are paid, you will receive a residual check for the unused portion, which can be used to pay indirect school costs. Since tuition/fee costs are assessed by academic term (trimester) and payment periods may span more than one academic term, tuition/fee costs are estimated on the front-end. Grant funds will be credited to a student's account or disbursed by check to the student approximately one month after the beginning of the term for students who enroll at the beginning of the term. For students who enroll later in the term, residual checks will be disbursed no later than the end of the term. Students will have their residual check mailed to their address on file in the student information management system, BANNER. Students are encouraged to keep their address current in the MyTennessee College of Applied Technology - Student Portal.

All disbursements represent payment made in advance of training. Students must successfully complete the hours and weeks in the payment period before they can receive disbursement for subsequent payment periods. In addition, if you withdraw before completing the hours you have been paid for you are at risk for overpayment with the Department of Education and may owe money to the school.

Satisfactory Progress for Financial Aid

A.   To make satisfactory progress a student must:

   1.   Complete 67% of cumulative scheduled hours (pace of completion). All periods of enrollment for a student's program will be included in determining the cumulative scheduled hours used for SAP, regardless of receipt of Title IV aid for the prior enrollments.

   2.   Must maintain a minimum cumulative passing grade of "C" or higher if specified by the program and as published by the institution. (34 CFR §668.34.)

B.   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 appeal process for financial aid satisfactory progress. To reestablish financial aid, a student must make satisfactory academic progress at the next evaluation date.

C.   Remedial Courses – Any courses considered 'remedial' are included in the student's normal program of study and are included in the students SAP calculation.

D.   Program Changes - Changes in program will not affect SAP because a student will then have a new program length and new payment periods.

E.   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. A student that receives transfer credit will have a maximum timeframe calculated based on the reduced program length. Transfer credits are not included in the GPA calculation nor the cumulative hours of completion.

F. Repeats

   Program Repeats – 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.

   Course Repeats - The repeated course grade will be counted along with the previously assigned grade. Repeated course hours will count toward total cumulative hours (pace of progression).

G. Withdrawals In scenarios where students withdraw from courses, course withdrawals (W grades) are not included in the GPA calculation but are considered a noncompletion of attempted coursework. Therefore, attempted hours for a withdrawal are factored into the student's PACE of completion. The following process is followed in relation to the treatment of payment periods and repeat courses upon a student's return to the institution within the same program:

   Reentry within 180 days – Reentry within 180 days – A student who withdraws from a clock hour or credit hour non-term program and reenters within 180 days is considered to remain in the same payment period when they return and, subject to conditions imposed by ED, is eligible to receive FSA funds for which they were eligible prior to withdrawal, including funds that were returned under R2T4 rules. The repeated course grade will be counted along with the previously assigned grade. Repeated course hours will count toward total cumulative hours (PACE of completion).

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

      1. A student who withdraws and then reenters the same program at the same institution after 180 days: the repeated course grade will be counted along with the previously assigned grade. Repeated course hours will count toward total cumulative hours (pace of completion), or

      2. 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. The student establishes a new maximum timeframe based on the new program length. Hours and grades from the previous program are not included when evaluating SAP for the new program.

    Note: SAP Must be evaluated at the point of reentry regardless of the length of time between enrollments. If the student's previous hours + the number of hours required to complete the program is greater than the maximum number of hours, then the student is not eligible for Title IV aid. For example – A student enrolls in Welding (1296-hour program) and completes 700 hours. Student returns 2 years later. Instructor requires student to retake entire program. Student could not complete the program in 150% (1944 hours) as 1296 + 700 = 1996 hours. Therefore, this student would not be eligible for Title IV aid upon re-entry.

H. Incompletes An incomplete "I" grade is not utilized at the TCAT. The TCAT issues a grade of CONT. CONT is awarded when a student completes clock hours within a term for a course but is not able to complete all clock hours for a specific course. This grade simply denotes that the student is continuing the course into the next trimester, and the remaining clock hours for the course will be included in the overall clock hours for the next trimester. The CONT does not mean the student did not complete the scheduled hours in the trimester, only that all hours were not completed for a course. The CONT grade is not included in the GPA calculation. Once a course is completed and a grade entered, that grade is factored into a student's GPA. The attended hours associated with a CONT grade are factored into a student's PACE of completion.

I.	Maximum Time Frame (this is for maximum timeframe only, cannot pay more than 100% of student's program length). Students may continue to receive State Aid at the pace of 67% or greater until they have been enrolled 150% of their scheduled hours.

> 1. A student may receive aid while enrolled in this program, up to the point you determine the student cannot complete the program within 150% (our maximum timeframe for SAP). The student fails SAP for maximum timeframe at the evaluation point where they can no longer graduate within the maximum timeframe - not at the point where they actually hit the number of hours or weeks that make up the maximum timeframe (this point is actually earlier than the actual maximum timeframe).

> 2. If the student's previous hours + the number of hours required to complete the program is greater than the maximum number of hours, then the student is not eligible for Title IV aid. For example – A student enrolls in Welding (1296-hour program) and completes 700 hours. The student returns two (2) years later, and the instructor requires the student to retake the entire program. The student could not complete the program in 150% (1944 hours) as 1296 +700 = 1996 hours. Therefore, this student would not be eligible for Title IV aid upon re-entry.

J..	Notification

Students will be notified of any evaluations that impact eligibility of Title IV aid.

Note: Students receiving the Tennessee State Aid may not appeal unsatisfactory progress.

Leave of Absence (LOA)

A student may request a leave of absence (LOA) to continue eligibility for Wilder-Naifeh Technical Skills Grant. An LOA may be approved for documented medical or personal reasons, such as serious extended illness of the student, serious or 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 for 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/TNPromise/TNReconnect. This may cause other awards to be recalculated and a Return of Title IV funds calculation must be done. A leave of absence will normally not be granted for less than 9.7% 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, or Armed Forces Reserves receiving a Wilder-Naifeh Technical Skills Grant/TN Reconnect 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 eligibility negatively impacted. A student whose spouse, child, or parent is mobilized for active duty may also request a personal leave of absence. The student must provide the Student Services Office a copy of their military orders and complete a Leave of Absence request form.

The hours attempted during the term will not be taken into consideration for purposes of satisfactory progress for determining future eligibility. The student's Wilder-Naifeh Technical Skills Grant/TN Reconnect eligibility will resume as if no break in enrollment has occurred if the student re-enrolls within one year following their return from the mobilization.

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

Exceptions to Satisfactory Progress Financial Aid Eligibility Requirements

 Students who have been determined to have lost Pell Grant eligibility for lack of satisfactory progress due to extenuating circumstances beyond their control may request an exception to the eligibility standards in appropriate cases. The student must provide adequate documentation to support the existence of sufficiently extenuating circumstances before any adjustments are considered by the financial aid committee.

Extenuating circumstances include, but are not limited to the following:

- Divorce or separation of student, spouse, or parent
- Death of a spouse or parent

The decision by Tennessee College of Applied Technology - Crump regarding special circumstances is final and cannot be appealed. Financial Aid forms to document special circumstances may be obtained in the Financial Aid Office.

Refunds and Financial Aid

Financial aid is used first for direct education costs, tuition, and fees. Therefore, if a student withdraws and is scheduled to receive a refund of fees, all or part of this refund will be used to reimburse the financial aid programs from which the student received funds. Any student receiving financial aid will not receive a cash refund until all financial aid funds disbursed have been applied back to the respective accounts from which they were issued.

Return of Title IV Funds

Return of Title IV Funds calculations apply for any student who:
- Withdraws before the point when 60% of the hours for the payment period are scheduled to be completed. A pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.
- Received or could have received a disbursement of Title IV Funds (Pell Grants or SEOG)

If both above conditions apply to the student, the institution will perform a Return of Title IV funds calculation in addition to the TBR Refund of Maintenance Fee and Technology Fee calculation.

A Return of Title IV calculation is not required if student received or was eligible to receive only FWS or State Grants. FWS funds are not included in a Return of Title IV calculation. For Return of Title IV and Maintenance Fee, the scheduled hours must be based on students last day of attendance.

As an attendance taking school, faculty members regularly enter attendance data. The withdrawal date for a student is determined according to the last day a student is marked as attending for the payment period. For official withdrawals, the last date of attendance is also used but students also complete an Exit process with the institution that is verified by faculty members.

Return of Title IV Funds Calculation
1. Determine Amount of Title IV Aid Disbursed or that Could Have Been Disbursed for the Payment
2. Determine the Percentage of Title IV Aid Earned by the Student
    a. Note: Round to three decimal places when calculating percentages. Example: .4486 would be .449 or 44.9%
    b. Divide the clock hours scheduled to have been completed as of the last day of attendance (withdrawal date) in the payment period by the total clock hours in the payment period.
        i. If this percentage is greater than 60%, the student has earned 100% of the Title IV aid, proceed to Step 3. (.6001 would be considered as greater than 60% even though when rounding the percent would be 60.0%, however, .5999 would be less than 60%).
        ii. If this percentage is less than or equal to 60%, proceed to Step 3.
3. Determine the Amount of Title IV Aid Earned
    a. Multiply the Percentage of Title IV Aid Earned from Step 2 times the total Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period from Step 1.
4. Determine the Amount of Title IV Aid to be Disbursed or Returned
    a. Compare the amount of Title IV aid earned to the amount of Title IV aid that was disbursed for the payment period.
        i. If the amount of Title IV aid earned is less than the amount of Title IV aid disbursed, the difference must be returned to the Title IV programs.
        ii. If the amount of Title IV Aid earned is greater than the amount of Title IV aid disbursed, the difference must be offered to the student as a post-withdrawal disbursement.
5. Determine the Amount of Title IV Aid to be Returned by the School
    a. Multiply the institutional charges for the payment period times the percentage of aid unearned (100% - % from Step 3). The school is responsible to return the lesser of the amount determined in Step 4 or Step 5.
        i. Note: Tuition and Fees are always considered Institutional charges no matter how they were paid.
6. Return of Funds by the School
    a. The school must return the unearned aid for which it is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.
        1. Pell Grant
        2. Federal Supplemental Education Opportunity Grant
        3. Iraq Afghanistan Service Grant
    b. The college does not participate in the FFEL GRAD/PLUS Loan or the Federal Direct Stafford Loan programs; therefore, they have been omitted from the above list.
2. Determine the Initial Amount of Title IV Aid to be Returned by the Student
    a. Subtract the amount of Title IV aid due from the school from the amount of Title IV aid to be returned. (Amount from Step 5 minus amount from Step 4).
3. Determine the Amount of Title IV Grant Funds to be Returned by the Student
    a. Amount of Title IV Grant protection: Multiply the total Title IV grant aid that was disbursed or could have been disbursed for the period of enrollment by 50%.
    b. Title IV Grant funds for student to return: Subtract the protected amount of Title IV grants from the initial amount of Title IV grants for the student to return.
        i. The grant funds returned by the student are applied to the following sources, in order, up to the total amount disbursed from that grant program, after subtracting the amount the school will return.
            1. Pell Grant
            2. Federal Supplemental Education Opportunity Grant
3. Iraq Afghanistan Service Grant

Student Repayment of Title IV Funds to the Dept. of Education

Within 45 days of notice, the student must make full payment of the amount owed back to the federal government because of over payment or returns due to withdrawal or dismissal from the College. During this initial 45 days, the student must make payment to the school. If the student does not make payment in the full during the 45-day period, the student will lose eligibility for additional Title IV funds at any school.

After the 45-day period, the Tennessee College of Applied Technology – Crump will report the amount owed to the Department of Education and the student will be required to make payment arrangements with the Department of Education before being eligible to receive future Title IV assistance at any school.

Note that the student is not responsible for returning funds to any grant program to which the student owes $50.00 or less.

Applying the Return of Title IV Funds Policy and TBR Refund of Maintenance and Technology Access Fee Policy

In most instances when a student has charged their maintenance and technology access fees to their Pell grant and withdraws prior to completing 60% of their scheduled hours for the payment period, the student will owe payment to the school. This will occur when the TBR policy determines that the school has earned a larger percentage of the fees than the Return of Title IV Funds calculation.

In these instances, the school will require payment of the difference from the student. A "HOLD" will be placed on the student's account until full payment is made to the school. The student will not be allowed to apply for re-admission, register for class, or receive official copies of transcripts until the outstanding balance on their account is paid.

Student Rights and Responsibilities

Student Rights. Students have the right to find out from the College the following:

>   (a) What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs. Students also have the right to know how the College selects financial aid recipients.
>   (b) What the procedures and deadlines are for submitting applications for each available financial aid program.
>   (c) How the College determined financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal and miscellaneous expenses are considered in the cost of education. It also includes the resources considered in calculating need (such as parental contribution, other financial aid, and assets). Students also have the right to know how much financial need has been met and how and when aid will be received.
>   (d) How the College determines each type and amount of assistance in the financial aid package.
>   (e) How the College determines whether students are making satisfactory academic progress, and what happens if not. Whether students continue to receive federal financial aid depends, in part, on whether satisfactory progress is being made.
>   (f)   If a federal work-study job is offered, what kind of job it is, what hours must be worked, what the duties will be, what the rate of pay will be, and how and when payment will be made.
>   (g) Who the College's financial aid personnel are, where the office is located, how to contact the office for information.
>   (h) Students have the right to know the College's refund policy.

Students Responsibilities:
>   (a) Review and consider all information about the College's programs before enrolling.
>   (b) Pay special attention to the application for student financial aid, complete it accurately and submit it on time to the financial aid office.
>   (c) Know and comply with any deadlines for applying or reapplying for aid.
>   (d) Provide all additional documentation, verification, corrections, and/or new information requested.

(e) Notify the College of changes including name, address, telephone number, or e-mail address.
(f) Read, understand, and keep copies of all forms requiring a signature.
(g) Repay any overpayment discovered.

TENNESSEE BOARD OF REGENTS POLICIES (TBR) AND GUIDELINES FOR Tennessee ~~College of Applied Technology 'S~~

Select Tennessee Board of Regents policies are located here for convenience; however, a complete listing of policies and guidelines may be found at http://www.tbr.edu/policies/default.aspx?id=1166 .

Instructional Projects: TBR Guideline Tennessee College of Applied Technology - 010
https://policies.tbr.edu/guidelines/instructional-projects-colleges-applied-technology

See also: Tennessee College of Applied Technology - -D Policy: SS-103

Procedures for Grievances by Students: TBR Guideline Tennessee College of Applied Technology - 023
https://policies.tbr.edu/guidelines/uniform-procedures-grievances-students-tcats

See also: Tennessee College of Applied Technology - -D Policy AA-115

Academic Retention and Readmission at the Tennessee Colleges of Applied Technology: TBR Policy 2:03:01:05 https://policies.tbr.edu/policies/academic-retention-and-readmission-tennessee-colleges-applied-technology

See also: Tennessee College of Applied Technology - -D Policy AA-103

General Policy on Student Conduct & Disciplinary Sanctions: TBR Policy 3:02:00:01
https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions

See also: Tennessee College of Applied Technology - - D Policy SS-120

Student Due Process Procedure: TBR Policy 3:02:01:00 https://policies.tbr.edu/policies/student-due-process-procedure

The purpose of this policy is to establish student due process procedures for Tennessee Board of Regents

See also: Tennessee College of Applied Technology - -D Policy AA-104

Sex Discrimination and Sexual Harassment: TBR Policy 6:02:00:00

It is the intent of the Tennessee Board of Regents that the institutions under its jurisdiction shall fully comply with Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act and Regulations issued pursuant thereto (45 C.F.R. Parts 83 and 86). This policy and procedure is adopted by the Board to assist the institutions in such compliance. (https://policies.tbr.edu/policies/sexual-discriminationharassmentmisconduct

See also: TBR Policies 6:01:00:00 & 6:03:00:00 (recited above in this Handbook).
                  TBR Guideline P-080, Complaint & Investigation Procedure.
https://policies.tbr.edu/guidelines/discrimination-harassment-complaint-investigation-procedure

Tennessee College of Applied Technology - -D Policy AA-108

Freedom of Speech and Expression: TBR Policy 1:03:02:60 https://policies.tbr.edu/policies/freedom-speech-and-expression

This policy reflects the commitment of the Board of Regents and the institutions it governs to freedom of speech and expression for all students and all faculty.

Fees and Refunds: TBR Guideline Tennessee College of Applied Technology - -080 https://policies.tbr.edu/guidelines/fees-and-refunds

This guideline compliments and implements provisions of Guideline B-060 (Fees, Charges and Refunds), relative to the Tennessee College of Applied Technology - s. All provisions of B-060 shall otherwise remain in effect for the Tennessee College of Applied Technology - s. The purpose of this Guideline is to ensure uniform administration of fees and refunds at the Tennessee College of Applied Technology - s, and to establish related procedures between the Tennessee College of Applied Technology - s and Lead Institutions.

Student Scholarships, Grants, Loans & Financial Aid Programs: TBR Policy 3:04:01:01 https://policies.tbr.edu/policies/student-scholarships-grants-loans-financial-aid-programs-tennessee-colleges-applied

This policy covers the establishment of and participation in student scholarship and financial aid programs by Tennessee Colleges of Applied Technology.

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