

## **Student Handbook/Catalog**

**2020 – 2021**

**Main Campus**  
**550 Alabama Avenue**  
**Memphis, TN 38105**  
Phone (901) 543-6100  
Fax (901) 543-6197

**Aviation Campus**  
**3435 Tchulahoma Road**  
**Memphis, TN 38105**  
Phone (901) 543-6180  
Fax (901) 543-6183

**Bartlett High School**  
**5688 Woodlawn Street**  
**Bartlett, TN 38134**  
Phone (901) 373-2620  
Fax (901) 388-3881

Web Page: [www.tcatmemphis.edu](http://www.tcatmemphis.edu)

Roland Rayner, President

Published August 24, 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requirements in effect at the time of publication but provides no guarantee that offerings will not be changed or rescinded.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 Tennessee College of Applied Technology-Memphis 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.tcatmemphis.edu](http://www.tcatmemphis.edu)

A copy of Tennessee College of Applied Technology - Memphis'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-Memphis 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: [www.tcatmemphis.edu](http://www.tcatmemphis.edu)

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## **GOVERNANCE, ACCREDITATION, and APPROVALS**

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### **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-Memphis 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-Memphis 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](http://www.Council.org)

### **Veteran Training**

The Tennessee College of Applied Technology-Memphis 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**

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

The Practical Nursing, and Cosmetology programs of The Tennessee College of Applied Technology-Memphis are approved by the following boards respectively:

Tennessee Board of Nursing  
Department of Health  
665 Mainstream Drive, 2<sup>nd</sup> Floor  
Nashville, TN 37423

Tennessee Board of Barbering and Cosmetology  
Department of Commerce and Insurance  
500 James Robertson Parkway  
Nashville, TN 37243

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-Memphis 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-Memphis 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-Memphis 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-Memphis 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-Memphis 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-Memphis 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 Office of Civil Rights. Further information can be found at the following links:

<https://policies.tbr.edu/guidelines/discrimination-harassment-complaint-investigation-procedure>

Title VI (<https://www.tbr.edu>) and on the Tennessee College of Applied Technology - Memphis website at ([www.tcatmemphis.edu](http://www.tcatmemphis.edu))

The Tennessee College of Applied Technology-Memphis 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 -Memphis 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-Memphis 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-Memphis will promptly investigate to determine what occurred and then take appropriate steps to resolve the situation. Tennessee College of Applied Technology-Memphis'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-Memphis website at [www.tcatmemphis.edu](http://www.tcatmemphis.edu). Inquiries or complaints concerning Title VI may be reported to the College's Title VI coordinator:

Gwen Sutton  
Title VI Coordinator  
550 Alabama Avenue  
Memphis, TN 38105  
(901) 543-6137

Or the Office for Civil Rights:

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

Title IX <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

Title IX prohibits sex discrimination against students and employees of educational institutions. Sexual harassment and sexual misconduct (including sexual assault, stalking, domestic violence, and dating violence) are forms of sex discrimination and are prohibited by Title IX. Tennessee College of Applied Technology-Memphis are committed to the elimination of any and all sex discrimination, sexual harassment, and sexual misconduct on their campuses and in their education programs and activities.

Inquiries or complaints concerning Title IX may be reported to the College's Title IX coordinator 24/7 in person, by phone, and/or email at: [Gwen.Sutton@tcatmemphis.edu](mailto:Gwen.Sutton@tcatmemphis.edu)

Title IX Coordinator  
Gwen Sutton  
550 Alabama Avenue  
Memphis, TN 38105  
(901) 543-6137

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-Memphis 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 -Memphis 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 - Memphis Title IX Coordinator, or Student Services Coordinator.

### **Disabled Students**

Tennessee College of Applied Technology-Memphis 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 Coordinator of Student Service 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-Memphis 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 Joyce Hudson. The form along with medical documentation of the qualifying disability, must be submitted to initiate the interactive process.

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# ACADEMIC CALENDAR

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The Tennessee College of Applied Technology-Memphis 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-Memphis 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.

	<b>2020</b>		
Summer Break	August 27-31, 2020	President's Day	February 15, 2021
Labor Day	September 7, 2020	Faculty/Staff In-service (no classes)	March 8-12, 2021
Fall Classes Begin	September 1, 2020	Spring Break	March 8-12, 2021
Thanksgiving Break	November 25-27, 2020	Good Friday	April 2, 2021
Classes End	December 16, 2020	Class End	April 23, 2021
Winter Break	December 17, 2020	Summer Classes Begin	May 3, 2021
		Memorial Day	May 31, 2021
		Summer Break	June 24, 2021-July 7, 2021
	<b>2021</b>	Independence Day	July 4, 2021
New Year's Day	January 1, 2021	Classes End	August 26, 2021
Spring Classes Begin	January 4, 2021	Fall Break	August 27-31, 2021
Martin Luther King Day	January 18, 2021	Fall Classes Begin	September 1, 2021
		Thanksgiving Break	November 24-26
		Winter Break	December 20-31

## HISTORY

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**GENERAL INFORMATION** History Established as a statewide system by the enactment of the Tennessee Legislature during the 1963 General Assembly, Tennessee College of Applied Technology (Tennessee College of Applied Technology - )-Memphis operates under the direction of the Tennessee Board of Regents. The first vocational programs opened at the Tech High School in 1963. Later with the addition of more programs, both Tech and Humes High Schools served as sites for post-secondary classes after regular high school hours. In June 1964, these programs, along with other vocational programs, were moved to the 591 Washington campus from which the first class graduated in June 1964. Two additional buildings were utilized-the Law Street Building at Washington and Law streets and the old Board of Education building at 317 Poplar Avenue. Classes operated by the Manpower Development Training Act were taught side by side on campus. The school moved to a 14-acre campus at 620 Mosby Avenue in July 1968. A 42,000-square foot addition, housing 11 new programs and increasing the existing facilities by approximately one-third, was opened in 1977. The main offices of the campus moved to 550 Alabama Avenue in February 1992. The Aviation Campus opened in 1970 on a four-acre site at Memphis International Airport. The new Aviation Campus opened in March 1997. The new 47,647 sq. ft., training facility is located on five acres of land. The Aircraft Mechanics Program was initially certified by the Federal Aviation Administration (FAA) on October 13, 1969. It was located at the Memphis International Airport in a 26,000-square foot facility on Winchester Road. Due to airport expansion, the school was moved to a temporary location at 4225 Airways Boulevard. The school has graduated thousands of certified airframe and power plant mechanics who are presently employed in the aviation industry at such places as Federal Express and Northwest Airlink. The Avionics Program was initiated at the Aviation Campus on January 1, 2003. In July 2007, the state granted Tennessee College of Applied Technology-Memphis 1.2 million dollars to purchase equipment for the school. Anticipating high demand for post-secondary education in 2010 and 2011, Tennessee College of Applied Technology - - MEMPHIS acquired approximately four-acres of land on the northeast corner of Alabama Avenue to address capacity issues. An Assistant Animal Laboratory Technology program was initiated in March of 2007. It is one of three of its kind in the nation. Tennessee College of Applied Technology - - MEMPHIS developed a Foundation in 2002 to assist with project funding for the school. Since the inception of the Foundation there have been tremendous strides and the funds today exceed \$1.2 million. The college is continuing its effort to increase capacity to address the growing needs of students and the training needs of local businesses and industry. The college recently received 16.9 million dollars in state and private sources to build a new instructional training center in Bartlett, Tennessee. The new facility will house seven programs and enroll up to two hundred additional students annually. The college also received approximately 6 million dollars to renovate existing training space and construct a new building that will hold diesel mechanics, automotive technology, and a welding program. Tennessee College of Applied Technology - Memphis also enhances training capacity by working with local high schools to enroll over 600 dual enrollment students at various high schools throughout Shelby County. In 2013 Tennessee Technology Center – Memphis' name was changed to Tennessee College of Applied Technology Memphis (Tennessee College of Applied Technology - M). The college operates under the direction of the Tennessee Board of Regents. The policy and guideline manuals of the Tennessee Board of Regents are the guiding instruments for the operating policies and procedures of the college.

### **President**

Roland Rayner

## GENERAL INFORMATION

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### What is a Tennessee College of Applied Technology?

A Tennessee College of Applied Technology-Memphis 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-Memphis 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-Memphis Purpose

The purpose of Tennessee College of Applied Technology-Memphis 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. Full-Time Preparatory programs 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. Part-Time Preparatory programs 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. Supplemental programs 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. Special Industry and Public Service 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

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The Tennessee Board of Regents establishes the admission requirements for age, status, counseling, and testing. Tennessee College of Applied Technology-Memphis 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.tcatmemphis.edu](http://www.tcatmemphis.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-Memphis 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-Memphis. 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-Memphis 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-Memphis, 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-Memphis. 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:

<b>Cosmetology/Barbering</b>	10 H.S. Credits or GED score of 450 or a passing HiSET score. Provide official H.S or GED or HiSET transcript prior to enrollment.
<b>Dental Assisting</b>	H.S. Diploma, GED or HiSET; Information Session; Passing score on Achievement Test; Satisfactory Physical with all required immunizations; Three References.
<b>Practical Nursing</b>	H.S. Diploma, GED or HiSET; Information Session; Passing score on Achievement Test; Three References. Clinical sites will require a Satisfactory Physical with all required immunizations; Pass Drug Screen; and background check. Costs for clinical site requirements are the responsibility of the student.
<b>Pharmacy Technology</b>	H.S. Diploma, GED or HiSET. Clinical sites will require a Satisfactory Physical with all required immunizations; Pass Drug Screen; and background check. 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, Animal Lab, Pharmacy Technology and Dental Assisting programs. Minimum scores of 70 in both the reading and math sections are required for admission to Practical Nursing. HESI scores are considered valid for a maximum of two years. The test may be taken twice each trimester. A fee is required to take the HESI exam. Please contact the Nursing or Student Services Departments 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 reading for information 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 comprehensive 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.

## 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-Memphis 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-Memphis. 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-Memphis.

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-Memphis 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 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.
  - 2. Assessment of the likelihood that the readmitted student may succeed in pursuing their training objective.

## 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-Memphis and who plan to return to College, will have their tuition assessed as per TBR policy B-60.

## Re-admission 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.
- 2. Assessment of the likelihood that the re-admitted student may succeed in pursuing his/her training objective.

Disciplinary action for student conduct code violations will be processed separately as provided in the Tennessee College of Applied Technology-Memphis Student Disciplinary Code(3:02:00.01) and the TBR Policy on student discipline <https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions>.

## Re-admission for Nursing Students

Any Tennessee College of Applied Technology-Memphis 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 and pass a readmission exam. A student out greater than one year must re-start the program. HESI scores are considered valid for two years. Student will repeat the trimester in which dismissal occurred. A student may challenge the Nurse Aide Examination through Diversified Technologies after completion of required hours.

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 restart the nursing program and be given consideration for readmission. Transfer credit for this admission will not be considered.

## Transfer from another Nursing Program

An individual desiring to transfer or request advance placement from another nursing program or a Tennessee College of Applied Technology - must follow the regular admission procedure. Admission to the program will be on a space available basis. Student must apply within one year of leaving the last program. The applicant must complete at least two trimesters in the Tennessee College of Technology Memphis PN Program.

The school reserves the right to serve students within its service area first. Individuals requesting transfer from another nursing program must also submit the following:

- \* High school transcript or HSE and Transcripts from previous education institutions.
- \* Complete PN application with current immunizations
- \* Complete admission exam

## All exams are at the applicant's expense

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
- Satisfactory criminal background screening
- Up-to-date physical within six months
- Up-to-date immunizations.

## TUITION & FEES

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### 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 (Tuition)	\$1229.00
Technology Fee	\$ 73.00
Student Activity Fee	<u>10.00</u>
	\$1312.00 (Tuition and Fees total)

1. **Full-time Programs** – All full-time students enrolling for 341 - 432 hours, whether residents or non-residents of Tennessee, shall pay the current maximum maintenance fee as approved by the Tennessee Board of Regents. Students enrolling or completing between term beginning and ending dates will pay a prorated fee for that term based upon the fee schedule.
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-Memphis will negotiate with each school district the appropriate fee for their students enrolling at the Tennessee College of Applied Technology-Memphis.)
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 \$50 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 and. 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-Memphis 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-Memphis. 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-Memphis 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-Memphis Business Office and are mailed to the student from the Tennessee Board of Regents Service Center.

## **GRADING & PROGRESS POLICIES**

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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

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. Communication
4. Creativity
5. Dependability
6. Productivity
7. Organizational Skills
8. Problem Solving
9. Teamwork
10. Work Ethic

- |               |                  |
|---------------|------------------|
| 3. Teamwork   | 8. Communication |
| 4. Appearance | 9. Cooperation   |
| 5. Attitude   | 10. Respect      |

The Tennessee College of Applied Technology-Memphis 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**

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### **Student Files**

A permanent file is maintained on each current and former student who has enrolled in Tennessee College of Applied Technology-Memphis. 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.

The Tennessee College of Applied Technology-Memphis 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-Memphis 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-Memphis 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-Memphis 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-Memphis 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-Memphis 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-Memphis 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-Memphis 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-Memphis may be required to disclose information pursuant to a court order or lawfully issued subpoena. The Tennessee College of Applied Technology-Memphis 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-Memphis 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-Memphis. Complaints or requests for information about FERPA and the Tennessee College of Applied Technology-Memphis's policies related to student records may do so by contacting Rodney Ivy, (901) 543-6167. Additional information may be found at:

Tennessee College of Applied Technology  
550 Alabama Avenue  
Memphis, TN 38105  
(901) 543-6100  
[www.tcatmemphis.edu](http://www.tcatmemphis.edu)

Tennessee Board of Regents  
1 Bridgestone Park  
Nashville, TN 37214  
[www.tbr.edu](http://www.tbr.edu)  
Policy 3:02:03:00-Confidentialty of Student Records

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-Memphis 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](http://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 3<sup>rd</sup> 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-Memphis 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

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## Attendance Policy

### **Academic Retention and Readmission at the Tennessee College of Applied Technology-Memphis: 2.03.01.05**

Students at the Tennessee College of Applied Technology-Memphis are expected to maintain satisfactory attendance and to progress in an appropriate manner toward their training objectives. This policy provides minimum criteria for evaluating student achievement relating to identified occupational competencies and defines retention standards for the colleges.

## II. Student Attendance

- A. The nature of the programs at the Tennessee College of Applied Technology-Memphis is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress.
  1. A full-time student enrolled for a full term (72 days) and that has been absent for more than 5.5% (24 hours) of the scheduled hours enrolled will receive 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 (72 days) and has absences exceeding 9.7% (42 hours) of the scheduled hours enrolled, that student will be suspended. A student suspended for attendance may appeal the suspension in writing to the president within three (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.
  5. When a student misses three (3) consecutive days without contacting the college, that student will be presumed to have withdrawn from the college.
- III. **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.
- IV. **Student Progress**
  - A. Evaluations of student achievement toward a program's identified occupational competencies are recorded for each student at the end of 72 days 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
  - 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
  - C. A student must maintain a "D" (73) or better average per course and a "C" or better average per term.
  - D. Allied Health Programs require a "C" (80) or better average per course.
  - E. Failure to maintain the required grade average will result in suspension at the end of the term.
  - F. Additional retention standards for specific programs may be established by the college based on accreditation or licensing requirements applicable to a program.
- V. **Re-admission 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.

## 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. 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 is.

## 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 - 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 policy 1:03:02:50 on Facilities use (<https://policies.tbr.edu/policies/access-and-use-campus-property-and-facilities>) and the Tennessee College of Applied Technology - Facilities Use policy at <https://tcatmemphis.edu/about/safety-and-security>

## 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-Memphis 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-Memphis 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 must always wear their Tennessee College of Applied Technology-Memphis student photo identification badges while on campus. The badges cannot be issued without a student submitting a valid unexpired government issued ID to verify identity. 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-Memphis, 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 President must approve the transfer. It is expected that generally this will occur during the first term of the student's training.

## Transfer from Tennessee College of Applied Technology-Memphis 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-Memphis 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 first come first serve 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-Memphis 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-Memphis 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-Memphis 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-Memphis. 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-Memphis 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-Memphis 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-Memphis 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 -Memphis 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-Memphis 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 -Memphis 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 the fall trimester. 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 [www.tcatmemphis.edu](http://www.tcatmemphis.edu)

### Academic Integrity Policy

Tennessee College of Applied Technology-Memphis 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 -Memphis Student Discipline Policy [www.tcatmemphis.edu](http://www.tcatmemphis.edu)

### 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-Memphis 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 -Memphis Acceptable Use Policy can be found at [www.tcatmemphis.edu](http://www.tcatmemphis.edu)

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-Memphis 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-Memphis campuses. Violators may also be subject to disciplinary action in accordance with the Tennessee College of Applied Technology -Memphis 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 -Memphis property to the Tennessee College of Applied Technology -Memphis 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-Memphis employee report them to Tennessee College of Applied Technology -Memphis administration immediately for appropriate action. Tennessee College of Applied Technology -Memphis students report them to their instructor, Student Services personnel or any Tennessee College of Applied Technology -Memphis 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://tcatmemphis.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 -Memphis 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://tcatmemphis.edu/about/safety-and-security>. Printed copies are available in Student Services. The specific crime(s) for Tennessee College of Applied Technology -Memphis and the number of incidences that were reported for the 2019 reporting year, are as follows:

### DOWNTOWN CAMPUS

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

### AVIATION CAMPUS

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

### BARTLETT CAMPUS

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-Memphis furnishes its students with a link to the state of Tennessee's sex offender registry: <https://sor.tbi.tn.gov/SOMainpg.aspx>. 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-Memphis 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 -Memphis 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 -Memphis 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 – Optional/Remove If Not Applicable

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-Memphis 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 -Memphis related activity, the Tennessee College of Applied Technology -Memphis 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 -Memphis:

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 in the following designated locations:  
Smoking is prohibited on campus, except the student parking lot.

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-Memphis. 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-Memphis's Drug and Alcohol Abuse Prevention Program addresses the following 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 s/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 list of area resources:

Serenity Recovery Centers

1094 Poplar Avenue

Memphis, TN 38105

(901) 521-1131

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

### **Sanctions - Unlawful Possession or Distribution**

Tennessee College of Applied Technology-Memphis 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-Memphis or while participating in a Tennessee College of Applied Technology -Memphis 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 -Memphis 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 -Memphis.

### **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-Memphis. 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 Support**

The Student Services Department in Coordination with our Veteran Affairs Specialist participate in the network of support to veterans for the purpose of this group.

- 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-Memphis 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's 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-Memphis. 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 -Memphis follows TBR policy in admission and delivery of services to those students with Limited English Proficiency (LEP). Tennessee College of Applied Technology-Memphis 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-Memphis 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 Office 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 Office 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 Office 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 Aviation Campus 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-Memphis are concerned with the safety of each student during inclement weather. The Tennessee College of Applied Technology-Memphis will take the following 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
- [www.tcatmemphis.edu](http://www.tcatmemphis.edu)
- (901) 543-6100
- Local TV Stations

Do not confuse announcements regarding Tennessee College of Applied Technology-Memphis with 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 Fall term and Spring term will be used to make up any missed days.

## Safety Policy

The Tennessee College of Applied Technology-Memphis 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-Memphis. 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-Memphis staff.

Tennessee College of Applied Technology-Memphis 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-Memphis 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-Memphis 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-Memphis 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-Memphis 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-Memphis website at: [www.tcatmemphis.edu](http://www.tcatmemphis.edu)

Tennessee College of Applied Technology -Memphis 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-Memphis 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 -Memphis property unless permitted by a specific statutory exception.
4. Adult visitors to the Tennessee College of Applied Technology-Memphis 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-Memphis 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-Memphis 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 safety board that relates to recommended processes and procedures to follow in the event of an emergency on campus. The easily recognizable orange safety boards are located in a centralized area for faculty, staff and students access. Included on the safety board, Emergency Notifications, Operation and Maintenance Plan, Active Shooter Plan, Floor Plans, Emergency Evacuation Routes, Health and Safety Plan, Crime on Campus and Material Safety Data Sheets. Emergency procedures are covered in the new faculty, staff and student orientations.

## 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-Memphis 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. Scope: These procedures shall be utilized by:

- A. Any employee or student who has been a victim of sexual misconduct, regardless of sexual orientation or gender identity/expression.
- B. Former employees or students if the conduct took place during the time of employment or enrollment at Tennessee College of Applied Technology-Memphis and the conduct has a reasonable connection to the institution.
- C. All third parties with whom Tennessee College of Applied Technology-Memphis has an educational or business relationship and the conduct has a reasonable connection to the institution.

### II. Prohibition of Sexual Misconduct

Sexual misconduct is a form of sex discrimination prohibited by Title IX. Tennessee College of Applied Technology-Memphis is committed to eliminating any and all acts of sexual misconduct and discrimination on its campuses. As set forth in this policy, sexual misconduct includes dating violence, domestic violence, stalking, and sexual assault. Tennessee College of Applied Technology -Memphis strictly prohibits these offenses. Any allegation of sexual misconduct as defined herein will be investigated and adjudicated according to this policy.

### III. Definitions

- A. Consent—an informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.
- B. Dating Violence—violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. “Dating” and “dated” do not include fraternization between two (2) individuals solely in a business or non-romantic social context. Violence includes, but is not necessarily limited to:
  - 1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means.
  - 2. Placing the accuser in fear of physical harm.
  - 3. Physical restraint.
  - 4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
  - 5. Placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – TCA § 36-3-601(5)(c)
- C. Domestic Violence—violence against a person when the accuser and accused:
  - 1. Are current or former spouses.
  - 2. Live together or have lived together.
  - 3. Are related by blood or adoption.
  - 4. Are related or were formally related by marriage; or,
  - 5. Are adult or minor children of a person in a relationship described above.Domestic Violence– includes, but is not necessarily limited to:

1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means.
  2. Placing the accuser in fear of physical harm.
  3. Physical restraint.
  4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
  5. Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – TCA § 36-3-601
- D. Sexual Assault—the nonconsensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser’s, the accused’s, or any other person’s intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser’s, the accused’s, or any other person’s intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.
- E. Sexual Misconduct—for the purposes of this policy, “sexual misconduct” is defined as dating violence, domestic violence, stalking, and sexual assault.
- F. Stalking—a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Harassment – means conduct directed toward the accuser that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose– TCA § 39-17-315.

#### IV. Immediate Actions A Victim Should Take

- A. In the immediate aftermath of a sexual assault, domestic violence, dating violence or similar event, the most important thing is for the victim to get to a safe place.
- B. When a feeling of safety has been achieved, the victim should seek medical attention, regardless of his or her decision to report the crime to the police. It is very important for the victim of sexual assault to seek medical attention immediately so that the victim can be screened for sexually transmitted diseases/pregnancy/date rape drugs, obtain emergency contraception, and receive treatment for any physical injuries.
- C. A victim has the right to accept or decline any or all parts of a medical exam. However, critical evidence may be lost or missed if not collected or analyzed.
- D. Valuable physical evidence can be obtained from the victim and the victim’s clothing. A victim should make every effort to save anything that might contain the offender’s DNA. Therefore, a victim should not:
1. Bathe or shower.
  2. Wash his/her hands.
  3. Brush his/her teeth.
  4. Use the restroom.
  5. Change clothes.
  6. Comb hair.
  7. Clean up the crime scene; or
  8. Move anything the offender may have touched
- E. Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.
- F. Victims of sexual misconduct are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators.

#### V. Reporting Sexual Misconduct

The College encourages victims of sexual violence to talk to somebody about what happened so they can get the support they need and so the College can respond appropriately. Though reports will be kept as confidential as possible, the College cannot guarantee the confidentiality of every report or complaint. The following provisions detail the confidentiality options available to individuals.

- A. Reporting Confidentially—If a victim chose 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 by Tennessee State law to maintain confidentiality of a victim:

**Crime Victims & Rape Crisis Center**

**1060 Madison Avenue  
Memphis, TN 38104  
(901) 222-3950**

- B. Filing an Institutional Complaint—Reports of acts of sexual misconduct to any other employee of the College must be reported to the Title IX Coordinator, and the College will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

1. The College shall not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.
2. Before a Complainant reveals any information to an employee, the employee must ensure that the Complainant understands the employee’s reporting obligations.
3. If the Complainant wants to tell an employee what happened but also maintain confidentiality, the employee must advise the Complainant that the College will consider the request, but cannot guarantee that it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the Complainant’s request for confidentiality.
4. An institutional complaint can be filed directly with either or both of the following:

Title IX Coordinator  
Gwen Sutton, 901-543-6137

Student Services Coordinator  
Joyce Hudson, 901-543-6132

Filing a complaint with local law enforcement—If the victim chooses to make a complaint for the purposes of filing criminal charges, the victim may contact the local law enforcement agencies listed below. If the victim chooses the College will assist the victim in filing this complaint. The victim should contact the Title IX Coordinator for assistance.

Main Campus: 550 Alabama Avenue, Memphis, TN 38105  
Police Dept., 170 N. Main Street, Memphis, TN 38103  
Co. Sheriff’s Office, 201 Poplar Avenue, Memphis, TN 38103  
Phone Number: 901-222-5500

Aviation Campus:  
Police Dept., 170 N. Main Street, Memphis, TN 38103  
Co. Sheriff’s 201 Poplar Avenue, Memphis, TN 38103  
Phone Number: 901-222-5500

**VI. Role of Title IX Coordinator**

A. The College’s Title IX Coordinator (see above) is responsible for overseeing the investigation of all Title IX incidents reported to the institution and for implementation of this policy, including but not limited to, identifying and addressing any systemic gender-based harassment, discrimination, and sexual misconduct. The Title IX Coordinator’s responsibilities include, but are not limited to, the following:

1. Investigation or oversight of investigations of allegations related to Title IX.
2. Coordination and oversight of educational programs including mandatory training for new students and employees and awareness campaigns for current students and employees.
3. Coordination with local law enforcement on matters related to allegations related to sexual misconduct.
4. Coordination and oversight of training for anyone involved in responding to, investigating, or adjudicating sexual misconduct.

5. Coordination and oversight of training for employees related to their responsibility when they are aware of sexual misconduct.
6. Coordination and oversight of annual training for investigators, decision makers, hearing officers and hearing committee members on the issues related to sexual misconduct and on how to conduct an investigation and hearing process that protects the safety of Complainants and promotes accountability.
7. Attending appropriate training annually on topics related to responding to or investigating allegations of sexual misconduct.

B. The Title IX Coordinator may designate deputies and investigators (“designees”) to assist in carrying out any of the responsibilities related to implementing this policy.

The Title IX Coordinator shall report at the beginning of each new school year, or any time there is a change in the assignment, to TBR’s Office of General Counsel and the TBR System Office of Student Success the name of and contact information for the College’s Title IX Coordinator.

#### VII. Investigation Requirements and Procedures

- A. All proceedings will include a prompt, fair, and impartial investigation, and result. The College will provide the Respondent and Complainant equitable rights during the investigative process.
- B. Subject to the Institution’s Confidential Policy, all complaints of sexual misconduct shall be presented to the Title IX Coordinator for investigation and appropriate disposition.
- C. Mediation between the Complainant and Respondent will never be considered an appropriate resolution in sexual misconduct cases.
- D. Initiating an investigation
  1. Immediately upon receipt of a complaint, the Title IX Coordinator shall communicate with the Complainant to identify and implement any reasonable interim measures. Absent good cause, within three (3) business days of receipt of a report of sexual misconduct the Title IX Coordinator or designee shall attempt to get a written statement from the Complainant that includes information related to the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. The Complainant should be encouraged to complete a complaint form and submit a detailed written report of the alleged incident.
  2. When the Complainant chooses not to provide a written complaint, the Title IX Coordinator or designee will still investigate and take appropriate action.
  3. In addition to immediate interim measures, the Title IX Coordinator shall consult with the Complainant during the pendency of the investigation and consider what, if any, administrative measures may be necessary.
  4. Complaints made anonymously or by a third party will be investigated to the extent possible.
  5. After consultation with TBR General Counsel, if the Title IX Coordinator determines that the complaint contains an allegation of sexual misconduct, the Title IX Coordinator shall follow the procedures set forth in this policy to investigate and adjudicate the complaint.
  6. The Title IX Coordinator may appoint a qualified, sufficiently trained person to investigate the allegations made in the complaint.
  7. Only one person shall be identified as the investigator for a complaint.
  8. Investigations shall be conducted by officials who do not have a conflict of interest or bias for or against the Complainant or Respondent.
  9. If the Complainant or Respondent believes the assigned investigator has a conflict of interest, that party must submit a written explanation of the reason for that belief to the College’s President. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The President will determine if the facts warrant the appointment of a different investigator and respond to the party in writing within three (3) business days, absent good cause. The decision of the President shall be final.
- E. What the investigation should and should not entail
  1. Once the investigator receives the complaint, the investigator shall notify the Complainant in writing of his/her rights and request a meeting.
  2. The investigator shall also notify the Respondent in writing of the complaint and his/her rights and request a meeting with the Respondent.
  3. The investigator shall notify the Complainant, Respondent and all individuals interviewed during the investigation that retaliation is strictly prohibited and may be grounds for disciplinary action. In addition, the investigator shall advise all interviewees that they should contact the investigator immediately if they believe they are being retaliated against.

4. The investigation shall include interviews with both the Complainant and Respondent, unless either declines an in-person interview.
5. The Complainant and Respondent shall be provided with the same opportunities to have others present during an interview, including the opportunity to be accompanied by the advisor of their choice to any related meeting or proceeding.
6. The College will not limit the choice of advisor for either the Complainant or Respondent; however, the investigator may limit the participation of advisors during the investigation.
7. The investigation shall include interviews with relevant witnesses identified by the Complainant and Respondent or any other potential, relevant witness made known to the investigator via other means.
8. The investigation shall include the gathering and reviewing of any documentary, electronic, physical, or other type of relevant evidence.
9. The investigator is expected to request a list of relevant witnesses and evidence from Complainant and Respondent and take such into consideration.
10. The investigator shall not consider any evidence about the Complainant's prior sexual conduct with anyone other than the Respondent. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

#### VIII. Outcome of Investigation and Determination of Appropriate Action

- A. Upon completion of the investigation, the investigator shall prepare a written report that includes the allegations made by the Complainant, the response of the Respondent, corroborating or non-corroborating statements of the witnesses, review of other evidence obtained, and conclusions that may be drawn from the evidence gathered.
- B. It is the responsibility of the investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given to information received during the investigation.
- C. The report shall be delivered to the Assistant Director.
- D. After review of the report, the decision maker shall make a determination based on a preponderance of the evidence presented as to whether, or not, a violation of this policy occurred.
- E. The decision maker's determination shall be communicated in writing simultaneously to the Complainant and Respondent, along with notice to the parties of their right to request an institutional hearing on the determination that a policy violation did or did not occur.

#### IX. Timeframe for conducting the investigation

- A. Every reasonable effort shall be made to conclude the investigation and resolve the complaint within sixty (60) calendar days following receipt of the complaint. Within this sixty (60) day timeframe, absent good cause, it is expected that the investigator will conclude the investigation, that the investigator will present a report to the decision maker, and that the investigator will notify the parties in writing of decision maker's determination.
- B. If the investigator or decision maker determines that additional time is needed, both parties shall be notified in writing of the delay, the anticipated date that the investigation will be concluded, and the reasons for such delay.
- C. If either party determines that additional time is needed, that party shall request such in writing to the investigator. The written request for additional time shall include the reasons for the requested delay and the number of additional days needed. The investigator shall make every reasonable effort to respond to the request for additional time within two (2) business days following receipt of the request and shall notify both parties in written as to whether or not the request is granted.

#### X. Institutional Hearing

- A. Either party may request an institutional hearing on the determination that a policy violation did or did not occur by providing written notice of the request to the investigator within ten (10) business days of receipt of the decision maker's decision.
- B. If a request is not received within ten (10) days, the decision maker's determination is final.
- C. The hearing shall be held before a hearing committee. The President of the College shall appoint individuals to serve on the hearing committee. All hearing committee members shall receive, at a minimum, annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- D. If the Complainant or Respondent believes the any hearing committee member has a conflict of interest, that party must submit a written explanation of the reason for that belief to the. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known the facts

that would give rise to the alleged conflict of interest. The Assistant Director will determine if the facts warrant the appointment of a different committee member and respond to the party in writing within three (3) business days, absent good cause. The decision of the Assistant Director shall be final.

E. If such a hearing is requested, every reasonable effort shall be made to conclude the hearing and resolve the appeal, including any appeal to the President within thirty (30) days following the College's receipt of the party's request for a hearing.

F. The parties to the hearing may not engage in formal discovery.

G. Each party is entitled to have an advisor of choice available; however, the advisor may not participate in the proceeding other than to render advice to the party.

H. The College will not limit the choice of advisor for either the Complainant or Respondent.

I. The Complainant and Respondent shall be timely notified in writing of all meetings relevant to the proceeding.

J. The chair of the hearing committee shall control the procedures of the hearing with due consideration given to the parties' requests related to procedures such as, but not limited to, limitations on cross-examinations, recesses so the parties may consult with their advisors, and scheduling of hearings. The chair of the hearing committee shall conduct the proceedings in a manner that does not allow the Respondent to directly question the Complainant in person.

K. The hearing committee shall use a preponderance of the evidence standard when reaching a decision.

L. Absent good cause, within five (5) business days of the close of evidence, the committee shall issue a written determination as to whether, or not, a violation of this policy occurred and the justification for this decision.

M. Each party shall be simultaneously notified of the hearing committee's decision in writing, which shall include notice of their rights to appeal the hearing officer's or committee's determination to the President.

#### XI. Appeal of Hearing Decision to the President

A. If either party chooses to appeal the hearing committee's decision, the party shall notify the investigator in writing of the decision to appeal within five (5) business days of receipt of the hearing committee's determination.

B. If a written request for appeal is not received within five (5) days, the decision of the hearing committee is final.

C. The appealing party(ies) must explain why it is believed the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.

D. The President will issue a written response to the appeal as promptly as possible. This decision will constitute the College's final decision on the complaint.

#### XII. Effect of a Finding of a Violation of this Policy

A. If a final decision has been made that a policy violation occurred, the Respondent shall be referred to the appropriate personnel for a determination of discipline.

B. The appropriate personnel will be determined by the status of the Respondent. If the Respondent is a student, then the matter shall be referred to the President. If the Respondent is an employee, the matter shall be referred to the President.

C. If the Respondent is a student, the College will follow the procedures for disciplining students as described in TBR Policy 3:02:00:01 and Tennessee College of Applied Technology-Memphis's Student Conduct Policy, Student Handbook/Catalog.

D. If the Respondent is an employee, the College will follow the procedures related to disciplining employees as described in applicable employee policies.

E. Notwithstanding any policy to the contrary, the following additional requirements apply to disciplinary actions related to violations of this policy:

1. The Complainant shall receive sufficient notice of and be allowed to attend any meeting or hearing during the disciplinary process.

2. The Complainant shall be allowed to have an advisor of her/his choice attend any meeting or hearing.

3. The Complainant shall be allowed to testify at any hearing during the disciplinary process, even if neither party intends to call the Complainant as a witness during the case-in-chief.

4. The Complainant shall be allowed access to any evidence presented during any disciplinary meeting or hearing.

5. The Title IX Coordinator or designee shall be appointed as the Complainant's contact person for any questions or assistance during the disciplinary process.

6. The Complainant shall receive written notice of the outcome of the disciplinary process.

F. If a final decision has been made that a policy violation occurred, the Title IX Coordinator or designee shall determine if any remedies are required to address the campus-wide environment, taking into consideration the impact of an incident of sexual misconduct on the campus as a whole and on specific groups or areas on campus. For example, the Title IX Coordinator or designee may determine that specific training is needed for a student group whose members have been accused of sexual assault.

#### XIII. Interim Measures

- A. In situations that require immediate action because of safety or other concerns, the College will take any reasonable administrative action that is appropriate. Examples of such interim actions include, but are not limited to:
  - B. Providing an escort to ensure that the Complainant can move safely between classes and activities.
  - C. Ensuring that the Complainant and Respondent do not attend the same classes.
  - D. Providing references to counseling services.
  - E. Providing references to medical services.
  - F. Providing academic support services, such as tutoring; and
  - G. Arranging for the Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record.
  - H. These remedies may be applied to one, both, or multiple parties involved.
  - I. Student Respondents may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation. The College shall follow TBR Policy 3:02:00:01 and Tennessee College of Applied Technology-Memphis's Student Conduct Policy, Student Handbook/Catalog before placing a student Respondent on interim suspension.
  - J. Employee Respondents may be, consistent with Human Resource policies, placed on administrative leave pending the outcome of the matter.

#### XIV. Education and Prevention Programs

The College will engage in comprehensive educational programming to prevent sexual misconduct. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students, faculty, and staff that:

1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct.
2. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking.
3. Defines what behavior and actions constitute consent to sexual activity in the State of Tennessee.
4. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault and stalking against a person other than the bystander; and
5. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.

#### XV. Assistance for Victims of Sexual Misconduct: Rights and Options

- A. Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual misconduct and will provide each victim with a written explanation of her/his rights as a member of the College as located at [www.tcatmemphis.edu](http://www.tcatmemphis.edu)
- B. Additionally, in the Tennessee court system, a victim of domestic violence, dating violence, sexual assault and stalking has the following rights: the right to confer with the prosecution, right to be free from intimidation, harassment and abuse throughout the criminal justice system, the right to be present at all proceedings where the defendant has the right to be present, the right to be heard, when relevant, at all critical stages of the criminal justice process as defined by the General Assembly, the right to be informed of all proceedings, and of the release, transfer or escape of the accused or convicted person, the right to a speedy trial or disposition and a prompt and final conclusion of the case after the conviction or sentence, the right to restitution from the offender and the right to be informed of each of the rights established for victims. Information related to these rights may be found at <http://www.tndagc.com/vr.htm>
- C. Protection from abuse orders may be available through <http://www.tncourts.gov/programs/self-help-center/forms/order-protection-forms> and additional information related to such orders may be found at <http://tncoalition.org/resources/legal-resources.html>.

D. The College does not publish the name of crime victims nor maintain identifiable information regarding victims in the Daily Crime Log or in the release of timely warnings.

#### XVI. Resources for Victims of Sexual Misconduct

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 IV above related to the limits on the College's ability to maintain confidentiality.

##### A. On Campus Resources

Office of the Title IX Coordinator	550 Alabama Avenue	Mrs. Sutton, 901-543-6137
Student Services Coordinator	550 Alabama Avenue	Ms. Hudson, 901-543-6132

##### B. 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/malesurvivors.html> - Website for male survivors

<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 of Civil Rights

#### Retaliation

The College, its officers, employees, or agents are strictly prohibited from retaliating, intimidating, threatening, coercing, or otherwise discriminating against any individual for exercising their rights or responsibilities under any provision of this policy. Retaliation will result in disciplinary measures, up to and including termination or expulsion.

Additional information regarding the following TBR Policies can be found on the TBR website at [www.tbr.edu](http://www.tbr.edu).

#### 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 Front Desk to sign in and receive a visitor's badge which is always to be worn while on campus. Tennessee College of Applied Technology-Memphis 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-Memphis 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-Memphis 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

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### Instructor Qualifications

Instructors at the Tennessee College of Applied Technology-Memphis 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-Memphis provides the opportunity for students to increase their knowledge by providing programs through faculty who, in the opinion of Tennessee College of Applied Technology-Memphis, 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-Memphis 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

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As a participant in federal Title IV financial aid programs, Tennessee College of Applied Technology -Memphis 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 -Memphis, its Extension Campuses and Instructional Service Centers is available for review in the Student Handbook, on the College website [www.tcatmemphis.edu](http://www.tcatmemphis.edu) 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-Memphis for the 2018-2019 academic year was 75%; the placement rate was 76%; and, the licensure rate was 100%.

## Voter Registration

In accordance with the Higher Education Act Campus Voter Registration Section in 34 CFR Part 668.14, Tennessee College of Applied Technology-Memphis encourages all students to register to vote. A link to a voter registration form is located on the institutional website at [www.tcatmemphis.edu](http://www.tcatmemphis.edu) or forms may be obtained in the Student

## Integrated Postsecondary Data

<p><b>Institution Name:</b> Tennessee College of Applied Technology-Memphis</p> <p><b>Address:</b> 550 Alabama Avenue Memphis, TN 38105</p>	<p><b>Institution Type:</b> College</p> <p><b>General information:</b> (901) 543-6931 <b>Financial aid office:</b> <a href="http://www.tcatmemphis.edu">www.tcatmemphis.edu</a> <b>Admissions office:</b> <a href="http://www.tcatmemphis.edu">www.tcatmemphis.edu</a></p> <p><b>IPEDS ID:</b> _____</p>
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**Description:** Public, 2-year

**Certificates offered:** Less-than one year, One but less than two years, Two but less than four years

<b>Total enrollment:</b>	1356
<b>Undergraduate enrollment:</b>	1356

**Percent of Undergraduate enrollment  
by gender**

Men:	857
Women:	499

**by race/ethnicity**

American Indian or Alaskan Native:	8
Asian:	31
Black or African American:	750
Hispanic/Latino:	65
Native Hawaiian or Pacific Islander:	3
White:	403
Two or more races:	35
Race/ethnicity unknown:	52
Non-resident alien:	9

(Enrollment data )

**Program prices for full-time students**

	2019-20	2018-19	2017-18
Tuition & fees	3,936.00	3,843.00	3,738.00

[\(Source: IPEDS College data 2018-2019\)](#)

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**National Center for Education Statistics**  
Institute of Education Sciences

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Federal Pell Grant Recipients totaled 924 as reported for the academic year 2018-2019.

## TESTING CENTER

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The Tennessee College of Applied Technology-Memphis 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-Memphis may include, but are not limited to the following:

- HESI (Nursing, Pharmacy Tech, Animal Lab, Dental Entrance Exam)
- IC3 Certification (Certiport)
- Medical Billing and Coding Certification Exams (NHA/ATI)
- MOS – Microsoft Office Specialist (Certiport)
- Federal Aviation Administration Testing
- PSI
- Kryterion
- Esco Institute
- Workkeys

## PROGRAMS AT A GLANCE

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Program	Hours	Final Award Type
Administrative Office Technology	1,296	Diploma
Assistant Animal Laboratory Technology	1,296	Diploma
Automotive Technology	2,160	Diploma
Aviation Maintenance Technology	1,944	Diploma
Avionics Technology	1,296	Diploma
Barbering	1,500	Diploma
Building Construction Technology	2,160	Diploma
Collision Repair Technology	1,728	Diploma
Computer Aided Design Technology	1,728	Diploma
Computer Information Technology	2,160	Diploma
Cosmetology	1,500	Diploma
Dental Assisting	1,296	Diploma
Dental Laboratory Technology	1,728	Diploma
Diesel Powered Equipment Technology	2,160	Diploma
Digital Graphic Design	1296	Diploma

Electronics Technology	1,728	Diploma
Heating, Ventilation, A/C & Refrigeration	1,728	Diploma
Industrial Maintenance	1,728	Diploma
Machine Tool Technology	1,728	Diploma
Pharmacy Technology	1,296	Diploma
Practical Nursing	1,296	Diploma
Truck Driving	222	Certificate
Welding	1,296	Diploma

For information about graduation rates, placement rates and other important information, please visit our website at [www.tcatmemphis.edu](http://www.tcatmemphis.edu) Programs.

## PREPARATORY PROGRAM CATALOG

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### Campus Training

Training at Tennessee College of Applied Technology-Memphis 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-Memphis 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.tcatmemphis.edu](http://www.tcatmemphis.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-Memphis utilizes a General Advisory Committee to advise the campus as a whole and is comprised of representatives from the following:

Business & Industry Partners  
 Chamber/ Business Member  
 Community Member  
 County Mayor

K-12 Member  
 Public Member

# Alphabetical Program Listing

Location(s): 550 Alabama Avenue

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For information about graduation rates, placement rates and other important information, please visit our website at [www.tcatmemphis.edu](http://www.tcatmemphis.edu)

## Administrative Office Technology

### Program Awards and Lengths

#### **DIPLOMAS:**

#### CERTIFICATE & DIPLOMA LEVELS

General Office Assistant Certificate	432
Administrative Support Specialist Certificate	864
Administrative Assistant Diploma	1296
Accounting Assistant Diploma	1296
Medical Administrative Assistant Diploma	1296

## Assistant Animal Laboratory Technology

### Program Awards and Lengths

Cage Wash Technician Certificate	432 hours
Animal Caretaker Certificate	864 hours
Assistant Animal Laboratory Technician Diploma	1296 hours

## Automotive Technology

### Program Awards and Lengths

Master Technician Diploma	2160 hours
Technician Assistant Certificate	648 hours
Technician Apprentice Certificate	864 hours

## Aviation Maintenance Technology

### Program Awards and Lengths

Airframe Diploma	1296 hours
Powerplant Diploma	1944 hours

Avionics Maintenance Technology

### Program Awards and Lengths

Avionics Maintenance Technician Diploma	1296 hours
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Barbering

### Program Awards and Lengths

Barber Technician Certificate	432 hours
Master Barber Diploma	1500 hours

Building Construction Technology

### Program Awards and Lengths

Carpenter Helper Certificate	432 hours
Plumber Helper Certificate	432 hours
Electrician Helper Certificate	432 hours
Carpenter Diploma	1296 hours
General Construction Diploma	2160 hours

Building Construction Technology

### Program Awards and Lengths

Carpenter Helper Certificate	432 hours
Plumber Helper Certificate	432 hours
Electrician Helper Certificate	432 hours
Carpenter Diplomas	1296 hours
General Construction Diploma	2160 hours

Collision Repair Technology

### Program Awards and Lengths

Non-structural Assistant Certificate	432 hours
Non-Structural Assistant Certificate	864 hours
Collision Repair Technician Diploma	1296 hours
Automotive Refinishing Technician Diploma	1296 hours
Collision Repair/Refinishing Technician Diploma	1728 hours

## Computer Aided Design Technology

### Program Awards and Lengths

Assistant Drafter Certificate	432 hours
Detail Drafter Certificate	864 hours
Civil Drafter	1728 hours
Drafting and CAD Technician Diploma	1728 hours
Mechanical Drafter Diploma	1728 hours
Residential Architecture Drafter	1728 hours
Structural Drafter	1728 hours

## Computer Information Technology

### Program Awards and Lengths

Personal Computer Operator Certificate	216 hours
Technical Support Specialist Certificate	642 hours
Information Technology Network Support Specialist Certificate	1080 hours
Information Technology Security Specialist Certificate	1296 hours
Information Technology System Support Specialist Certificate	1728 hours
Information Technology System Coordinator Certificate	2160 hours

## Cosmetology

### Program Awards and Lengths

Natural Hair Stylist Certificate	300 hours
Shampoo Technician Certificate	300 hours
Cosmetology Diploma	1500 hours
Cosmetology Instructor Certificate	300 hours
Manicurist Certificate	600 hours

## Dental Assisting

### Program Awards and Lengths

Dental Assistant Diploma	1296 hours
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## Dental Laboratory Technology

### Program Awards and Lengths

Dental Lab Technician Apprentice Certificate	432 hours
Dental Laboratory Technician Diploma	1728 hours

Diesel Powered Equipment Technology

### Program Awards and Lengths

Preventive Maintenance Service Technician Helper Certificate	432 hours
Diesel Engine Assembler Certificate	864 hours
Diesel Technician Apprentice Certificate	1296 hours
Diesel Technician Assistant Certificate	1728 hours
Diesel Technician Diploma	2160 hours

Digital Graphic Design

### Program Awards and Lengths

Graphic Production Technician Certificate	432 hour
Graphic Designer Certificate	864 hours
Multimedia Designer	1296 hours

Electronics Technology

### Program Awards and Lengths

Electronics Assembler Certificate	432 hours
Electronics Tester Certificate	864 hours
Electronics Technician Apprentice Diploma	1296 hours
Industrial Control and Automation Specialty Diploma	1728 hours

Heating, Ventilation, A/C & Refrigeration

### Program Awards and Lengths

HVAC Mechanic Assistant Certificate	432 hours
Domestic Unit Repairer Certificate	864 hours
HVAC Technician Diploma	1296 hours
HVAC/Refrigeration Technician Diploma	1728 hours

Industrial Maintenance

### Program Awards and Lengths

Welder Helper Certificate	432 hours
Industrial Maintenance Helper Certificate	864 hours
Industrial Maintenance Technician Diploma	1296 hours
HVAC Industrial Maintenance Technician Diploma	1728 hours
Machine Tool Industrial Maintenance Technician Diploma	1728 hours

## Machine Tool Technology

### Program Awards and Lengths

Production Machine Tender Certificate	432 hours
Machine Set-up Operator Certificate	864 hours
General Machinist Diploma	1296 hours
Machinist I Diploma	1728 hours

## Pharmacy Technology

### Program Awards and Lengths

Pharmacy Technician Diploma	1296 hours
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## Truck Driving

### Program Awards and Lengths

Class A – CDL Certificate	222 hours
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## Welding Technology

### Program Awards and Lengths

Shielded Metal Arc Welder Certificate	432 hours
Gas Metal Arc Welder Certificate	864 hours
Gas Tungsten Arc Welder Certificate	1296 hours
Combination Welder Diploma	1296 hours

## Program Break/Lunch Schedules

<b>Instructor/Program</b>	<b>Morning Break</b>	<b>Lunch</b>
Administrative Office Technology	10:00-10:15	Noon – 12:30
Assistant Animal Lab Technology	9:30-9:45	11:30-Noon
Aviation Maintenance Technology	8:30-9:30	11:00-11:45
Avionics Maintenance Technology	8:30-9:30	11:00-11:45
Automotive Technology	9:30-9:45	11:45-12:15
Barbering	10:00-10:15	Noon-12:30
Building Construction Technology	9:30-9:45	11:30-Noon
Collision Repair Technology	9:30-9:45	11:30-Noon
Computer Aided Design Technology	10:00-10:15	11:45-12:15
Computer Information Technology	9:30-9:45	11:30-Noon
Cosmetology	10:00-10:15	Noon-12:30
Dental Assisting	10:00-10:15	Noon-12:30
Dental Laboratory Technology	9:30-9:45	11:45-12:15
Diesel Powered Equipment Technology	10:00-10:15	Noon-12:30
Digital Graphic Design	9:30-9:45	11:30-Noon
Drafting	10:00-10:15	11:45-12:15
Electronics	9:30-9:45	11:30-Noon
Heating And Air-conditioning	10:00-10:15	Noon-12:30
Industrial Maintenance	9:30-9:45	11:30-Noon
Machine Tool Technology	10:00-10:15	11:45-12:15
Masonry	9:30-9:45	11:30-Noon
Pharmacy Technology	10:00-10:15	11:45-12:15

Practical Nursing	9:30-9:45	11:45-12:15
Practical Nursing	9:15-9:30	11:30-Noon
Truck Driving	10:00-10:15	11:45-12:15
Welding	9:30-9:45	11:30-Noon

\*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. The Aviation classes begin daily at 7:00 a.m. and are dismissed at 2:00 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 AND REPAIR SERVICES**

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-Memphis 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-Memphis. 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-Memphis 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-Memphis 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-Memphis 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-Memphis 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.

## STAFF DIRECTORY

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### Administration

**Mr. Roland Rayner:** President  
Webster University, Master in Business Administration

**Gwen Sutton:** Vice President  
Bethel University, Master in Business Administration

**Brad Gentry:** Coordinator of Workforce Development & Campus Operations  
University of Mississippi, Master in Business Administration

**Pamela Farley:** Administrative Assistant

### Business Office/Human Resources Office

**Stanley Robinson:** Fiscal/HR Coordinator

**Shavon Hill:** Coordinator of Finance and Human Resources

**Amber Nelson:** Financial Support Associate

**LaQuella Wallace:** Financial Support Associate

### Facilities Maintenance

**Jeremy Lamont:** Facilities Coordinator

**Nicholas Stanford:** Facilities Support Associate, Main Campus

**Rodrin Ballard-** Facilities Support Associate, Main Campus

### Student Services Department

**Joyce Hudson:** Student Affairs Manager

**Johanna Dillard:** Financial Aid Coordinator

**Rena Robinson:** Administrative Support Associate

**La'Tosha Brown:** Evening Coordinator

**Jahwoundene Conner:** Financial Aid Specialist

**Johanna Dillard:** Financial Aid Coordinator

**William Young:** Academic Support Associate

**Ardra Perry:** Academic Support Associate

**Susan Sprayberry:** Academic Support Associate

**Katie Nixon-Thomas:** Financial Aid Counselor

## **Information Technology**

**Marcus Curry** - I.T. Systems Coordinator

**Sean Blackwell**-Computer Information Technology Instructor

## **Full-Time Faculty-Staff**

<b>NAME</b>	<b>EDUCATION CREDENTIALS</b>	<b>SCHOOLS &amp; WORK EXP.</b>
<b>Shelanda Simmons</b>	<b>Masters</b>	<b>8 years</b>
<b>Dessie Knox</b>	<b>Tennessee College of Applied Technology - Certificate</b>	<b>3 years</b>
<b>William Durden</b>	<b>Tennessee College of Applied Technology - Certificate</b>	<b>6 years</b>
<b>Ernestine Peete</b>	<b>Masters</b>	<b>21 years</b>
<b>Reginald Travis</b>	<b>Barbering Diploma</b>	<b>6 years</b>
<b>Brad Kerley</b>	<b>Associates</b>	<b>21 years</b>
<b>Dean Walker</b>	<b>ASE Advance Painters Certification</b>	<b>7 years</b>
<b>Norris Washington</b>	<b>BS</b>	<b>3 years</b>
<b>Marcus Curry</b>	<b>Associates</b>	<b>20 years</b>
<b>Sean Blackwell</b>	<b>Associates</b>	<b>5 years</b>
<b>Carlton Carter</b>	<b>BS</b>	<b>25 years</b>
<b>Delois Carter</b>	<b>BS</b>	<b>1 year</b>
<b>Clarice Armstrong</b>	<b>Instr. License</b>	<b>9 years</b>
<b>Venzia Spencer</b>	<b>Bachelors</b>	<b>15 years</b>
<b>Sheila Schaeffer</b>	<b>BS</b>	<b>3 years</b>
<b>Shevita Williams</b>	<b>BS</b>	<b>1 year</b>
<b>Kayla Kellogg</b>	<b>Tennessee College of Applied Technology - Certificate</b>	<b>1 year</b>
<b>Tyjuan Stitt</b>	<b>Tennessee College of Applied Technology - Certificate</b>	<b>5 years</b>
<b>Matthew Hagy</b>	<b>Tennessee College of Applied Technology - Certificate</b>	<b>4 years</b>
<b>Rose Fries</b>	<b>BS</b>	<b>10 years</b>
<b>Carlton Carter</b>	<b>BS</b>	<b>25 years</b>
<b>Larry Henry</b>	<b>HVAC Certification</b>	<b>4 years</b>
<b>Lee Gilland</b>	<b>HVAC Certification</b>	<b>19 years</b>

<b>Mark Bickers</b>	<b>Tennessee College of Applied Technology - Certificate</b>	<b>6 years</b>
<b>Eric Payne</b>	<b>Bachelors</b>	<b>2 years</b>
<b>Mallory Shaw</b>	<b>BS</b>	<b>2 years</b>
<b>Lynn Rimes</b>	<b>Truck Driving Certification</b>	<b>5 years</b>
<b>Letta Williams</b>	<b>Truck Driving Certification</b>	<b>4 years</b>
<b>Michael Fitch</b>	<b>Certification</b>	<b>5 years</b>
<b>Augustene Weston</b>	<b>Doctorate Theological Studies</b>	<b>30 years</b>
<b>Tanya Looney</b>	<b>Master's in Education</b>	<b>20 years</b>
<b>Tarunda Williams</b>	<b>BS</b>	<b>6 years</b>
<b>Dynisha Wigginson</b>	<b>Masters</b>	<b>7 years</b>
<b>Vanessa Carter</b>	<b>Bachelors in Nursing</b>	<b>15 years</b>
<b>Cynthia Davis</b>	<b>Bachelors in Nursing</b>	<b>8 years</b>
<b>Ricky Batts</b>	<b>Associates</b>	<b>3 years</b>
<b>Kenneth Pearson</b>	<b>Bachelors</b>	<b>6 years</b>
<b>Adam Kellum</b>	<b>Aviation Certification</b>	<b>5 years</b>
<b>Ocie Duckworth</b>	<b>Bachelors</b>	<b>35 years</b>
<b>Austin Howard</b>	<b>Aviation Certification</b>	<b>7 years</b>
<b>Janet Young</b>	<b>Bachelors</b>	<b>20 years</b>
<b>Regina Lawson</b>	<b>Tennessee College of Applied Technology - Diploma</b>	<b>20 years</b>
<b>Cassandra Williams</b>	<b>Bachelors</b>	<b>10 years</b>

## FINANCIAL AID HANDBOOK

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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-Memphis's financial aid offices at the Memphis Main Campus (901) 543-6100.

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 FAFSA via the internet at **www.fafsa.ed.gov**. You will need to include our **Federal School Code #005360** 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-Memphis.

## Application Deadlines

Students are encouraged to complete the FAFSA application as soon after **October 1<sup>st</sup>** as possible.

Pell Grant- The FAFSA must be received by the processor no earlier than October 1<sup>st</sup> and no later than June 30<sup>th</sup> of the following year. All required forms must be received by the Financial Aid Office by June 30<sup>th</sup> 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 1<sup>st</sup>/Spring term deadline – March 1<sup>st</sup>/Summer term deadline- July 1<sup>st</sup>

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. 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-Memphis 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-Memphis 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-Memphis 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-Memphis 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 (semester) 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 and half 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. When available, students may pick up their residual check at the Tennessee College of Applied Technology-Memphis Business Office by showing their student I.D. badge.

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.

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 will not impact a student's satisfactory academic progress unless they return 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 he/she returns and, subject to conditions imposed by ED, is eligible to receive FSA funds for which he/she was 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 progression).

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 progression), 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. 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.

I. 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.

## 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
- 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.

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. FSEOG

## 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-Memphis 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

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Select Tennessee Board of Regents policies are located here for convenience; however, a complete listing of policies and guidelines may be found at <https://policies.tbr.edu/?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      Tennessee College of Applied Technology -010

**Procedures for Grievances by Students:** <https://tcatmemphis.edu/current-students/report-complaint>

See also: Tennessee College of Applied Technology -D Policy AA-115    P-110

**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.

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.

# TENNESSEE BOARD OF REGENTS SENIOR STAFF & BOARD MEMBERS

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Russ Deaton, Executive Vice Chancellor for Policy and Strategy  
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