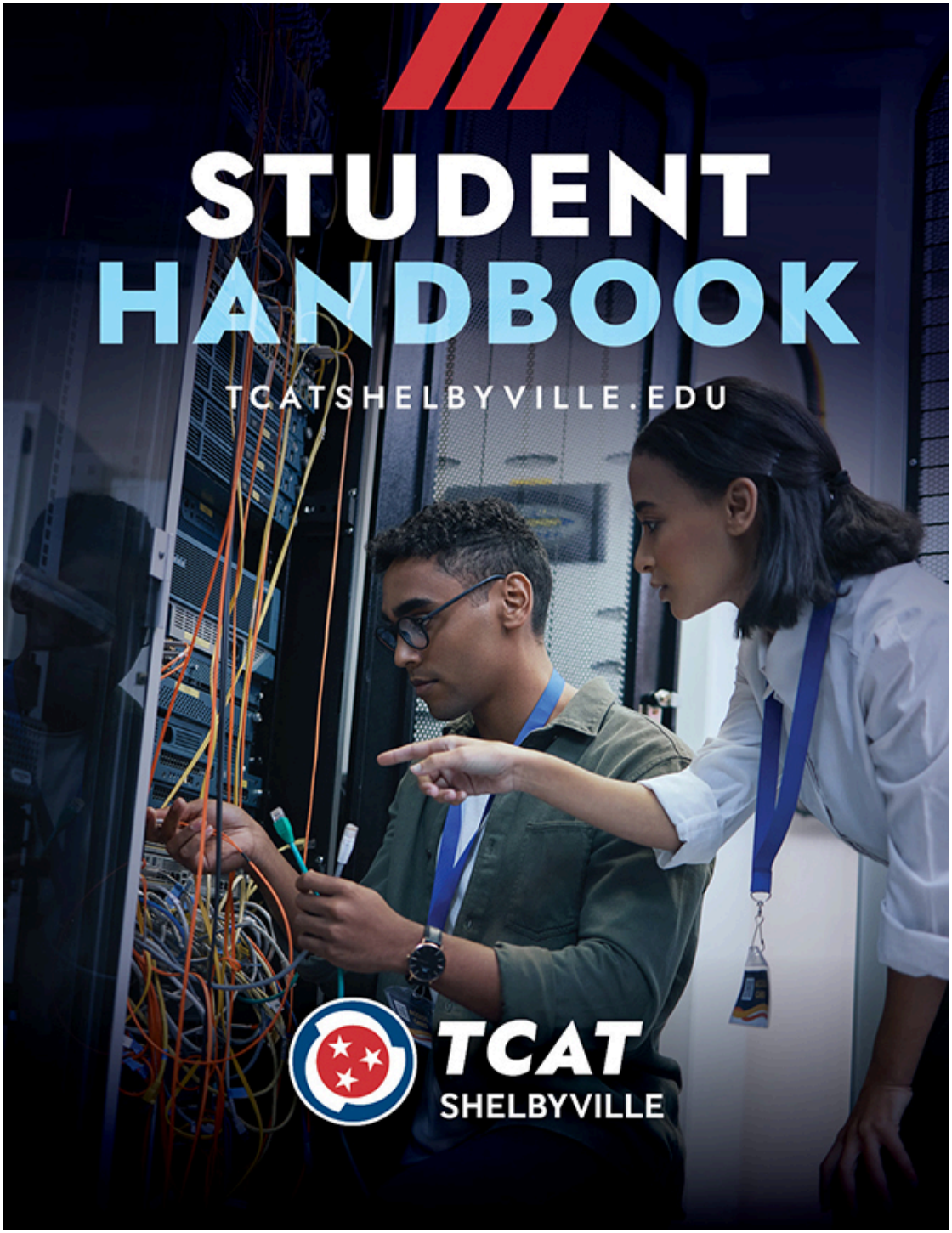
Student Handbook - Printable View

Student Handbook



2025 – 2026

Student Handbook/Catalog

TCAT Shelbyville - Main Campus
1405 Madison Street
Shelbyville, TN 37160
Phone (931)685-5013
Fax (931)685-5016

Additional Location:
TCAT Shelbyville - Franklin County Campus
925 Dinah Shore Boulevard
Winchester, TN 37398
Phone (931)968-5050
Fax (931)685-5016

Additional Locations:

TCAT Shelbyville - Lincoln County Central Academy
204 Union Street
Fayetteville, TN 37334
Phone (931)433-2235
Fax (931)685-5016

TCAT Shelbyville - Middle Tennessee Education Center (MTEC)
200 Dover Street
Shelbyville, TN 37160
Phone (931)685-5013
Fax (931)685-5016

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Jimmy Wright, President

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requirements in effect at the time of publication but provides no guarantee that offerings will not be changed or rescinded.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 Shelbyville 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 (https://tcatshelbyville.edu/future-students/consumer-information-and-student-right-know) visit: https://tcatshelbyville.edu/future-students/consumer-information-and-student-right-know (https://tcatshelbyville.edu/future-students/consumer-information-and-student-right-know)

A copy of Tennessee College of Applied Technology Shelbyville's Annual Security Report is available. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in 2 certain off-campus buildings or property owned or controlled by Tennessee College of Applied Technology Shelbyville 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 on the **Safety and Security website (https://tcatshelbyville.edu/about/safety-and-security)** at https://tcatshelbyville.edu/about/safety-and-security. (https://tcatshelbyville.edu/about/safety-and-security)

About the TCAT

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tcat-Shelbyville-Institutional Mission

Mission and Purpose

What is a Tennessee College of Applied Technology?

A Tennessee College of Applied Technology is an institution which serves people in a specific geographical area within the state of Tennessee consisting of two or more counties that offers technical/occupational education. Tennessee has 24 Tennessee Colleges of Applied Technology. 23 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 24 Tennessee Colleges of Applied Technology 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 Colleges of Applied Technology help businesses and industries satisfy their need for a well-trained, skilled workforce. Under the governance of the Tennessee Board of Regents, the Tennessee Colleges of Applied Technology 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 serve as the premier suppliers of workforce development throughout the State of Tennessee. The Colleges fulfill their mission by:

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

TCAT Purpose

The purpose of Tennessee Colleges of Applied Technology 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 Colleges fulfill this purpose by providing training through:

I. Full-Time Preparatory programs are designed to prepare persons for employment in specific or closely related occupations. The length of programs can vary depending upon the requirements of the occupation.
II. Part-Time Preparatory programs are designed to prepare persons for employment in specific or closely related occupations. Length of training ranges depending upon the entrance requirements of the occupation. Part-time is classified as any hours less than 30 per week.
III. 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 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.
IV. Special Industry 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.

Governance

The Tennessee Board of Regents (TBR) system consists of 37 institutions. TBR's 13 Community Colleges and 24 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 9th Floor, 312 Rosa L. Parks Avenue Nashville, TN 37243

Tennessee Board of Regents Senior Staff & Board Members

Tennessee Board of Regents Senior Staff

Flora W. Tydings, Chancellor

Mike Batson, Chief Audit Executive

Russ Deaton, Executive Vice Chancellor for Policy and Strategy

Alisha Fox, Vice Chancellor of Business and Finance

Troy Grant, Vice Chancellor for Strategic Enrollment Management

Heidi Leming, Vice Chancellor for Student Success and Strategic Partnerships

Brian Lapps, General Counsel

Rick Locker, Communications Director

Kimberly McCormick, Executive Vice Chancellor for External Affairs

Mariah Perry, Board Secretary

Jothany Reed, Vice Chancellor for Academic Affairs

Tennessee Board of Regents Board Members

The Honorable Bill Lee	Governor
Emily J. Reynolds	Vice-Chair
Lizzette Reynolds	Ex-Officio Regent, Commissioner of Education
Charles Hatcher	Ex-Officio Regent, Commissioner of Agriculture
Steven Gentile	Ex-Officio Regent, Interim Executive Director THEC
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Jeremy Harrell	At Large, Middle Tennessee
Mark George	At-Large, West Tennessee
David Bradshaw	At-Large Representative
Miles A. Burdine	1st Congressional District
Danni B. Varlan	2nd Congressional District
Barry Stephenson	3rd Congressional District
Shane Hooper	4th Congressional District
Deanne DeWitt	6th Congressional District
Todd Kaestner	7th Congressional District
Kyle Spurgeon	8th Congressional District
Nisha Powers	9th Congressional District
Angela Richardson	Faculty Regent
Kelsey Solomon	Faculty Regent (non-voting)
Makena Davis	Student Regent

Accreditation

The Tennessee College of Applied Technology 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 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)

Tennessee Boards Approval

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

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

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

History

The Tennessee College of Applied Technology – Shelbyville is one of 24 TCATs and 37 total institutions in the Tennessee Board of Regents (TBR) system that are located across the state, serving the citizens of Tennessee. The TBR and the Board of Trustees of the University of Tennessee System are coordinated by the Tennessee Higher Education Commission (THEC). THEC was created by the General Assembly in 1967 to achieve coordination and unity in the programs of public higher education in Tennessee. The TBR system was created by legislation enacted by the 1963 General Assembly of Tennessee, Chapter 229 of House Bill 633. Chapter 181, Senate Bill 746-House Bill 697, of the Public Act of 1983 transferred the governance of the state technical institutes and area vocational-technical schools from the State Board of Education to the Tennessee Board of Regents. The transfer became effective on July 1, 1983. By action of the Tennessee Legislature in 1994, the school name changed from Shelbyville Area Vocational Technical School to The Tennessee Technology Center at Shelbyville. In 2013, the Legislature unanimously approved changing the name of the state's technology centers to the Tennessee Colleges of Applied Technology.

The Tennessee Board of Regents, the governing body for TCAT Shelbyville, underwent a major shift in 2017 because of the FOCUS Act of 2016 and the appointment of a new Chancellor, Dr. Flora Tydings. The FOCUS Act seeks to ensure the state's Community Colleges and TCATs are organized, supported, and empowered in efforts to increase the percentage of Tennesseans with a postsecondary credential. Largely this involved the development of local governing boards for each of the six universities thus allowing TBR a greater focus on the 13 community Colleges and 24 TCATs. Additional TBR efforts under the leadership of Dr. Tydings included the retitling of the chief administrative officers of the TCATs

Director to President; the movement towards all 37 campuses in the TBR system operating with shared services; and, the restructuring of the TBR organization uniting the community and TCATs through common offices and services.

Purpose of Student Handbook

This student catalog/handbook has been prepared to provide information about the programs and training opportunities provided by the Tennessee College of Applied Technology for the 2025-2026 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.

The Tennessee College of Applied Technology provides the opportunity for students to increase their knowledge by providing various programs of instruction by well-qualified faculty. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his/her application of appropriate study techniques to any course or program. All students are expected to fulfill his/her commitment to utilize the facilities provided and to make satisfactory progress in his/her preparation for employment. Also, each student will abide by Tennessee College of Applied Technology and Academic Program policies necessary to ensure 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, and community and university courses to maintain and update their skill sets. Graduates of the Tennessee College of Applied Technology should not be expected to compete with currently employed professionals 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 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.***

Disability Services

The Tennessee College of Applied Technology 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, meet 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 Student Services prior to enrollment or as the need arises. The college will engage in an interactive process with the student to determine appropriate and reasonable accommodation(s) in relation to the disability and the program. The college will often require documentation of the disability. Documentation is defined as written information from a qualified healthcare professional. A request form for disability assistance is available by contacting Student Services. The form should be submitted to initiate the interactive process.

Disability Services Contact

Leslie Martin
Coordinator of Disability Services and Student Services
Tennessee College of Applied Technology Shelbyville
1405 Madison Street, Shelbyville, TN 37160
(931) 685-5013

Title VI

The TCAT Shelbyville 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 TCAT Shelbyville 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 TCAT Shelbyville 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 any harassment or discrimination, prevent its recurrence, and address its effects. Upon receipt of a complaint, the TCAT Shelbyville will promptly investigate to determine what occurred and then take

appropriate steps to resolve the situation. TCAT Shelbyville'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 website at https://www.tbr.edu (https://www.tbr.edu) and on the TCAT Shelbyville website at https://tcatshelbyville.edu/about/non-discrimination-statement (https://tcatshelbyville.edu/about/non-discrimination-statement). Inquiries or complaints concerning Title VI may be reported to the College's Title VI coordinator:

Andrea Walters, Title VI Coordinator
TCAT Shelbyville 925 Dinah Shore Blvd.,
Winchester, TN 37398
(931) 968-5050
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
(http://www2.ed.gov/about/offices/list/ocr/complaintintro.html)

Title IX

The TCAT Shelbyville complies with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. Â§1681 et seq. ("Title IX"). Title IX prohibits discrimination based on sex in education programs and activities, including with respect to admission and employment. Prohibited forms of sex discrimination include sexual harassment; sexual misconduct, including sexual assault, stalking, dating, or domestic violence; and discrimination against pregnant/parenting students. TCAT Shelbyville also prohibits retaliation because an individual filed a complaint of sex discrimination or participated in an investigation related to sex discrimination.

Information about the College's policies and procedures that prohibit sex discrimination, including sexual harassment and sexual misconduct, may be found in the links provided at the top of this sub-section, in the Student and Employee Handbooks, from the Student Services Office, on the TBR web site at https://www.tbr.edu (https://www.tbr.edu) and on the TCAT Shelbyville website at https://tcatshelbyville.edu/current-students/report-complaint (https://tcatshelbyville.edu/current-students/report-complaint). Inquiries or complaints concerning Title IX and/or the Title IX regulations may be referred to the College's Title IX coordinator 24/7 in person, by phone, and/or by email at:

Andrea Walters
Title IX Coordinator
TCAT Shelbyville,
925 Dinah Shore Blvd, Winchester, TN 37398
(931) 968-5050

Pregnant Students

TCAT Shelbyville 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.

TCAT Shelbyville 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 TCAT Shelbyville Title IX Coordinator, or Student Services Coordinator.

Policies on Non-Discrimination

The Tennessee College of Applied Technology promotes equal opportunity for all persons without regard to 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. Similarly, institutions shall not tolerate or subject any student to discrimination or harassment under any education program or activity, and no student shall be discriminatorily excluded from participation nor denied the benefits of any education program or activity on the basis of any categories protected by state or federal civil rights law. Procedures for filing complaints of discrimination of any type are found through the links provided below and in the Office of Student Services. Further information can be found within the following TBR policies:

- Sex Discrimination, Sexual Harassment or Sexual Misconduct: Policy 6.01.00.00 (https://tbr.navexone.com/content/dotNet/documents/?docid=178&public=true)
- Non-Discrimination Statement (https://tbr.navexone.com/content/dotNet/documents/?docid=272&public=true)
- TCAT Policies and Guidelines (https://www.tbr.edu/generalcounsel/policies-and-guidelines)

Academic Calendar

The Tennessee College of Applied Technology 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 for 30 hours per week. In addition to full-time day classes, supplemental classes may be offered each term.

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
- 2592 hours = 6 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 or delay any class scheduled for a given term when the number enrolled is considered insufficient.

*Every program is different, please verify with your institution how many trimesters your program will require.

View the full Academic Calendar (/current-students/academic-calendar)

Admission Policies & Procedures

The Tennessee Board of Regents establishes the admissions requirements for age, status, counseling, and testing. The Tennessee Colleges of Applied Technology maintain 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 Requirements

- Program enrollment is based on a first-come, first-served basis by date of completed application. (A completed application includes all items required for enrollment.)

- Persons seeking admission to a college must be at least 18 years of age or have a high school diploma or equivalent. For full-time programs, the applicant must declare an occupational objective and demonstrate reasonable potential for achieving that objective.
- All persons who are required to register for the Federal Draft under 50 U.S.C. App. Section 453 are not eligible to enroll in any post-secondary school until they have registered with selective service. T.C.A. 49-7-114.

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 objectives with Student Services and consult with instructor/tour program, if desired, and choose one program of study.
- Complete an application for enrollment online.
- 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 with sealed, official high school transcript/diploma, College transcript/degree, military transcripts, or GED or HiSET scores.

Foreign Nationals/Non-Immigrants, may enroll as students, regardless of immigration status, if they otherwise meet TCAT program enrollment requirements. The College is not a participant in the Student and Exchange Visitor Program (SEVP) or SEVIS and does not process F and/or M student visas or issue I-20 documents. Non-immigrants who wish to enroll at the College should consider whether enrolling at the College will negatively impact their visa status prior to enrolling at the College.

In addition to meeting the TBR TN residency requirements, 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.), which requires proof of identity and U.S. Citizenship, Permanent Resident status, or lawful presence in the U.S. Contact the Student Services office at the College for information about acceptable documentation for purposes of EVEA verification.

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

Prior to, or upon, the first day of attendance at Tennessee College of Applied Technology, 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. 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 may need to reapply.

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

Practical Nursing	H.S. Diploma, GED or HiSET; Clinical sites will require a Satisfactory Physical with all required immunizations; Pass Drug Screen; and background check. Proof of medical insurance and costs for clinical site requirements are the responsibility of the student.
Truck Driving	Class A Permit, DOT Physical Health Card, Proof of Valid TN Driver License. State law (Tennessee Code Annotated 49-6-2107) requires that prior to being hired as a school bus driver, a school board will need to conduct a criminal background check, and the school board will decide whether to issue a Certificate of Eligibility. ii. State law requires school bus drivers to be at least twenty-five (25) years of age to hold the (S) endorsement and drive a school bus in Tennessee; The school board decides whether to issue a Certificate of Eligibility and whether to hire an individual. The TCAT does not make those decisions. iv. If you have been convicted of a crime, TCAT urges you to review state law and Tennessee Department of Safety eligibility criteria to determine whether you are eligible to be hired as a school bus driver. Do so prior to enrolling.

Student Insurance

Nursing and Allied Health Liability Insurance

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

TBR Student Health Insurance Exchange

Other Tennessee College of Applied Technology students interested in obtaining health insurance coverage can access information about the TBR Student Health Insurance Exchange online at www.TBRstudentHealthInsuranceExchange.com

(http://www.TBRstudentHealthInsuranceExchange.com) or by calling 1-800-647-4104.

Technology Foundations/Learning Support

Technical College Learning Support Policy (TBR Policy 2.03.00.04 (https://tbr.navexone.com/content/docview/?docid=287&public=true)) 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 learning support is to enhance academic success in technical college programs and increase the likelihood of program completion that will prepare students for career success in their chosen field of study.

Transfer of Student Records from Other Institutions

All transfer applicants are considered on an ongoing 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.

Transfer from another Nursing Program

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

- Submit a completed application for enrollment.
- Submit an official copy of high school transcript or high school equivalency.
- Submit an official transcript from previous nursing education program.

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

After notification of conditional acceptance to the program, the following items required by clinical sites must be completed and submitted prior to enrollment:

- Satisfactory drug screen within the previous six months,
- Satisfactory criminal background screening within the previous six months,
- Proof of current CPR certification, and
- Up-to-date physical/immunizations.

Shelbyville to consult with:

Kimberly Matheson, Coordinator of Nursing

kim.matheson@tcatshelbyville.edu (mailto:kim.matheson@tcatshelbyville.edu)

Articulation

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

Prior Learning Assessment/Transfer Credit

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.

Students may request an evaluation of credit for prior education/training or experiences to satisfy courses in a program of study offered by the college. Sources of prior credit include:

I. Credit from other colleges (TCATs, Community Colleges, Universities, and Proprietary Trade Schools)
II. Early Postsecondary Opportunities (EPSO) credit (Dual Credit, Dual Enrollment, Industry Certifications, AP, etc…)
III. Credit for military training and experience
IV. Non-military work experience
V. ACT transcript
VI. National Career Readiness Certificate (NCRC)
VII. Completion of Learning Support Competencies through the Seamless Alignment and Integration of Learning Support (SAILS) program

Requests for prior credit evaluation are processed by Student Services and college faculty, who make recommendations for the number of hours that may be awarded to a student. While COE does not mandate a maximum number of transfer credit or credit for prior learning a school may accept per student, at least one hour must be completed at the TCAT in addition to evidence of competency mastery through testing and/or hands-on demonstration to be awarded a credential.

Overall Process

Student Notification

During orientation or initial meeting with Student Services personnel or a School Certifying Official (SCO), students are notified of the process to request consideration of prior credit applicable to their program of study. A student is required to submit another consideration of prior credit when switching academic programs.

Requesting Review of Prior Credit

A student completes the Prior Credit Evaluation (PCE) Request form. If the student is unable to initiate the request, Student Services may initiate the request form upon request from the student.

Applicable documentation must be attached to the request form or submitted to the Student Services office. Documentation may include but is not limited to:

- DD214
- Joint Services Transcript (JST)
- Any additional prior transcripts
- Documentation of prior work experience may include:
- Workplace training certificate
- Employee training records
- Letter on company letterhead signed by an appropriate official (containing contact information for verification)

Awarding Prior Credit

To verify a student's proficiency level, a programmatic proctored assessment or skills demonstration exam may be administered by the college. Approved transfer credit hours will be applied to the student's transcript when the Prior Credit Evaluation (PCE) Request has completed the review process and proctored assessments or skills demonstration exams have been scored with a passing result.

Transfer Admission Policy

Transfer Among TCATs

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 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.

Transfer Among Programs

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 or designee must approve the transfer. It is expected that generally this will occur during the first term of the student's training.

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.

Readmission from Attendance-Related Suspension

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.

Exceptions for Suspension Due to Student Attendance

In individual cases of extenuating circumstances, the president may make exceptions to the requirement of suspension or presumed withdrawal due to absences. The circumstances warranting such exceptions should be fully documented.

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:

I. A = 90 – 100
II. B = 80 – 89
III. C = 70 – 79
IV. D = 60 –69
V. F = 0 – 59
VI. P = Pass
VII. CONT = Continuing/Incomplete
VIII. W = Withdrew

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

I. Skill Proficiency
II. Theory/Related Information

Readmission for Nursing Students

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

If an individual seeks to reapply to the second or third trimester of the nursing program, the applicant must complete the Tennessee College of Applied Technology application for the term they plan to enroll. The student must also submit a letter requesting readmission to the specific term to the Health Sciences Coordinator.

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

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

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

Coordinator of Nursing at TCAT Shelbyville

Kimberly Matheson

kim.matheson@tcatshelbyville.edu (mailto:kim.matheson@tcatshelbyville.edu)

Readmission from Suspension for Grades or Attendance (All programs except Allied Health)

A. The president or designee may consider for readmission the applicant who has been suspended.

B. Criteria that the president or designee 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.

General Readmission Policy

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

Academic Policies & Procedures

Grading Policies and Progress Standards

Students are evaluated on skill and theory in each program during the academic term. Grade and attendance records are maintained as part of the student record.

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. Instructors shall communicate their program's specific pace/progress schedule to every incoming student.

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 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:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 0 – 59
- P = Pass
- CONT = Continuing/Incomplete
- W = Withdrew

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

I. Skill Proficiency
II. Theory/Related Information

Grading Scale and Progress for All Programs (except Nursing & Truck Driving)

Grade Scale (except Nursing & Truck Driving)

A (90-100)	F (0-59)

B (80-89)	P = Pass
C (70-79)	CONT = Continuing/Incomplete
D (60-69)	W = Withdrew

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 grade average will result in suspension at the end of the term. Additional retention standards for specific programs may be established based on accrediting or licensing requirements.

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.

Grading Scale and Progress for Nursing & Truck Driving

Nursing and Truck Driving students receive a theory grade in each subject. Academically, grades of A, and B are considered satisfactory progress; grades of C, 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 & Truck Driving

A (90-100)	D (60-69) Failing
B (80-89)	F (0-59) Failing
C (70-79) Failing	

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 Truck Driving programs must maintain a satisfactory average of 80 for each unit of study.

Grade Point System

A. The following grade point system is to be used in grade point average (GPA):

A: 4 points per customary clock hour
B: 3 points per customary clock hour
C: 2 points per customary clock hour
D: 1 point per customary clock hour
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.

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" (60) or better per course for each term and an overall 2.0 GPA or better per term.

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

III. Truck driving programs require a "B" (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.

Worker Characteristic Grading (Work Ethic 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	6. Productivity
2. Character	7. Organizational Skills
3. Teamwork	8. Communication
4. Appearance	9. Cooperation
5. Attitude	10. Respect

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

Graduation Ceremonies

Graduation ceremonies are held each year in the Spring. 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).

Exit Interview

Students leaving the College are requested to complete an exit interview. This questionnaire will provide useful information to the College regarding the quality of programs, instructional equipment, our services, and student employment information. Before leaving the College, the student should complete an exit interview with the Student Services Office.

Awards Issued Upon Program Completion

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

Graduation/Program Completion

Graduation Requirements

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

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

Students are requested to complete an exit interview upon completion of their training program.

Testing Center

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

- CompTIA
- HESI (Allied Health Exam)
- Surgical Technology
- National Healthcare Association - Certified Medical Administrative Assistant
- IC3 Certification (Certiport)
- Medical Billing and Coding Certification Exams (NHA/ATI)
- MOS - Microsoft Office Specialist (Certiport)
- NIMS (National Institute for Metalworking Skills)
- Pharmacy Technician Certification
- QuickBooks (Certiport)
- NOCTI
- ESCO 608

*Please contact your campus staff for what is available at your campus.

Library / Media Services

Media resources are available to the students in their program of instruction. Resource materials may include (reading material, catalogs, texts, magazines, online resources, etc.). In addition, students may use the multimedia equipment located in their program. During college orientation, students will be oriented to technology (email, portal, etc.) as well as covered during program orientation to email, wi-fi, eLearn/D2L, etc.

Instructor Qualifications

Instructors at the Tennessee College of Applied Technology 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 is involved in continuing education to ensure that they are knowledgeable in the latest technology relevant to their prospective programs.

Experiential Learning Opportunities

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 or designee for approval. The student, instructor, employer, financial aid department, and President must sign the formal co-op agreement.

Live Work

Live Work is performed 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 the Tennessee College of Applied Technology possession if not being actively worked on. Live Work projects will be assessed for timely completion.

Live Work Fee and Cost of Service Fees

Live work project owners must pay for all expenses related to the project. For 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 the completion of the project agreement form. Payment of the live work fee will be paid once the agreement form is signed. The fee for the cost of services received is due upon completion of the project.

Relationship to Training

Live work projects performed by students enhance the technical training of students. The Tennessee Board of Regents Guideline Tennessee College of Applied Technology A-30, Instructional Projects at Colleges of Applied Technology, is the basis for all live-work projects performed at the Tennessee College of Applied Technology. 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 the Tennessee College of Applied Technology 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:

I. Students
II. Tennessee College of Applied Technology employees and their immediate families
III. Members of the school's advisory committees
IV. Personnel and institutions of the Tennessee Board of Regents System
V. Tennessee College of Applied Technology Retirees
VI. Civic Groups
VII. Governmental agencies, and
VIII. Non-profit organizations.

Live work may be performed for the public as 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 A-30. Persons requesting repair service from various training departments at the Tennessee College of Applied Technology must first be authorized.

Customer Obligations

The person, program, institution, or organization for which live work is done shall:

I. Sign a Live-Work Agreement form as provided in Guideline A-030 (https://tbr.navexone.com/content/docview/?docid=190&public=true) in advance of any work or inspection.
II. Assume all responsibility for the results of the work being done by students.
III. Bear all actual costs of material and parts involved.

IV. 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.
V. Tipping of students or faculty is not permitted.

Tuition & Fees

Tuition and Fee Assessment

Tuition and fees are assessed each term in accordance with an approved schedule for Tennessee Colleges of Applied Technology. Maintenance Fees, also sometimes referred to as "tuition," 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, money order, or credit card or by charging against Financial Aid. No two-party checks or partial payments are accepted. All tuition and fees should be paid before registration day. Students may be counted absent until tuition and fees are paid.

NOTE: Fees are subject to change without notice.

2025-2026 Tennessee College of Applied Technology Fee Schedule*

Trimester Hours	Maintenance Fee	Student Access Fee	Technology Access Fee	Trimester Total
1-40	$218	$10	$45	$273
41-80	$295	$10	$45	$350
81-135	$446	$10	$45	$501
136-217	$777	$10	$73	$860
218-340	$1,255	$10	$73	$1,338
341-432	$1,404	$10	$73	$1,487

*Does not include program-specific fees or textbook/supplies/tool costs.

Tuition/Maintenance Fees

Tuition/maintenance fees are calculated based on the number of Student Clock Hours (SCH's) for which the student enrolls. The rate is based on the current maintenance fee schedule approved by the Tennessee Board of Regents. TCAT students who enroll concurrently in two or more programs/classes will be assessed tuition appropriate to the number of clock hours scheduled to attend in each program/class.

I. **Dual Enrollment Students** - Students dual enrolled are charged tuition and the dual enrollment fee based on the number of Student Clock Hours (SCH's) for which the student enrolls. The rate is based on the current maintenance fee schedule approved by the Tennessee Board of Regents.
II. **Special Industry Training** - Student fees may 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.
III. **Other Students** - For credit classes, a fee of $70 per term (including maintenance fee and tech access fee) may be charged to persons who are domiciled in Tennessee with a permanent and total disability, and persons who will become 65 years of age or older during the academic term in which they begin classes. This only applies to enrollment on a space-available basis. Fees may be discounted or considered as scholarships for full-time state employees, TBR employees, spouses, and dependents as well as children of certified public school teachers.

Before any student is counted as enrolled, the maintenance fee must be paid. Maintenance fees may not be waived unless extenuating circumstances are present according to TBR policy.

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 4.01.03.10 (https://tbr.navexone.com/content/dotNet/documents/?docid=285&public=true), 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 review. If the charges are deemed to be appropriate, students may submit their appeal to the President of the Tennessee College of Applied Technology for their determination, which will be final.

Books/Supplies/Expenses

Students must purchase the following on their own, as may be required by the area of training in which enrolled. Students are encouraged to have all books/supplies by the first day of courses:

I. Texts, workbooks, paper, tools, and pencils
II. All parts and materials used on personal projects
III. Uniforms, safety glasses, and other personal items are required by specific occupational areas.
IV. 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 fee 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 should provide appropriate documentation at or prior to registration.

See policy Educational Assistance for TBR System Employees: P-130 (https://tbr.navexone.com/content/docview/?docid=277&public=true) for more information.

Fee Discounts

A maintenance fee discount equal to 50% will be provided to spouses and dependent children under the age of 26 whose parents are 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 $70 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. 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 4:01:03:10 (https://tbr.navexone.com/content/dotNet/documents/?docid=285&public=true)). 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 Tuition, Fees, Charges, Refunds, and Payments; 4:01:03:10 (https://tbr.navexone.com/content/dotNet/documents/?docid=285&public=true).

Refund Policy

The College will automatically calculate and process a refund for any student that withdraws during the refund period. All refunds by direct deposit or checks are disbursed to the student from the Tennessee College of Applied Technology Business Office within 45 days of notification of student withdrawal.

Eligibility for Refunds:

I. The change in a full-time student's schedule which results in reclassification to a part-time student.
II. A change in a part-time student's schedule, which results in a class load of fewer hours.
III. Voluntary withdrawal from the College within the refund period.
IV. Cancellation of a program by the College.
V. Death of a student.
VI. 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. State aid program recipients are subject to institutional refund policies.

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.

d. A 100% refund will be provided to students who are compelled by the institution to withdraw when it is determined that through institutional error, they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.

e. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

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 program 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.

*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 the Tennessee College of Applied Technology Business Office and are mailed or direct deposited to the student from the Tennessee Board of Regents Service Center.

Student Services, Policies, & Procedures

High School Transcripts and GED and HiSet Scores

GED and HiSET scores and transcripts may be required upon admission to a program and will be stored in the student file.

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 typically takes no longer than 10 business days to process. 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.

Other Possible Bases for Release of Student Records

FERPA and Subpoenas

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

FERPA and Health Records 45 CFR Part 160; 45 CFR Part 162; 45 CFR Part 164

The Institution's 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. The Tennessee College of Applied Technology complies with the changes made to FERPA because of the USA Patriot Act as outlined in DCL April 12, 2002.

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

Tennessee Board of Regents
1 Bridgestone Park
Nashville, TN 37214
www.tbr.edu (http://www.tbr.edu)
Policy 3:02:03:00 Confidentiality of Student Records (https://tbr.navexone.com/content/docview/?docid=93&public=true)

A student also has the right to file a complaint with the U. S. Department of Education concerning alleged failures by the Tennessee College of Applied Technology 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
https://studentprivacy.ed.gov/file-a-complaint (https://studentprivacy.ed.gov/file-a-complaint)

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

Students of the Tennessee College of Applied Technology have specific rights under FERPA, as well as the related regulations of the Department of Education. This law and the regulations provide that a student has a right to inspect and review their education records. Requests will be honored within 45 days of the day the Tennessee College of Applied Technology receives a request for access. Students should submit a written request to the Student Services Coordinator or designee, 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 (https://tbr.navexone.com/content/docview/?docid=248&public=true), 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 or designee 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.

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 (https://tbr.navexone.com/content/docview/?docid=248&public=true) 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 Services Office.

Student Records

Student Files

A permanent file is maintained on each current and former student who has enrolled in Tennessee College of Applied Technology. Each permanent student education record will contain a minimum of the following information: 1) academic records; 2) student disciplinary files; 3) matters related to student discipline, pursuant to TBR policy 1.12.01.00(V)(B), SW-U02. Other records pertaining to students are maintained and/or destroyed as provided in TBR policy 1.12.01.00.

The Tennessee College of Applied Technology complies with FERPA (20 U.S.C. §1232g) and the Tennessee Open Records Act (T.C.A. §10-7-501 et seq.) and maintains student education records as confidential documents except as provided by those statutes and their enabling regulations. The TCAT also complies with the Gramm-Leach-Bliley Act: Security Information Program guidelines as well as T.C.A. §47-18-2101 et seq. governing the protection of all nonpublic financial information as well as required notifications to consumers in the event of unauthorized access to confidential information.

Students may request access to review and/or obtain copies of their student education records by contacting the Student Services Office at their institution.

Reporting Absences

All absences and tardiness are recorded in banner by the program instructor (or designee). Students should communicate with their instructor on the day(s) they cannot attend class and the reason for the absence. Students leaving class without authorization will be counted absent and may result in

disciplinary action. False information pertaining to reasons for absences will be grounds for discipline.

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.

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.

Attendance Policy

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 (or their designee) 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 absent if not in the classroom at the designated start time or if the student leaves class early, prior to dismissal. Absences due to tardiness or leaving early will be recorded as follows:

- 1 to 15 minutes will be counted as .25 of an hour
- 16-30 minutes will be counted as .50 of an hour
- 31-45 will be counted as .75 of an hour
- 46-60 will be counted as one hour

4. Multiple tardies or instances of leaving class early prior to dismissal will result in the following discipline:

- Five (5) tardies or 5 early departures: Student will be given a written warning by instructor.
- Six (6) tardies or 6 early departures: Student will be placed on probation by the student services coordinator.
- Seven (7) tardies or 7 early departures: Student will be referred to the president (or their designee) and may be suspended.

5. 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.

Involuntary Withdrawal Policy (Automatic)

Any student who is absent from class for three days without notification to the program instructor will be withdrawn from class per TBR policy 2:03:01:05 (https://tbr.navexone.com/content/docview/?docid=265&public=true). On the day following the third no call no show absence; the instructor will complete the required termination procedure and notify the Student Services Office.

Appropriate school personnel will process the withdrawal. The Business Office will determine 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 new application for enrollment.

Voluntary Withdrawal Policy

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. The procedure to terminate/withdraw is:

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

Changes in Enrollment Status

After the census date, students receiving a WNTSG/TN PROMISE/TCAT RECONNECT award will normally not be allowed to change status during the term. The census date is defined as the first day of the term or the first day of the student's enrollment for the term.

- A student may be allowed to change status from full-time to part-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, illness of the student, illness or death of an immediate family member, extreme financial hardship of the student or student's immediate family, or other extraordinary circumstances beyond the student's control where continued full-time attendance by the student creates a substantial hardship.
- Students may change status between terms prior to the census date. However, approval for the change in status must be granted prior to registration.
- Students must contact the Student Services Office to request a change in status.

If approved for a change in enrollment status, the amount of any financial award, including WNTSG/TNPROMISE/TCAT RECONNECT being received will be adjusted based on the revised scheduled hours for the term. Any amount that the student owes for financial resources already received must be paid prior to the effective date of the change.

If the Student Services Office denies a student's request to change enrollment status, the student will need to determine if they will continue enrollment or withdraw from the institution. In the event of withdrawal and subsequent non-continuous enrollment, a student may appeal the loss of scholarship so long as they meet one of the requirements for appealing loss of state aid and submit appropriate supporting documentation.

Different rules may apply to service members. See TBR Policy 2.03.01.04, Admission, Enrollment, and Readmission of Service Members. (https://tbr.navexone.com/content/dotNet/documents/?docid=77&public=true)

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 the main office to sign in and receive a visitor's badge, which is always to be worn while on campus. Tennessee College of Applied Technology 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, the Tennessee College of Applied Technology does not permit children who are minors, except those who are enrolled as students or participating in educational programs or activities sponsored by the College, 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 the Tennessee College of Applied Technology. 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.

Release of Personally Identifiable Information

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

FERPA permits disclosure without consent to Tennessee College of Applied Technology officials with legitimate educational interests. A College official has a legitimate educational interest if the official is a person employed by the Tennessee College of Applied Technology or TBR 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.

The Tennessee Colleges of Applied Technology 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.

Food Services

An area with vending machines is provided on the main campus, Franklin County campus, and Lincoln County Central Academy campus for use by students for scheduled breaks and lunches.

Dress Policy

The Tennessee College of Applied Technology is a 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, business, or healthcare facility as possible.

Appropriate attire must be worn that is representative of what the 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 the Tennessee College of Applied Technology 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.

Student IDs

Students must always wear their Tennessee College of Applied Technology 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 must be paid and a receipt must be presented to school personnel before a new ID badge will be made. Upon termination from the Tennessee College of Applied Technology, students must return their ID badges to the instructor/Student Services office.

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.

Course Rules and Policies

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.

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.

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.

General Student Expectations

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 the 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://tbr.navexone.com/content/docview/?docid=37&public=true).

Drug and Alcohol Prevention Information

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

I. The maintenance of an environment in which students can learn and be safe,
II. Help for students whose development or performance is threatened by abuse of drugs or alcohol, and
III. 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:

- Professional Care Services Contact Information:
  - https://docs.google.com/document/d/1MscOfKBI5sLjeWfsMvDHhzIiVj7xOocWuStaw6ExO3c/edit (https://docs.google.com/document/d/1MscOfKBI5sLjeWfsMvDHhzIiVj7xOocWuStaw6ExO3c/edit)

Sanctions - Unlawful Possession or Distribution

The Tennessee College of Applied Technology and all Tennessee Board of Regents institutions have prohibitions against the possession and/or use of drugs and alcohol on property controlled by the Tennessee College of Applied Technology or while participating in a Tennessee College of Applied Technology 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 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.

Smoking Policy

Pursuant to, and in supplement of, the laws of the State of Tennessee (T.C.A. § 49-7-135) and TBR Policy No. 1:07:00:10 (https://tbr.navexone.com/content/docview/?docid=49&public=true), the following smoking policy applies to all persons at TCAT Shelbyville:

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.

Persons violating this policy will be subject to disciplinary action up to and including the termination of employment or enrollment at the TCAT. 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.

Firearms

Pursuant to T.C.A. §§39-17-1309 and 39-1751 and TBR Policy No. 7:01:00:00 (https://tbr.navexone.com/content/docview/?docid=26&public=true), possession of firearms on Tennessee College of Applied Technology property is generally prohibited. The permitless/constitutional carry legislation, T.C.A. § 39-17-1307(g), does NOT allow permitless/constitutional carry on TBR property. And may subject an individual to arrest/prosecution and/or disciplinary action, subject to the exceptions identified in TBR policy, which are summarized below:

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/agencies 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. Adults, including students, employees, and visitors may store a firearm and/or ammunition in their motor vehicle if the handgun and/or 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 property unless specifically permitted by TBR Policy 7.01.00.00 or a specific statutory exception.

4. The Tennessee College of Applied Technology 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 policy.

5. 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.

Policy on Drug Screening

In addition to any program-specific policy, in compliance with the requirements of the Drug-Free Campus & Workplace Act and to maintain a safe environment conducive to both work and learning, the Tennessee College of Applied Technology 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 related activity, the Tennessee College of Applied Technology may require that an 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 subject to appropriate disciplinary action under the applicable disciplinary policy. 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.

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, the Tennessee College of Applied Technology 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.

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 property to the Tennessee College of Applied

Technology administration.

Disabled/Handicapped Parking Violations

Authority: Tenn. Code Ann. Â§ 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.

Traffic and Parking Rules

Faculty, students, and visitors are expected to comply with all campus parking and speed regulations as well as all state laws, and county and municipal ordinances governing traffic/parking in their locality. State and local law enforcement authorities will enforce those provisions on the Tennessee College of Applied Technology campuses. This policy is promulgated pursuant to, and in compliance with, Traffic and Parking: 7.05.00.00 (https://tbr.navexone.com/content/docview/?docid=184&public=true).

The Tennessee College of Applied Technology 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.

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.

Copyright and Digital Millennium Act

Materials published by the Tennessee College of Applied Technology 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, T.C.A §49-7-142 requires that the institution prohibit the infringement of copyrighted works using institutional resources. Any attempts to do so will result in appropriate disciplinary sanctions. Violations will result in corrective action by the appropriate institution office in accordance with applicable policy. 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.

Computer Operation and Internet Access Policy and Guidelines

All students acknowledge the Acceptable Use Policy for Information Technology each time they log on to a school computer. Compliance with this policy is necessary to ensure the security and performance of Tennessee College of Applied Technology computer resources and a proper learning environment. Strict adherence to this policy will prevent costly damage, need for equipment/system repairs, system downtime, and/or loss of computer privileges. The Tennessee College of Applied Technology's Acceptable Use Policy. (https://tbr.navexone.com/content/dotNet/documents/?docid=54&public=true)

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

Academic Integrity Policy

Tennessee College of Applied Technology operates under the premise of academic integrity. The policy prohibits plagiarism and other forms of academic cheating. It is the instructor's responsibility to create an environment in which academic integrity is expected. It is the student's 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://tbr.navexone.com/content/dotNet/documents/?docid=91&public=true).

Attitude

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

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 General Regulations on Student Conduct and Disciplinary Sanctions. (https://tbr.navexone.com/content/dotNet/documents/?docid=91&public=true)

Student Conduct

Alumni

This institution does not have a formal alumni organization. However, all graduates are considered Tennessee College of Applied Technology 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.

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 Services

Educational Counseling

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

Personal Counseling

The staff will provide individual guidance to students who are experiencing personal, academic, behavioral, or financial problems. When appropriate, referrals may be made to external agencies with specialized expertise to provide additional support. All matters will be treated individually and on a confidential basis.

Career Counseling

Career 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 career 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.

Job Placement

The Tennessee College of Applied Technology is committed to supporting graduates in securing employment upon completion of their training. The College maintains strong relationships with industry partners and the Department of Labor and Workforce Development, enabling a high percentage of graduates to be successfully placed in jobs. Graduate placement is a key priority for instructors and college staff, and students are expected to actively engage in the job search process.

Official transcripts are available to students and authorized agencies upon request by completing a transcript request form through the Student Services Department. Placement rates are continuously evaluated and reported to the Tennessee Board of Regents and our accrediting agency. These rates are used to assess program effectiveness and guide decisions regarding program development and continuation.

Follow-Up

Efforts are consistently made to maintain contact with graduates after they enter the workforce to assess their success and ensure that training remains relevant to the evolving needs of students and industry. Graduates are encouraged to keep the institution informed of their employment status and any changes in their career. Follow-up surveys and studies are conducted to evaluate whether program adjustments are needed. Employers, college personnel, and other stakeholders actively participate in follow-up initiatives to assess and enhance curriculum and better serve student needs. It is essential that students, faculty, and staff understand the value of responding to follow-up surveys, as the data collected plays a critical role in program evaluation, continuous improvement, and ongoing funding. Graduates are generally prepared for and considered for entry-level positions within their fields of training.

Limited English Proficiency

The Tennessee College of Applied Technology follows TBR policy in admission and delivery of services to those students with Limited English Proficiency (LEP). The Tennessee College of Applied Technology 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 the state of Tennessee-contracted Linguistic International for outside interpreter service.

For a complete list of resources at that the Tennessee College of Applied Technology, please contact the Student Services Office.

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. The purpose of the SGA is to promote and maintain active communication between the students, faculty, and administration, and to provide a means for members of the student body to express themselves effectively in the development and maintenance of the College programs which affect them.

Student Veterans Association

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

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

Safety Policies & Procedures

Safety Policy

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

The Tennessee College of Applied Technology complies with the Hazardous Communication Standard by making available in each classroom Safety Data Sheets which provide information about hazardous chemicals known to be on campus. Safety Data Sheets also explain the risks, precautions, and potential solutions for exposure(s) to hazardous materials in both normal and emergency situations. Safety instructions will be given during every course, and each student must pass tests to determine comprehension of these instructions. Safety glasses and goggles must be worn in all shops. Violation of safety policies or instructions may result in disciplinary action up to and including suspension or expulsion from the College.

Everyone at the Tennessee College of Applied Technology is responsible for fire prevention. Careful compliance with safety regulations is required to prevent fires. Emergency drills (i.e., fire, tornado, etc.) are conducted periodically to keep all College personnel and students alert and responsive in case of emergency and to provide frequent testing and proper use of all emergency equipment. The safety of students and employees is 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, the Tennessee College of Applied Technology 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, the Tennessee College of Applied Technology - 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.

The Tennessee College of Applied Technology complies with the federal Clery Act concerning campus security, prevention programs and reporting. The school maintains statistical data regarding certain crimes committed on school-controlled property. This data may be obtained from Student Services upon request and accessed on the Tennessee College of Applied Technology website.

Emergency Procedures

Each institutional department/program has a copy of the Tennessee College of Applied Technology Shelbyville Emergency Preparedness Response Guide. The plan is easily recognizable in a red flip book and is located in a centralized area for faculty, staff, and student access. Included in the Guide are Emergency Response Plans, Emergency Notifications, Medical Emergency Plan, Active Shelter Protocol. Floor Plans, Evacuation Routes, and Safe Places information are posted in public areas and classrooms.

Campus Security Act

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 on the TCAT website. 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 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://tcatshelbyville.edu/about/safety-and-security (https://tcatshelbyville.edu/about/safety-and-security).

Campus Sexual Misconduct Policy

TCAT Shelbyville complies with TBR Policy No. 6.03.00.00 (https://tbr.navexone.com/content/dotNet/documents/?docid=178&public=true) 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://tbr.navexone.com/content/dotNet/documents/?docid=178&public=true (https://tbr.navexone.com/content/dotNet/documents/?docid=178&public=true).

I. Prohibition of Sexual Misconduct and General Information

A. Sexual Misconduct is a form of sex discrimination prohibited by Title IX. TCAT Shelbyville is committed to eliminating any and all acts of Sexual Misconduct. As set forth in this policy, Sexual Misconduct includes Title IX Sexual Harassment, Dating Violence, Domestic Violence, Stalking, and Sexual Assault. TCAT Shelbyville strictly prohibits these offenses. For purposes of institutional policies, a reference to the institution includes the TBR System Office for any complaints, investigations, adjudications, and other proceedings that involve the TBR System Office.
   1. Because Sexual Misconduct is a subset of the broader category of sexual harassment, not all sexual harassment allegations will be handled according to this policy. Allegations of sexual harassment that do not fall within the more limited definition of Sexual Misconduct or otherwise do not meet the criteria for filing a Formal Complaint will be handled in accordance with TBR Guideline P-080 and institutional policy.

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

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

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

E. In addition to conduct by students, faculty, and staff, this policy applies to conduct by third parties. An example of a third party is a vendor with whom the institution contracts to provide services.

This policy applies to all students and employees, regardless of sexual orientation or gender identity. **Title IX Coordinator** Complaints of Sexual Misconduct (or any sexual harassment or sex discrimination) should be made to:

Andrea Walters

Title IX Coordinator

925 Dinah Shore Blvd., Winchester, TN 37398

andrea.walters@tcatshelbyville.edu (mailto:andrea.walters@tcatshelbyville.edu)

(931) 968-5050

I.

A Deputy Title IX Coordinator has the same authority under this policy as the Title IX Coordinator.

II. Lack of Bias and Equitable Treatment

A. Neither the Title IX Coordinator, any investigator, any decision-maker, any person designated to facilitate an informal resolution process, nor anyone deciding an appeal will have a conflict of interest or bias for or against complainants or respondents generally, or against an individual Complainant or Respondent.

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

C. TCAT Shelbyville will provide a prompt, fair, and impartial investigation, adjudication, and, if applicable, disciplinary process. TCAT Shelbyville will treat Complainants and Respondents equitably, which includes an objective evaluation of all relevant evidence, including both evidence that tends to prove or disprove the allegations.

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

E. The investigation will proceed with a presumption that the Respondent is not responsible for the alleged conduct unless and until a Determination of responsibility for a violation of this policy is made at the conclusion of the decision-making process. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests with the institution. The parties do not carry the burden of proof. It is the institution's responsibility to establish Sexual Misconduct by a preponderance of the evidence.

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

III. How to Report Sexual Misconduct

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

1. Sexual Misconduct should be reported to the Title IX Coordinator. Such a report can be made at any time, including during non-business hours, by using the telephone number or electronic mail address, or office mail address. The contact information for TCAT Shelbyville's Title IX Coordinator is:

Andrea Walters
Title IX Coordinator
925 Dinah Shore Blvd., Winchester, TN 37398
andrea.walters@tcatshelbyville.edu (mailto:andrea.walters@tcatshelbyville.edu)
(931) 968-5050

I. TCAT Shelbyville recommends that reports and complaints of all Sexual Misconduct be made to the Title IX Coordinator so that the institution can respond appropriately. Although reports and complaints of Sexual Misconduct may be made at any time, reports should be made as soon as possible so that the institution is best able to address the allegation.

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

III. Supportive and Interim Measures

A. After receiving a report of potential Sexual Misconduct, whether or not the report is a Formal Complaint, the Title IX Coordinator will contact the Complainant to discuss the availability of Interim/Supportive Measures, inform the Complainant of their availability, and consider the

Complainant's wishes with respect to potential Interim/Supportive Measures. The Title IX Coordinator will also explain the process for filing a Formal Complaint.

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

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

D. TCAT Shelbyville will attempt to maintain the confidentiality of such Interim/Supportive Measures, to the extent that it can do so without impairing its ability to effectuate the Interim/Supportive Measures or to investigate and adjudicate the complaint.

IV. Formal Complaint

A. Any person alleging to be a victim of Sexual Misconduct that took place within an education program or activity of TCAT Shelbyville in the United States may file a Formal Complaint under this policy.

B. A Complainant who wants TCAT Shelbyville to conduct an investigation and take action in accordance with this policy must file a Formal Complaint alleging Sexual Misconduct.

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

D. Although TCAT Shelbyville will attempt to consider the wishes of Complainants, including that no investigation be conducted, TCAT Shelbyville will also consider their obligations under both TBR policy and applicable law, including Title VII of the Civil Rights Act of 1964. Thus, when the Title IX Coordinator receives a report of Sexual Misconduct, and especially when the complaint involves an employee, the Title IX Coordinator may decide to investigate the matter pursuant to Guideline P-080 and institutional policy, even if the Complainant does not want the report investigated. If

the Title IX Coordinator decides to file a Formal Complaint, the Title IX Coordinator is not a “Party” to any investigation, Determination or hearing process.

E. Complainants should provide as much of the following information as possible: what happened, where, and when; names of all people involved, including witnesses (if any); supporting documentation (if any); and contact information. TCAT Shelbyville encourages reporting of Sexual Misconduct even if some or all information is unavailable or cannot be provided. The Title IX Coordinator will explain their role, the options for reporting an incident, potential available Interim/Supportive Measures, and the available resources for assistance.

V. Confidential Resources (who will not share information with Title IX Coordinator)

A. TCAT Shelbyville encourages victims of Sexual Misconduct to talk to someone about what happened, whether they want their report to be investigated or not, so that they can get the support they need. Some resources are confidential and should be considered if the Complainant does not want the institution to investigate the matter.

B. TCAT Shelbyville contracts with One to One Health to provide virtual telehealth and mental health services. Should a victim choose to utilize such services, One to One Health will not report any information about an incident to the Title IX Coordinator without the victim’s permission.

C. Counselors and health care providers not affiliated with TCAT Shelbyville will generally maintain confidentiality and not share information with the institution unless the Complainant requests the disclosure and signs a consent or waiver form. However, these resources may have reporting obligations under state or federal law. For example, healthcare providers and certain other individuals are required to notify law enforcement when a person seeks treatment for injuries related to a violent crime, including injuries resulting from Sexual Misconduct or abuse of a minor.

VI. Reporting by Employees

A. All employees who learn of Sexual Misconduct (or any form of sexual harassment or sex discrimination, or retaliation) are encouraged to report such matters to the Title IX Coordinator.

B. Supervisors and managers who learn of Sexual misconduct (or any form of sexual harassment or sex discrimination, or retaliation *must immediately* report such concerns to the Title IX Coordinator.

VII. Anonymous and Third-Party/Bystander Reporting

A. TCAT Shelbyville encourages third parties to report incidents of Sexual Misconduct to the Title IX Coordinator. TCAT Shelbyville may not be able to move forward with third-party reports if the Complainant does not wish to file a Formal Complaint or cooperate with an investigation.

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

VIII. Abuse of Minors

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

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

C. In addition, TCAT Shelbyville employees shall make a report of child abuse or child sexual abuse in connection with an institutional program or activity to the Title IX Coordinator. Note that a report to TCAT Shelbyville law enforcement or security agency is not sufficient to comply with state law.

IX. Law Enforcement

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

X. Reporting Pursuant to the Nottingham Act.

A. Unless the victim of a rape does not consent to the reporting of an offense, the chief security officer or chief law enforcement officer of each institution shall immediately notify the local law enforcement agency with territorial jurisdiction over the institution if the officer is in receipt of a report from the victim alleging that any degree of rape has occurred on the property of the institution. The chief security officer or chief law enforcement officer shall designate one (1) or more persons who shall have the authority and duty to notify the appropriate law enforcement agency in the absence of the chief security officer or chief law enforcement officer. In the case of an alleged rape, the institution's law enforcement agency shall lead the investigation. After notifying the local law enforcement agency, the institution shall cooperate in every respect with the investigation conducted by the law enforcement agency. T.C.A. § 49-7-129.

B. If the victim does not consent to the reporting, the Administration at TCAT Shelbyville shall not report the offense to the local law enforcement agency. T.C.A. § 49-7-2207; T.C.A. § 49-7- 129.

XI. Additional Information

A. No Retaliation

1. Retaliation against a person who makes a report or files a complaint, participates or assists in an investigation, encourages another to file a complaint, or opposes Sexual Misconduct (or any other form of discrimination prohibited by institutional policy) is prohibited. Individuals must not interfere with an investigation. Retaliation will result in disciplinary measures, up to and including termination or expulsion.
2. In order to help prevent retaliation, TCAT Shelbyville's policy is to keep confidential the identity of anyone who has made a report or complaint of sex discrimination, including anyone who has filed a Formal Complaint of Sexual Misconduct, any Complainant, any Respondent, and any witness except as is required to carry out TCAT Shelbyville's responsibilities under this policy, as permitted by FERPA, or as required by law.
3. Anyone who wishes to file a complaint of retaliation should contact the Title IX Coordinator.

B. Emergency Removal/Administrative Leave

1. If it appears, based on an allegation of Sexual Misconduct, that a student may constitute an immediate and direct threat to the physical health or safety of another individual, TCAT Shelbyville will conduct an individualized inquiry and risk analysis and may place the student on interim suspension on an emergency basis. If the institution implements an interim suspension, the student shall be given the opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the interim suspension. Institutions shall follow the procedures set forth in TBR Policy 3.02.00.01-General Regulations on Student Conduct & Disciplinary Sanctions (and applicable institutional policies) before placing any student on interim suspension.
2. TCAT Shelbyville may place employees on administrative leave or similar action while addressing allegations of Sexual Misconduct.
3. Visitors, vendors, and other third Parties may be removed from the premises consistent with applicable policies and procedures.

C. Court Orders

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

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

XII. Investigation and Outcomes

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

B. Intake and Assessment of Formal Complaints

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

2. As part of the assessment, the Title IX Coordinator or designee may contact the Complainant and ask for information about the allegations. Supporting documents, such as emails, photos, text messages, and any other evidence should be preserved. If witnesses were present or have relevant knowledge, it is important to identify them, state what they may know, and inform the investigator how they can be contacted.
3. The Title IX Coordinator will assess the nature of reports and Formal Complaints, including whether one or more allegations meet the criteria for the filing of a Formal Complaint (e.g., whether the allegations include conduct that, if proven, took place in the United States and will constitute Sexual Misconduct in an education program or activity by a participant or someone attempting to participate in the education program or activity). If a Formal Complaint includes some allegations that, if proved, constitute Sexual Misconduct and some that do not meet that definition, the Title IX Coordinator will decide whether all allegations will be investigated pursuant to this policy or whether the allegations will be investigated according to another policy or guideline. As appropriate, the Title IX Coordinator may initiate proceedings under another policy, refer the matter to another department, and/or inform the Complainant about the availability of other methods to address the allegations.

C. Notice of Allegations

1. Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice to known Parties. (A Notice of Allegations will be provided even if the Formal Complaint is dismissed at the same time or shortly after the Notice of Allegations issues (e.g., the allegations if proven do not meet the definition of Sexual Misconduct)). The Notice of Allegations will enable both Parties to appeal the dismissal or to proceed under another policy.) The Notice of Allegations shall contain:
   a. an explanation of the investigation and grievance process, including a copy of or link to TCAT Shelbyville l policy, as well as any other applicable policies;
   b. the availability of an informal resolution process;
   c. explanation of the allegations potentially constituting Sexual Misconduct in sufficient detail and with sufficient time to prepare a response before any initial interview. A Respondent will have at least three (3) business days after issuance of a Notice of Allegations prior to an initial interview, but depending on the nature of the allegations, additional time may be offered or requested;
   d. the identity of the Parties involved in the incident, if known, and the date and location of the alleged incident;
   e. a statement that the Respondent is presumed not responsible for the alleged conduct unless and until a Determination of responsibility has been issued;
   f. a statement that the Parties may have an advisor of their choice at meetings they are permitted to attend. The advisor may be, but is not required to be, an attorney. (Parties may hire their own attorneys. At a live hearing only, TCAT Shelbyville will provide advisors to Parties who do not have their own);
   g. any statements in TBR institutional policies, procedures, or guidelines that prohibit knowingly making false statements or knowingly submitting false information during the process; and
   h. a statement that retaliation against a person who makes a report or files a complaint, participates or assists in an investigation, encourages another to file a complaint, or

opposes Sexual Misconduct is prohibited and will result in disciplinary measures, up to and including termination or dismissal.

2. If, during the course of an investigation, TCAT Shelbyville decides to investigate allegations about the Complainant or Respondent that are not included in the Notice of Allegations, TCAT Shelbyville will provide additional written Notice of Allegations to known Parties.

D. Dismissal of Formal Complaints

1. The Title IX Coordinator shall obtain advice from the Office of General Counsel before dismissing a Formal Complaint.
2. If the Title IX Coordinator concludes that the Complainant was not participating in or attempting to participate in an institutional education program or activity at the time of the Formal Complaint or that the conduct alleged in a Formal Complaint would not constitute Sexual Misconduct even if proved, did not occur in an institution's education program or activity, or did not occur against a person while in the United States, the Title IX Coordinator shall dismiss the Formal Complaint.
3. The Title IX Coordinator has discretion to dismiss a Formal Complaint or any allegations in it, if at any time during the investigation or hearing a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations in it; the Respondent is no longer enrolled by, employed by, or associated with a TBR institution; or specific circumstances prevent the TBR institution from gathering evidence sufficient to reach a Determination as to the Formal Complaint or allegations therein.
4. The Title IX Coordinator may decide to dismiss a Formal Complaint of Sexual Misconduct and refer the matter for disposition pursuant to a different policy, guideline, or process when an allegation of Sexual Misconduct is dismissed or when a Formal Complaint ceases to include an allegation of Sexual Misconduct.
5. Upon dismissal of a Formal Complaint for any reason, the Title IX Coordinator will promptly send written notice explaining the reasons for dismissal to the Parties. The dismissal notice will also explain whether TCAT Shelbyville will investigate or respond to the allegations under another policy, guideline, or process and the availability of other methods to address the allegations.

XIII. Informal Resolution

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

B. An informal resolution process is only available after the filing of a Formal Complaint and prior to a Determination regarding responsibility. If the Title IX Coordinator believes an informal resolution may be appropriate, the Title IX Coordinator will propose an informal resolution process in either

the initial Notice of Allegations or a subsequent written document. The Title IX Coordinator may discuss with the Parties the details of how the process will work. The written notice will contain the allegations or refer to the Notice of Allegations, set out the informal resolution process, explain that at any time prior to agreeing to a resolution, the Complainant, Respondent, or TCAT Shelbyville may withdraw from the informal resolution process and resume the investigation and adjudication process under this policy, and identify any records that will be maintained or shared related to the process.

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

XIV. Investigation of Formal Complaints

A. TCAT Shelbyville will investigate all Formal Complaints, unless dismissed or resolved. During the investigation:
   1. TCAT Shelbyville will not access, consider, disclose, or otherwise use a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in the professional's capacity and made or maintained in connection with the treatment to the Party, unless the Party voluntarily consents in writing;
   2. The investigator will conduct an investigation that is appropriate under the circumstances. The investigation will include a review of documents and physical evidence, as well as interviews with the Parties and other witnesses, unless they decline to be interviewed. The investigator may request access to premises, records, and documents deemed relevant. As the investigation progresses, the investigator may seek clarification, including during a subsequent interview, from any person participating in the investigation regarding the incident or their statement. A Party who learns or remembers any additional information should notify the investigator immediately. The Parties will have an equal opportunity to provide evidence and to identify witnesses, including fact and expert witnesses. Parties are encouraged to provide, as soon as possible, any evidence that the Party believes to be relevant and wants the investigator to consider. If at all possible, all evidence should be provided in time for the investigator to make it available for inspection and review;
   3. Although the Parties are encouraged to provide TCAT Shelbyville with information and evidence related to the allegations, TCAT Shelbyville is ultimately responsible for gathering evidence sufficient to reach a Determination regarding responsibility;
   4. TCAT Shelbyville will not restrict the Parties from discussing the allegations under investigation or from gathering and presenting relevant evidence. Any restrictions on the ability of the Parties to discuss matters related to the proceeding but which are not under investigation will be explained in the Notice of Allegations;
   5. Each Party will have the opportunity to obtain and to be accompanied to a meeting or proceeding by an advisor of their choice, who may, but is not required to be, an attorney, in accordance with Section IV.H. below;
   6. When a Party is invited or expected to participate in a meeting, TCAT Shelbyville will provide written notice of the date, time, location, participants, and purpose of the meeting, interview, or hearing, with sufficient time for the Party to prepare to participate;

7. Both Parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including evidence that is directly related to the allegations but upon which TCAT Shelbyville does not intend to rely in reaching a Determination regarding responsibility. TCAT Shelbyville will include both evidence that tends to prove and disprove the allegations, whether obtained from a Party or other source, so that each Party can meaningfully respond to the evidence prior to the conclusion of the investigation;
8. Prior to the completion of an investigative report, TCAT Shelbyville will send to each Party the evidence subject to inspection and review. Unless a Party requests that TCAT Shelbyville not do so, TCAT Shelbyville will also send the evidence to each advisor who has been identified. TCAT Shelbyville may decide to provide access to evidence through electronic means that is not available for download. In such case, the Parties and their advisors are prohibited from, directly or indirectly, photographing or reproducing such evidence (unless the Party has access to the evidence independent of the portal, e.g., documents submitted by the Party or publicly available information); and
9. TCAT Shelbyville will provide at least ten (10) calendar days for the Parties to respond to the evidence provided for inspection and review. The investigator will share any written response with the other Party and will consider any written response prior to completing the investigative report.

XV. Investigation Report

A. At the conclusion of the investigation, the investigator will prepare a written report. The report shall:
   1. fairly summarize the relevant evidence.
   2. explain the procedural steps taken between receipt of the Formal Complaint and the conclusion of the investigation, including all notifications to the Parties, interviews with the Parties, interviews with other witnesses, dates of all interviews, any site visits, and the methods used to gather evidence; and
   3. identify relevant policies, guidelines, and other standards;
   4. identify the allegations;
B. The written report shall not make findings of fact or conclusions regarding the application of facts to this policy.
C. At least (ten) (10) calendar days prior to a hearing, the investigator will send to each Party the investigation report in either electronic or hard copy, for review and written response. Unless a Party requests that TCAT Shelbyville not do so, TCAT Shelbyville will also send the investigation report to an advisor whom the Party has been identified.
D. The Parties should provide any written response as soon as possible, as the investigator may issue an amended investigation report if the investigator deems appropriate and if a Party provides comments in sufficient time for the investigator to do so. The Parties' written responses and any amended investigation report will be sent to the decision-maker.

XVI. Advisors

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

XVII. Recordings

A. Parties are not permitted to record any meeting conducted pursuant to this policy.
B. When a live hearing is conducted, TCAT Shelbyville will create an audio recording, audiovisual recording, or transcript and make it available to the Parties for inspection and review.

XVIII. Past Relationships and Conduct

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

XIX. Standard of Evidence

A. In determining whether Respondent engaged in Sexual Misconduct, TCAT Shelbyville uses the preponderance of the evidence standard of evidence in evaluating whether Sexual Misconduct occurred. A "preponderance of the evidence" means the greater weight of the evidence or that, according to the evidence, the conclusion sought by the party with the burden of proof is the more probable conclusion.

B. The burden of proof will remain with TCAT Shelbyville through the Determination.

XX. Timeline

A. Formal Complaints typically will be resolved (exclusive of any appeals) within 90 calendar days of filing.
B. Appeals will be resolved within fifteen (15) calendar days of the filing of an appeal.
C. Given the many variables and factors that may arise in such cases, additional time may be needed in some cases. Any departure from these time frames will be for good cause and communicated in writing or by email to both the Complainant and the Respondent simultaneously, along with a new timeline and explanation of the reasons. Good cause to extend the deadlines includes, but is not limited to, the absence of a Party, a Party's advisor, or witness; concurrent law enforcement activity; or the need for language assistance or the accommodation of disabilities.
D. Incompletion of the process within such time frames is not cause for dismissal of a Formal Complaint.

XXI. Parallel Investigations with Law Enforcement

A. The filing of a police report or the pendency of civil or criminal proceedings does not preclude TCAT Athens from proceeding with its investigation and Determination.
B. The investigation and Determination may be delayed until law enforcement has finished gathering evidence and indicated that TCAT Shelbyville may proceed with an investigation, but TCAT Shelbyville generally will not wait for the conclusion of any criminal proceeding.
C. Civil or criminal proceedings are separate and distinct from internal TCAT Shelbyville proceedings, and they may or may not run parallel to one another. However, TCAT Shelbyville may be required by law to provide information in civil or criminal proceedings.
D. TCAT Shelbyville policies shall set forth parameters and clarify what information may and may not be shared during a parallel investigation with law enforcement (e.g., via a memorandum of understanding with local law enforcement).

XXII. Live Hearings

A. TCAT Shelbyville will conduct a live hearing of Formal Complaints not dismissed pursuant to this policy in order to make a Determination whether this policy has been violated. The decision-maker appointed by the Title IX Coordinator has the authority to maintain order at the hearing and make all decisions necessary for the fair, orderly, and expeditious conduct of the hearing. The decision-maker shall be the final decider concerning all aspects of the hearing, including prehearing matters and at the hearing, how evidence is examined and the order of witnesses.
B. At the request of either Party, TCAT Shelbyville will provide for the live hearing to be conducted with the Parties located in separate rooms with technology enabling the decision-maker and Parties to simultaneously see and hear the Party or the witness answering questions.
C. In cases involving more than one Respondent, any Party may request separate hearings by submitting a request at least five (5) business days before the hearing. The Title IX Coordinator

will decide whether to grant the request.

D. Live hearings may be conducted with all Parties physically present in the same geographic location or, at TCAT Shelbyville's discretion, any or all Parties, witnesses and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

E. At least (ten) (10) business days prior to a live hearing, TCAT Shelbyville will provide both Parties with written notice of the following:
   1. The time, place, date of the hearing, and electronic access information, if applicable;
   2. The name of each witness TCAT Shelbyville expects to present or be present at the hearing and those TCAT Shelbyville may present if the need arises;
   3. The right to request a copy of the investigative file (other than portions that are protected by law or privilege), which includes all of the evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint;
   4. The right to request copies of all documents, copies of electronically stored information, and access to tangible evidence that TCAT Shelbyville has in its possession, custody, or control and may use to support claims or defenses;
   5. The right to have an advisor of the Party's choice, who may be, but is not required to be an attorney, and that if the Party does not have an advisor present at the hearing, TCAT Shelbyville will provide an advisor of TCAT Shelbyville's choice, without fee or charge, to ask the other Party and any witnesses all relevant questions and follow- up questions on behalf of that Party;
   6. Any Party in need of a TCAT Shelbyville provided advisor must inform the Title IX Coordinator at least five (5) business days before the hearing;
   7. Any cross-examination of any other Party or witness must be conducted by the advisor; and
   8. Additional information may be included in the notice of hearing.

F. When notice is sent by U.S. mail or courier service, the notice is effective on the date the notice is mailed or delivered to the courier service. When notice is hand-delivered by TCAT Shelbyville, notice is effective on the date that the notice is delivered to a Party. When notice is sent by email, the notice is effective on the date that the email is sent to the Parties' TCAT Shelbyville provided email account.

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

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

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

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

K. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to provide that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
L. Only relevant cross-examination and other questions may be asked of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or question from someone other than the decision-maker, the decision-maker will first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
M. The decision-maker will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived the privilege.
N. The decision-maker will permit each Party's advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing will be conducted directly, orally, and in real-time by the Party's advisor and never by a Party personally. Conducting cross-examination will be the advisor's only opportunity to speak. Advisors will not engage in other presentations of arguments or evidence, including opening statements, closing arguments, or direct examinations.
O. If a Party does not have an advisor at the live hearing, TCAT Shelbyville will provide without fee or charge to that Party an advisor. TCAT Shelbyville will choose the advisor.
P. This section is intentionally left blank.
Q. For good cause shown, a decision-maker may permit the participation of witnesses who were not identified by the Party to the investigator, or the inclusion of evidence not provided by the Party to the investigator.
R. TCAT Shelbyville will create an audio or audiovisual recording, or transcript, of a live hearing and make it available to the Parties for inspection and review.
S. The decision-maker may dismiss the Formal Complaint or any allegations therein, if at any time during the hearing a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw a Formal Complaint or any allegations therein, the Respondent is no longer enrolled or employed by TCAT Shelbyville, or specific circumstances prevent TCAT Shelbyville from gathering evidence sufficient to reach a Determination as to the Formal Complaint or allegations therein.
T. If the decision-maker dismisses the Formal Complaint during the grievance process, the decision-maker will promptly notify the Title IX Coordinator, who will promptly send written notice of the dismissal and reasons therefore simultaneously to the Parties.

XXIII. Written Determination

A. Within fifteen (15) business days of the hearing, the decision-maker will issue a written Determination, whether Respondent engaged in Sexual Misconduct based on a preponderance of the evidence standard, which will be provided to the Parties simultaneously.
B. The Determination becomes final either on the date that TCAT Shelbyville provides the Parties with a written result of an appeal, or if an appeal is available but not filed, the day after the

deadline to appeal.

C. The Determination will include:
   1. Identification of the allegations potentially constituting Sexual Misconduct, as well as identification of any additional allegations that are being resolved but which do not constitute Sexual Misconduct;
   2. A description of the procedural steps taken between receipt of the Formal Complaint and the Determination, including all notifications to the Parties, interviews with Parties and witnesses, site visits, methods used to gather other evidence, and any hearings held;
   3. Findings of fact supporting the Determination;
   4. Conclusions regarding the application of this policy, as well as any other relevant policy, guidelines, or code, to the facts;
   5. A statement of, and rationale for, the result as to each allegation before the decision-maker, including a Determination regarding responsibility;
   6. Any disciplinary action that the decision-maker imposes on the Respondent, including referral to another process,
   7. Any remedies that TCAT Shelbyville will provide designed to restore or preserve equal access to the Complainant; and
   8. The permissible bases and procedures, including timelines, for appeals by the Parties.

XXIV. Remedies and Disciplinary Action Following Determinations of Violations

A. TCAT Shelbyville will provide remedies where a Determination of responsibility for Sexual Misconduct has been made. TCAT Shelbyville will follow this policy before the imposition of any disciplinary sanctions for Sexual Misconduct that are not supportive/interim measures.
B. Remedies will be designed to restore or preserve equal access to education programs and activities and will include discipline under the applicable policies and procedures. Remedies may include verbal warnings, written warnings, final written warnings, suspension, termination of employment (including of tenured faculty), non-renewal of appointment, or dismissal from TCAT Shelbyville.
C. Remedies should also consider improvements to the campus-wide environment. It is the intent of TBR that TCAT Shelbyville consider the impact of an incident of Sexual Misconduct on the campus as a whole or specific groups or areas of campus. For example, specific training may be needed for a student group.
D. The Title IX Coordinator is responsible for ensuring effective implementation of the remedies.

XXV. Appeals/Post-Determination Procedures

A. Parties are permitted to appeal to the TCAT Shelbyville's President (or other person appointed by the Title IX Coordinator) from a Determination regarding responsibility (or no responsibility) and from a dismissal of a Formal Complaint or of any allegations in a Formal Complaint on the basis of:
   1. procedural irregularity that affected the outcome of the matter;
   2. new evidence that was not reasonably available at the time the Determination or dismissal was made, but only if that new evidence could affect the outcome of the matter;

3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.
4. A Party wishing to appeal a Determination regarding responsibility or the dismissal of a Formal Complaint or any allegations therein must file a written appeal with the Title IX Coordinator within seven (7) business days of the date of the Determination or the dismissal. The written appeal must identify the reasons for the appeal.

B. As to all appeals, the Title IX Coordinator will:
1. Notify the other Party in writing when an appeal is filed;
2. Provide each Party five (5) business days to provide a written statement in support of, or challenging, the Determination.
3. Ensure that the decision-maker(s) for the appeal is not the same person as the investigator, the decision-maker, or Title IX Coordinator;
4. Implement appeal procedures equally for both Parties;

C. The decider of the appeal will issue a written decision describing the result of the appeal and the rationale for the result, and will provide the written decision simultaneously to the Parties.

XXVI. Victim Services

A. The resources listed below are not exhaustive or limited to victims who wish to make an official report or participate in an institutional hearing, police investigation or criminal prosecution. However, in cases where a victim wishes to maintain complete confidentiality, the victim should carefully review Section II above related to the limits on the College's ability to maintain confidentiality.

XXVII. On-Campus Resources

TCAT Shelbyville Title IX Coordinator
Andrea Walters
925 Dinah Shore Blvd., Winchester, TN 37398
andrea.walters@tcatshelbyville.edu (mailto:andrea.walters@tcatshelbyville.edu)
(931) 968-5050

Student Services Coordinator
Leslie Martin
1405 Madison Street, Shelbyville, TN 37160
leslie.martin@tcatshelbyville.edu (mailto:leslie.martin@tcatshelbyville.edu)

XXVIII. Online Resources

- http://tncoalition.org/- (http://tncoalition.org/-)State Coalition Against Rape
- http://tncoalition.org/- (http://tncoalition.org/-)State Coalition Against Domestic Violence
- http://www.thehotline.org/- (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/ (http://www.pandys.org/)Website providing information, support and resources to survivors of rape and sexual abuse
- http://www.rainn.org (http://www.rainn.org/) – Rape, Abuse, and Incest National Network
- http://www.justice.gov/ovw (http://www.justice.gov/ovw) - Department of Justice
- https://www2.ed.gov/about/offices/list/ocr/index.html (https://www2.ed.gov/about/offices/list/ocr/index.html) - Department of Education Office for Civil Rights

XXIX. Victim Services Policy

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

1. On-Campus

TCAT Shelbyville Title IX Coordinator
Andrea Walters
925 Dinah Shore Blvd., Winchester, TN 37398
andrea.walters@tcatshelbyville.edu (mailto:andrea.walters@tcatshelbyville.edu)
(931) 968-5050

Student Services Coordinator
Leslie Martin
1405 Madison Street, Shelbyville, TN 37160
leslie.martin@tcatshelbyville.edu (mailto:leslie.martin@tcatshelbyville.edu)

(mailto:leslie.martin@tcatshelbyville.edu) **Michael Pierce**

Facilities/Maintenance

Coordinator/Campus security

(931) 685-5013

I.

II. Off-Campus:

- 911 Emergency Number
- The following health care options are available to seek treatment for injuries, preventative treatment for sexually transmitted diseases, and where and how to get a rape kit or find a Sexual

Assault Nurse Examiner (SANE).

- Local area hospitals and/or clinics
- Availability of a rape kit and location of a SANE (https://f62034bb-6cd2-4e27-a3c9-125b86bc97ef.filesusr.com/ugd/40dfdf_a13931824aba475b983e7cacbced51c3.pdf (https://f62034bb-6cd2-4e27-a3c9-125b86bc97ef.filesusr.com/ugd/40dfdf_a13931824aba475b983e7cacbced51c3.pdf)
- Tennessee Coalition to End Domestic & Sexual Violence at 615-386-9406.
- Sexual Violence Hotline at 1-800-273-87125.
- National Helpline at 1-800-211-7996

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

1. To help preserve evidence in the event of a sexual assault, it is important for the Complainant not to change clothes or bedding and not take a shower, douche, use the toilet, brush their teeth, or clean up until police have had a chance to gather evidence. However, if a Complainant has already changed clothes or cleaned up/showered, evidence may still be collected. The Complainant should leave any clothes or bedding unfolded and undisturbed, if possible. If clothing or bedding must be moved, items should be kept separate to prevent transfer of body fluids or other trace evidence. Parties should not delete or destroy any text messages, social media, emails, voicemails, written notes, or any other documents that may be relevant.
2. The following sources are available to accompany a victim to the hospital or health provider; These services are available for victims of Sexual Misconduct whether or not a victim chooses to make an official report or participate in the institutional disciplinary or criminal process.

III. Education, Training, and Awareness

A. TCAT Shelbyville offers educational programming and training to their students, faculty, and staff that are intended to end Sexual Misconduct.

B. TCAT Shelbyville utilizes the student handbook to provide user-friendly materials to explain the policy and how victims can get help, and provides these online and through other strategies appropriate for the campus. TCAT Shelbyville provides online training for sexual assault and misconduct prevention education to incoming students to promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. This education also includes information on how to prevent sexual assault, such as information on bystander intervention, as well as how to recognize abusive behavior and avoid potential abusive relationships. Within this training, students are given information the procedures for filing a report, as well as procedures for institutional disciplinary action in cases of alleged sexual

violence. The training also informs students of the sanctions and protective measures that the institution may impose once a report of sexual violence has been made.

C. This policy is effective August 16, 2021, at community colleges and August 26, 2021, at TCATs.

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

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

IV. Clarifications

A. Consent

1. Consent means an active agreement to participate in sexual activity. An active agreement is words and/or conduct that communicates a person's willingness to participate. The following individuals cannot give valid Consent:
   a. A person who is under the age of eighteen (18), unless the person giving Consent is at least the age of thirteen (13) and the other person is less than four (4) years older than the person giving Consent.
   b. A person who is Forced; or
   c. A person who is Incapacitated, if either the person claiming to have obtained Consent knows that the other person is Incapacitated or a reasonable person would know that the other person is Incapacitated;
2. During a sexual encounter, each person has responsibility for obtaining Consent from the other person. During an investigation, the institution has the burden of obtaining evidence whether Sexual Misconduct occurred without Consent. During any hearing, the institution has the burden of proving that Sexual Misconduct occurred without Consent. (In other words, it is not a Respondent's burden to prove Consent during an investigation or hearing). Whether a person has communicated Consent generally is evaluated from the perspective of what a reasonable person who perceived the individual's words and/or nonverbal conduct would have understood; however, in the context of a relationship that has involved sexual activity and a pattern of communicating Consent, whether Consent has been communicated may be evaluated based on a subjective standard (i.e., what did the specific person who initiated the sexual activity conclude based on the pattern of communication?).
3. A verbal "no" (or words equivalent to "no") or the nonverbal communication of "no,' even if it sounds or appears insincere or indecisive, means that Consent has not been communicated, or if previously communicated, has been withdrawn. The absence of a verbal "no" or the absence of a nonverbal communication of "no" does not necessarily mean that Consent has been communicated.

4. Consent must exist from the beginning to the end of each sexual encounter and for each sexual act that occurs during a sexual encounter. A person has a right to change their mind; thus, Consent may be withdrawn at any time. A withdrawal of Consent is communicated through clear words and/or conduct that indicate that a person no longer agrees to participate in sexual activity. Once a person's withdrawal of Consent has been communicated, the other person must cease the sexual act for which Consent was withdrawn and must obtain Consent before reinitiating that sexual act. Consent is automatically withdrawn when a person becomes incapacitated or is forced to participate in sexual activity.
5. Consent to one type of sexual activity (e.g., oral sex) does not constitute or imply Consent for another type of sexual activity (e.g., vaginal intercourse), whether during a sexual encounter or based on a previous sexual encounter.
6. The following do not communicate a person's willingness to participate in sexual activity:
    a. Silence, unless accompanied by non-verbal conduct conveying a willingness to participate in sexual activity;
    b. Consent communicated by the person on a previous occasion;
    c. Consent communicated to a third person;

V. Force

A. The person's failure to resist physical force (however, for purposes of the Policy, the person's resistance to physical force will be viewed as a clear demonstration that the person has not communicated Consent);
B. A current or previous dating, romantic, intimate, or sexual relationship with the other person;
C. Currently or previously cohabitating with the other person;
D. The person's attire, reputation, giving or acceptance of gifts, sexual arousal, or extension or acceptance of an invitation to go to a private residence, room, or other location.
E. One's own use of alcohol, drugs, or other substances does not diminish one's responsibility to obtain Consent from the other person. Another person's use of alcohol, drugs, or other substances does not diminish one's responsibility to obtain Consent from that person.
F. Force includes physical force (such as pushing, hitting, pinning down), threats (direct or indirect expressions of intent to inflict harm to self or others), intimidation (implied or indirect threats), and/or other forms of coercion. To coerce is to attempt to cause another person to act or think in a certain way by use of force, pressure, threats, or intimidation; to compel is to coerce.

VI. Incapacitation

A. A person violates this policy when they engage in sexual activity with another person who is incapacitated under circumstances in which a reasonable person would have known the other person to be Incapacitated. For evaluating Incapacitation, a "reasonable person" means a sober, objectively reasonable person in the same situation, with ordinary sensitivities, and with similar identities as the Respondent.
B. Incapacitation can be voluntary or involuntary. Signs of Incapacitation may include, without limitation: sleep; total or intermittent unconsciousness; lack of control over physical movements

(e.g., inability to dress/undress without assistance; inability to walk without assistance); lack of awareness of circumstances or surroundings; emotional volatility; combativeness; vomiting; incontinence; unresponsiveness; and inability to communicate coherently. Incapacitation is an individualized determination based on the totality of the circumstances.

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

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

VII. Severe and Pervasive

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

Sexual Offender Information

Pursuant to T.C.A. Â§Title 40-39-201, the Tennessee College of Applied Technology furnishes its students with a link to the state of Tennessee's sex offender registry: https://www.tn.gov/tbi.html (https://www.tn.gov/tbi.html). The information contained in the registry has been provided to registering agencies and the Tennessee Bureau of Investigation by the offender and is based upon information provided by the offender. Offenders may have moved without notification. This information may be used to determine whether an individual registered at this site is employed or enrolled as a student at the Tennessee College of Applied Technology 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 and/or criminal prosecution.

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 Shelbyville are concerned with the safety of each student during inclement weather. The Tennessee College of Applied Technology Shelbyville will take one of three steps during inclement conditions.

I. Remain open as normal.
II. Close completely with the day(s) being made up within the same term at the direction of administration and approved by TBR.
III. Operate on a modified school schedule since so often many roads are usually clear by mid-morning.
IV. 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.tcatshelbyville.edu (https://tcatshelbyville.edu/)
- Institutional Social Media
- Local TV Stations

Do not confuse announcements regarding the TCAT Shelbyville 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.

Health and Accident Policy

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

- Tennessee College of Applied Technology staff may attempt to administer first aid.
- Instructors/staff members will inform campus administration of the injury or illness.

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

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

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.

Policy 7.03.00.00 Infectious Disease (https://tbr.navexone.com/content/dotNet/documents/?docid=182&public=true)

Procedure

1. 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:

I. 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.
II. 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.)
III. 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.
IV. Restrict business-related travel to high-risk locations.
V. 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.
VI. 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.
VII. Inquire about any symptoms recently experienced, consistent with an infectious/communicable disease, by any individual seeking to enter campus.
VIII. 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.
IX. 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.

X. Consult with public health authorities and/or other qualified persons or resources, to assist in determining any appropriate course of action.
XI. 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.
XII. Offer accommodations to employees and students who are displaced from their regularly scheduled College events and/or activities due to an infectious/communicable disease.
XIII. Activate College Emergency Operations to consider measures such as social distancing, College closure, cleaning procedures, travel monitoring, class suspension, use of PPE, etc.
XIV. 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.
XV. Establish alternate work plans and/or education delivery plans.
XVI. 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.

II. Responsibilities

A. General

I. 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

I. 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

I. 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.

II. 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

I. 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

I. 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

I. 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.

II. 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.

Consumer Information

As a participant in federal Title IV financial aid programs, the Tennessee College of Applied Technology is required to make certain information available to students and the public. In fulfillment of that requirement, the following Consumer Information about the Tennessee College of Applied Technology, its Extension Campuses, and Instructional Service Centers is available for review in the Student Handbook, on the College website, 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.

For more Consumer Information and Student Right to Know (/future-students/consumer-information-and-student-right-know).

Students Right-To-Know Graduation Rate

The completion rate for the Tennessee Collegeof Applied Technology Shelbyville for 2020 was 75%; the placement rate was 89%; 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, The Tennessee College of Applied Technology encourages all students to register to vote. The State of Tennessee voter registration form (http://sos-tn-gov-files.s3.amazonaws.com/forms/ss-3010.pdf): http://sos-tn-gov-files.s3.amazonaws.com/forms/ss-3010.pdf (http://sos-tn-gov-files.s3.amazonaws.com/forms/ss-3010.pdf)

Integrated Postsecondary Data

Institution Name: Tennessee College of Applied Technology Shelbyville	**Institution Type**: College
Address: 1405 Madison St. Shelbyville, TN 37180 General information: (931) 685-5013 Website: www.tcatshelbyville.edu (http://www.tcatshelbyville.edu)	**IPEDS ID:** 221494 **Description**: Public, 2-year **Certificates offered**: Less-than one year, One but less than two years, Two but less than four years
Total enrollment:	544
Undergraduate enrollment:	544
Percent of Undergraduate enrollment by gender	(Enrollment data Fall 2023)
Men	82%
Women	18%
by race/ethnicity	
American Indian or Alaskan Native:	0%
Asian:	0%
Black or African American:	6%
Hispanic/Latino:	10%
Native Hawaiian or Pacific Islander:	0%
White:	78%

Two or more races:	3%
Race/ethnicity unknown:	3%
Non-resident alien:	1%

Program prices for full-time students

	2020-21	2019-20	2018-19	2017-18
Tuition & fees	6,680	6,605	6,405	6,230
Books and supplies	949	1,014	1,447	1,632
Off-campus				
Room and board	7,974	7,758	8,622	9,342
Other expenses	8,820	8,820	9,522	7,920
Off-campus with family				
Other expenses	8,820	8,8	558	7,920

(Source: IPEDS College data (https://nces.ed.gov/collegenavigator/) 2019-2020)

National Center for Education Statistics
Institute of Education Sciences

Federal Pell Grant Recipients totaled $1,130,167 as reported for the academic year 2018-2019.

Biennial Survey Regarding Intellectual Diversity

Tennessee law requires all public higher education institutions to "conduct a biennial survey of the institution's students and employees to assess the campus climate with regard to diversity of thought and the respondents' comfort level in speaking freely on campus, regardless of political affiliation or ideology" (TCA 49-7-1905).

In accordance with Tennessee law, the Tennessee Board of Regents invited faculty, staff, and students at community colleges and the Tennessee Colleges of Applied Technology to participate in a survey about experiences at their colleges.

All faculty, staff, and students were sent this survey, which asked about the diversity of thought and viewpoints on their college campus. Participation in this survey was completely voluntary.

TCAT Shelbyville Survey Results (https://tcatdata.tbr.edu/sites/default/files/2023/tcat-int-div/int-div-shelbyville.pdf)

Programs at a Glance

Preparatory Program

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.

Campus Training

Training at Tennessee College of Applied Technology 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 the Tennessee College of Applied Technology 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.

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 utilizes a General Advisory Committee to advise the campus as a whole and is comprised of representatives from the following:

Chamber/ Business Member
Community Member
County Mayor
K-12 Member
Public Member

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

Contact the appropriate licensing agency in the U.S. States and territories where licensure is intended. This will enable you to obtain the most up-to-date information about licensure requirements. Our college has not made a determination on whether or not its curriculum meets the State educational requirements for licensure or certification for states outside of Tennessee.

Program Listing

For a full listing of programs, information about graduation rates, placement rates, and other important information.

View the Current Program Listing (/programs)

Staff Directory

View the full Faculty and Staff Directory (https://tcatshelbyville.edu/about/faculty-and-staff-directory)at https://tcatshelbyville.edu/about/faculty-and-staff-directory (https://tcatshelbyville.edu/about/faculty-and-staff-directory).

INSTRUCTIONAL STAFF

INSTRUCTOR	PROGRAM	EDUCATION/DEGREE
Arthur, Butch	Information Technology and Infrastructure Management	Master's Degree in Instructional Design
Biddy, Bryan	Automotive Technology	Technical Certificate Automotive Mechanics
Bills, Keith	Industrial Maintenance Automation	Technical Diploma in Industrial Maintenance
Bottoms, Kenneth	Truck Driving	Technical Diploma Truck Driving, Class A CDL
Cantrell, Chris	Industrial Maintenance Automation	Associate Degree of Mechatronics Technology
Carroll, Jeff	Truck Driving	Technical Diploma Truck Driving, Class A CDL
Cochrane, James	Information Technology and Infrastructure Management	Technical Diploma Information Technology
Cook, Linda	Practical Nursing	Bachelors Degree Nursing
Edens, Randy	Industrial Maintenance Automation	Associates Degree Mechatronics Robotics
George, Austin	Industrial Maintenance Automation	Technical Diploma in Industrial Maintenance
Gokey, Jeremy	Residential, Commercial, Industrial Electricity	Technical Diploma Industrial Electricity
Holder, Tim	Welding Technology	Technical Diploma in Welding
Keele, Randy	Welding Technology	Technical Dimploma Welding

INSTRUCTOR	PROGRAM	EDUCATION/DEGREE
Keith, Kenneth	Machine Tool Technology	Bachelors Degree Mass Communications
Kelly, Joe	Machine Tool Technology	Technical Diploma Machinist
Ledford, Barry	HVAC-R Technology	Technical Dimploma HVAC Technician
Lightfoot, Angelica	Administrative Office Technology	Bachelors Degree in Criminal Justice Administration
Mathson, Kim	Practical Nursing	Associate of Applied Science Degree in Nursing from Motlow State Community College; Bachelors in Nursing from Tennessee Technological University
Miller, Mike	Information Technology and Infrastructure Management	Technical Diploma Computer Systems
Miller, Steven	Machine Tool Technology	Technical Diploma in Machine Tool Technology
Sweeton, James	Welding Technology	Diploma
Toledo-Hernandez, Rosie	Practical Nursing	Bachelors Degree Nursing
Vincent, Adam	Industrial Maintenance Automation	Technical Diploma in Industrial Maintenance
Ware, Amanda	Technology Foundations	Masters Degree Clinical Psychology

PART-TIME INSTRUCTIONAL STAFF

INSTRUCTOR	PROGRAM	EDUCATION/DEGREE
England, John	Welding Technology	Certificate Journeyman Boiler Maker
Griswold, Rob	Math for Meds	Masters Degree of Philosophy
Lock, Elizabeth	Anatomy & Physiology	Associates Degree Nursing
Long, John	Computer Aided Design Technology	Technical Diploma Computer Aided Design
Meerdink, Elizabeth	Practical Nursing Clinical	Masters Degree Nursing

Morgan, Belinda	Anatomy & Physiology	Associates Degree Health Science
Ralston, Marilyn	Math for Meds	Bachelor Degree Science Education
Raybon, Donna	Practical Nursing Clinical	Associates Degree Nursing
Reynolds, Misti	Practical Nursing Clinical	Associates Degree Nursing
Sliger, Kristi	Practical Nursing Clinical	Bachelors Degree Nursing
Sullivan, Sandy	Practical Nursing Clinical	Associates Degree Nursing
Young, Julie	Practical Nursing Clinical	Bachelors Degree Nursing

Veteran Services

Veteran Training

The Tennessee College of Applied Technology programs may be approved for students to use their VA benefits. Please check WEAMS Public at https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do (https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do) for the list of currently approved programs at the Tennessee College of Applied Technology. If your program is not listed, please contact the VA School Certifying Official.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at https://www.benefits.va.gov/gibill/ (https://www.benefits.va.gov/gibill/). Additional details regarding VA benefits are listed under the Veterans Assistance section of this handbook.

Service Member Re-admission

Military reserve, National Guard, and other military-affiliated individuals will be readmitted and pay tuition at rates in accordance with TBR Policy 2.03.01.04, Readmission of Service Members. (https://tbr.navexone.com/content/docview/?docid=287&public=true)

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 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 VA Certifying Official 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. For Post 9/11 Chapter 33 benefits, verification can be done in several ways:

- **Text Messaging –**To streamline the verification process, VA is encouraging students to sign up for text messaging. To do so, students can contact the Education Call Center (ECC) at 1-888-GIBILL-1 (1-888-442-4551) to ensure VA has their mobile phone number. Students who choose VA's "Opt-In" feature will receive a text message each month prompting them to verify their enrollment status.
- **Telephone –** Students who Do Not Opt-In for text may call the Education Call Center (ECC) at 888-442-4551 to verify their enrollment status. For Chapter 30 or 1606 benefits, 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 (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 each month, no need to verify enrollment.
- **Email –** Students choosing not to "Opt-In" to text messaging can choose to verify enrollment via the email address on record with the VA. ID.me or Login.gov account – Students with an existing account can sign in to verify school enrollment and must verify clock hours enrolled and start and end dates of enrollment for the month. Online – Students can verify enrollment through Ask VA at https://ask.va.gov/ (https://ask.va.gov/) and must include enrollment dates in the message. Additional details on enrollment verification are provided at https://www.va.gov/education/verify-school-enrollment/ (https://www.va.gov/education/verify-school-enrollment/) and on the VA's infographic at https://benefits.va.gov/GIBILL/images/IsaksonRoe/1010-ihl-process-infographic.pdf. (https://benefits.va.gov/GIBILL/images/IsaksonRoe/1010-ihl-process-infographic.pdf)
- **For Chapter 30 and 1606 benefits:** verification can be done beginning the last day of the month by using the Web Automated Verification of Enrollment (WAVE) at https://gibill.va.gov/wave/index.do (https://gibill.va.gov/wave/index.do) or by calling toll-free at 1-877-823-2378. 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 each month, so there is no need to verify enrollment.

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 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.

VA education benefits may be reduced for individuals who have a change of enrollment (drop from full-time to part-time/withdrawal) prior to the end of a trimester. In this situation, the institution must return aid to the Department of Veterans Affairs and a billing may be created on a student account. Students who withdraw in this type of scenario are responsible for payment to the institution.

Veterans Benefits and Transition Act of 2018

Public Law 115-407

The Tennessee College of Applied Technology adheres to Public Law 115-407 and does not have any active policies inconsistent with section 103 of the law. The college ensures efficient processing of benefits and successful transition for our veterans and family members in the following ways:

1. Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 (a “Certificate of Eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs (VA) website – eBenefits, or an authorization for Chapter 31 benefits) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

  Tennessee College of Applied Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

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.

Any additional documentation required for processing must be submitted.

Active Duty Military including National Guard and Reserve

In accordance with Change 4, DoDI 1322.25 (April 02, 2021) (Appendix to Enclosure 3, 4. f. (2) (d) (page 42)), "All institutions will have an institutional policy that returns any unearned TA funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending."

The Tennessee College of Applied Technology has a policy that returns any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided to the military service branch. TA funds are earned proportionally during an enrollment period (trimester), with unearned funds returned based upon when a student stops attending. Instances when a Service Member stops attending due to military service obligation, the institution will work with the affected Service Member to identify solutions that will not result in student debt for the returned portion.

There are 432 hours (72 class days) per trimester.

Unearned TA Policy - Schedule of TA Funds to the Government:

Before Class Begins	100% Return
1 – 43 Hours (1 - 7 days)	75% Return
44 – 86 Hours (8 - 14 days)	50% Return
87 – 259 Hours (15 - 43 days)	25% Return (60% of course is completed)
260 – 432 Hours (44 - 72 days)	0% Return

1. Full Refund

    a. 100% of fees will be refunded for classes cancelled by the school.

    b. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.

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

2. Partial Refunds

    a. A refund of 75% may be allowed if a program is dropped or a student withdraws within the first 10% of the scheduled class hours.

b. A refund of 50% may be allowed if a program is dropped or a student withdraws within 10 - 20% of the scheduled class hours.

c. A refund of 25% may be allowed if a program is dropped or a student withdraws within 20 - 60% of the scheduled class hours.

d. No refund may be permitted after 60% of the class hours have been completed.

Financial Aid Handbook

The purpose of financial aid is to help students who, without such aid, would find it difficult or impossible to attend the College. The College adheres to a nationally established policy and philosophy of financial aid for education. The basis of this policy is that students and parents have the primary responsibility for financing an education.

Students with questions may contact the Tennessee College of Applied Technology's Financial Aid Office.

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 Aid Index (SAI). The SAI 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, to receive Federal and/or State aid you meet the following requirements:

I. You are enrolled as a regular student in an eligible program.
II. You are a U.S. citizen/national or an eligible non-citizen.
III. You are making satisfactory academic progress in your course of study and meeting attendance standards.

IV. 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.

V. 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).

VI. Have a high school diploma or equivalent or be able to benefit from education according to guidelines established by the Department of Education.

VII. Complete a Free Application for Federal Student Aid (FAFSA) and the financial aid office must have received a valid record for the student from the U.S. Department of Education. Submit signed copies of all required documents to the financial aid office if selected for verification by the U.S. Department of Education and have a completed financial aid file, as verified by the financial aid office.

Applying for Assistance

General Procedures for applying

- Complete and submit the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) to determine eligibility for financial assistance. Students should complete the FASFA via the internet at the StudentAid.Gov website (https://studentaid.gov/h/apply-for-aid/fafsa). On the FAFSA, you will need to include our **Federal School Code: #005379.**
- 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 the application online.
- Be accepted for admission to the Tennessee College of Applied Technology Shelbyville.

Application Deadlines

Students are encouraged to complete the FAFSA application as soon as possible after **October 1st** each year.

Pell Grant- The FAFSA must be received by the processor no earlier than October 1st and no later than June 30th of the following year. All required forms must be received by the Financial Aid Office by June 30th or your last day of enrollment, whichever comes first.

Tennessee Promise- Initial applicants must complete the Tennessee Promise application by November 1, complete the FAFSA by April 1, attend a mandatory meeting and complete 16 hours of community service each year. Continuing applicants must complete the FAFSA by April 15 and complete 16 hours of

community service each year.

Tennessee Reconnect- Same deadlines as Wilder Naifeh Technical Skills Grant listed below.

Wilder Naifeh Technical Skills Grant- Students must have a processed FAFSA on or before the following deadline dates to be eligible for the award. Students whose applications are processed after the deadline date may be eligible for the WNTSG for subsequent terms.

Fall term deadline-November 1st /Spring term deadline - March 1st/Summer term deadline- June 30th.

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 April 15. After April 15, remaining funds will be awarded to the neediest applicants who apply by April 15 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. State residency is determined using TBR Rule 02402-2 https://publications.tnsosfiles.com/rules/0240/0240.htm (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 150% timeframe requirement.

Note: Once the student becomes ineligible for WNTSG for any reason, the student shall not be eligible to regain the WNTSG.

Federal/State Financial Aid Programs

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 Aid Index (SAI)

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 an SAI less than or equal to zero. The amount of the FSEOG award is $200.00 per payment period. 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

The TCAT Reconnect Grant is a last-dollar grant that pays the remaining balance of tuition and mandatory fees after other state and federal financial aid have been applied.

Tennessee Promise Scholarship

Tennessee Promise is both a scholarship and mentoring program focused on increasing the number of students that attend college in Tennessee. It provides students a last-dollar scholarship, meaning the scholarship will cover the cost of tuition and mandatory fees not covered by other state and federal financial aid.

Tennessee Student Assistance Award (TSAA)

The Tennessee Student Assistance Award Program (TSAA) was established to provide non-repayable financial assistance to financially needy undergraduate students who are residents of Tennessee. Applicants must be enrolled or accepted for enrollment, at least half-time, at a public or an eligible non-public postsecondary institution in Tennessee.

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.

Appeal and Leave of Absence Process

The Institutional Review Panel (IRP) is established for the purpose of hearing appeals from decisions denying or revoking an applicant's Wilder-Naifeh Technical Skills Grant, TCAT Reconnect Grant, or Tennessee Promise Scholarship. Students may appeal loss of state aid resulting from non-continuous enrollment for one or more trimesters.

The IRP will be designated by the institution administrator and may be composed of, but not limited to, the following: one faculty member, one administrator and one support staff. The IRP should always be of an odd number of members. An alternate will be designated for any IRP member who is personally involved in a particular case or is otherwise unable to attend. One of the IRP members will be appointed the committee chair. No eligible institution official rendering a decision to deny or revoke a WNTSG/TCAT Reconnect/TN Promise award shall participate in the appeal process.

*** Loss of eligibility due to failure to maintain satisfactory progress cannot be appealed. ***

IRP Appeals/Leave of Absence Process and Timeline

A student wishing to appeal must submit the TCAT Appeal/Leave of Absence Request form along with supporting documentation to the financial aid office. All appeals/leaves of absence requests will be reviewed by the IRP.

The IRP may review the student's appeal with or without a hearing and shall decide no later than fourteen (14) calendar days after the student properly files an appeal. Under no circumstances should a single individual approve or deny an appeal received from a student.

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

Notification of Decision to Student

Students are notified via campus email, upon a decision from the IRP. The notification must include the IRP's determination as well as reason(s) supporting the decision. A copy of the notification must be retained in the student's record.

Notification of Decision to TSAC for Tennessee Promise appeals only, the Institutional Review Panel (IRP) will notify TSAC at tn.promise@tn.gov (http://tn.promise@tn.gov) of appeal decisions regardless of outcome. TSAC will then forward the appeal outcome to the appropriate TN Promise partnering organization.

Appeals of IRP's Decision

A student seeking an appeal of a decision rendered by the IRP shall submit an appeal with the Tennessee Student Assistance Corporation TELS Award Appeals Panel within 45 calendar days from the date the decision was delivered to the student. A complete appeal record must be submitted through the online process. For additional details on the TSAC appeal process visit TSACs website (https://www.collegefortn.org/tels-tn-promise-and-tn-reconnect-appeals-and-exceptions/).

Tennessee Student Assistance Corporation
TELS Award Appeal Panel

Cost of Attendance

The United States Department of Education directs schools to determine costs associated with attendance to determine the amount of financial aid for which a student may be eligible. The Cost of Attendance (COA) estimates a student's educational expenses for a period of academic enrollment. The Higher Education Act of 1965, as amended (HEA), defines the COA components for all federal student aid (FSA) programs in section 472.

The COA is established each award year for the academic year. COA components include allowances for estimated costs for tuition/fees, books/course materials/supplies/equipment, transportation, living expenses (housing and food), personal expenses and licensure/professional certification, if applicable. These are basic COA components for all students; other cost categories may be included in a student's COA, based on individual circumstances.

Professional Judgment(PJ)

The Higher Education Act of 1965, as amended, Section 479A provides that aid administrations may use Professional Judgement on a case-by-case basis for special or unusual circumstances.

- **Special Circumstances** refer to the financial situations (loss of a job, etc.) that justify an aid administrator adjusting data elements in the Cost of Attendance (COA) or in the Student Aid Index (SAI) calculation.
- **Unusual Circumstances** refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation (e.g., human trafficking, refugee or asylee status, parental abandonment, incarceration), more commonly referred to as a dependency override.

A student may have both a special circumstance and an unusual circumstance. The Financial Aid Office considers all such requests and communicates options to all students by publicly disclosing the opportunity to request adjustments based on special or unusual circumstances to all students on the institution's financial aid webpage.

Benefit Programs

The Tennessee College of Applied Technology 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 Innovation and Opportunity Act (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 Educational Benefits

These benefits assist eligible veterans and dependents of veterans by providing educational benefits through the Veterans Administration. Eligible veterans and dependents of veterans should meet with the campus VA Certifying Official prior to enrollment to complete application requirements. See the Veterans Assistance section of the Student Handbook for additional program details.

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 Innovation and Opportunity Act (WIOA)

Eligible students may receive federal assistance for books and supplies, transportation, and daycare services. Students should be assessed and certified by the WIOA office prior to their enrollment.

Financial Aid Disbursement

In keeping with federal grant regulations, the Tennessee College of Applied Technology 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. The Tennessee College of Applied Technology 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 or direct deposit (if authorized by the student) for the unused portion, which can be used to pay indirect school costs. Since tuition/fee costs are assessed by academic term (trimester) and payment periods may span more than one academic term, tuition/fee costs are estimated on the front-end. Grant funds will be credited to a student's account or disbursed by direct deposit or check to the student approximately one month after the beginning of the term for students who enroll at the beginning of the term. For students who enroll later in the term, residual checks or direct deposit will be disbursed no later than the end of the term. Checks are mailed directly to students, if not directly deposited.

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 or graduate 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.

Graduating early - students that complete all program requirements and graduate without completing the scheduled clock hours on which their Title IV financial aid disbursement is based, a recalculation of aid may be required that is based on the number of clock hours completed in the payment period. The recalculation may then result in a billing to the student's account.

Satisfactory Progress for Financial Aid (SAP)

The SAP policy applies to students eligible for either Federal or State financial aid and to all students within various categories (full time, part-time, different programs of study, etc.).

A. To make satisfactory progress a student must meet both qualitative and quantitative standards as defined below:

I. Successfully 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.

II. Must maintain a minimum cumulative passing grade of “C”, 2.0 GPA, 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 eligibility, 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 time frame calculated based on the reduced program length. Transfer credits are not included in the GPA calculation nor the cumulative hours of completion.

F. Repeats

Program Repeats - Any student who completes an entire clock hour program and later re-enrolls to take that same program again or to take another program may be paid for repeating coursework regardless of the amount of time between completion of the first program and beginning the same program or another program.

Course Repeats - The repeated course grade will be counted along with the previously assigned grade. Repeated course hours will count toward total cumulative hours (pace of progression).

G. Withdrawals 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 re-enters 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:

I. 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
II. 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 time frame based on the new program length. Hours and grades from the previous program are not included when evaluating SAP for the new program.

** Note: SAP Must be evaluated at the point of reentry regardless of the length of time between enrollments. If the student's previous hours + the number of hours required to complete the program is greater than the maximum number of hours, then the student is not eligible for Title IV aid.*

For example – A student enrolls in Welding (1296-hour program) and completes 700 hours. Student returns 2 years later. Instructor requires student to retake entire program. Student could not complete the program in 150% (1944 hours) as 1296 +700 = 1996 hours. Therefore, this student would not be eligible for Title IV aid upon re-entry.

H. Incompletes An incomplete "I" grade is not utilized at the TCAT. The TCAT issues a grade of CONT. CONT is awarded when a student completes clock hours within a term for a course but is not able to complete all clock hours for a specific course. This grade simply denotes that the student is continuing the course into the next trimester, and the remaining clock hours for the course will be included in the overall clock hours for the next trimester. The CONT does not mean the student did not complete the scheduled hours in the trimester, only that all hours were not completed for a course. The CONT grade is not included in the GPA calculation. Once a course is completed and a grade entered, that grade is factored into a student's GPA. The attended hours associated with a CONT grade are factored into a student's PACE of completion.

I. Maximum Time Frame (this is for maximum time frame 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.

I. 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 time frame - not at the point where they actually hit

the number of hours or weeks that make up the maximum time frame (this point is actually earlier than the actual maximum timeframe).

II. 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 (a 1296-hour program) and completes 700 hours. The student returns two (2) years later, and the instructor requires the student to retake the entire program. The student could not complete the program in 150% (1944 hours) as 1296 +700 = 1996 hours. Therefore, this student would not be eligible for Title IV aid upon re-entry.

J. Notification

Students will be notified via campus email of any evaluations (warnings or suspensions) that impact eligibility of Title IV or State aid. Institutions may also use additional forms of communication, such as direct mailing or text messaging (for those who voluntarily authorize use of texting) to help ensure students are aware of their SAP statuses.

Appeal/Leave of Absence (LOA) Overview

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

Students requesting leave of absence (LOA) must do so through the Institutional Review Panel (IRP) using the TCAT Appeal/Leave of Absence Request form along with supporting documentation. A student may submit a written request in advance for a leave of absence unless an unforeseen circumstance prevents the student from doing so.

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/TN PROMISE/TCAT RECONNECT. This may cause awards to be recalculated and a Return of Title IV funds calculation must be done.

In the event a student did not submit an LOA in advance, but re-enrolls at the institution, they may be eligible to submit an appeal request and supportive documentation to the IRP.

If the Institutional Review Panel denies a student's request for an appeal/leave of absence, the student has the right to appeal the decision with the Tennessee Student Assistance Corporation TELS Award Appeals Panel within 45 calendar days of the date on the decision letter.

Timeframe for Returning Title IV Program Funds by the Institution

Any unearned Title IV funds for which the school is responsible must be returned within 45 days after the date the school determined that the student withdrew.

Post Withdrawal Disbursements

When the total amount of the Title IV grant assistance earned as of the withdrawal date exceeds the amount disbursed to the student, the difference is treated as a post-withdrawal disbursement. Following a R2T4 calculation, an institution follows the process outlined below if a post-withdrawal disbursement is required.

Crediting/Disbursement

If a post-withdrawal disbursement is required, the institution credits a student's account with the post-withdrawal disbursement of Title IV grant funds. The Accounts Receivable office obtains a student's authorization to credit for any charges other than tuition and mandatory fees. If the student does not provide this authorization, the funds are offered, and the student is notified he or she may have a remaining balance with the institution. Up to $200 in Title IV aid can be applied for charges incurred during the prior award year. Authorization is not required in this scenario unless a portion of the charges are educationally related but not tuition and mandatory fees.

The institution credits the student's account with the post-withdrawal disbursement for current charges within 30 days of the date of determination. Disbursement of any amount of a post-withdrawal disbursement of grant funds is made as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew and no later than 14 days after the account is credited. Since the institution does not process federal loan funds, the school is not required to obtain student permission prior to disbursement.

The institution provides disbursements to individuals via check or direct deposit. Disbursements are handled according to the institution's disbursement policy. In accordance with guidance provided in Volume 5 of the Federal Student Aid Handbook, the institution does not require individuals to pick up post-withdrawal disbursements in person. Disbursement checks are mailed in the event requests are made.

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.

Military Mobilization of Eligible Students

Members of the United States Armed Services, National Guard, or Armed Forces Reserves receiving a WNTSG/TN PROMISE/TCAT 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.

The hours attempted during the term will not be taken into consideration for purposes of satisfactory progress for determining future eligibility of WNTSG/TNPROMISE/TCAT RECONNECT. The student's WNTSG/TN PROMISE/TCAT 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.

A student whose spouse, child, or parent is mobilized for active duty may also request a personal leave of absence. The same provisions as above will apply in these situations.

Students requesting Military Mobilization LOA must do so through the Institutional Review Panel (IRP) using the TCAT Appeal/Leave of Absence Request form along with supporting documentation. A student may submit a written request in advance for a leave of absence unless an unforeseen circumstance prevents the student from doing so.

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

Return of Title IV (R2T4) Funds

Return of Title IV Funds calculations apply for any student who:

- Withdraws before the point when 60% of the hours for the payment period are scheduled to be completed. A pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.
- Received or could have received a disbursement of Title IV Funds (Pell Grants or SEOG)

If both above conditions apply to the student, the institution will perform a Return of Title IV funds calculation in addition to the TBR Refund of Maintenance Fee and Technology Fee calculation.

A Return of Title IV calculation is not required if the student received or was eligible to receive only FWS or State Grants. FWS funds are not included in a Return of Title IV calculation. For Return of Title IV and Maintenance Fee, the scheduled hours must be based on students' last day of attendance.

If a student completes all program requirements and graduates without completing the scheduled clock hours on which their Title IV financial aid disbursement is based, an R2T4 calculation is not required. This is the case even when a student completes less than 60% of the payment period. However, a recalculation of aid may be required that is based on the number of clock hours completed in the payment period. The recalculation may then result in a billing to the student's account.

As an attendance-taking school, faculty members regularly enter attendance data. The withdrawal date for a student is determined according to the last day a student is marked as attending. For official withdrawals, the last date of attendance is used and instructors complete an Exit process that notifies the Student Service Office of the student's change in enrollment. In regards to unofficial withdrawals, when a student is absent from class for three days consecutively without notification to the program instructor, that person is administratively withdrawn from class per TBR policy 2:03:01:05. On the day following the third no call no show absence, the instructor completes the student exit process, and the information is forwarded to the Student Services Office

Return of Title IV Funds Calculation

I. Determine Amount of Title IV Aid Disbursed or that Could Have Been Disbursed for the Payment
II. Determine the Percentage of Title IV Aid Earned by the Student

a. Note: Round to three decimal places when calculating percentages. Example: .4486 would be .449 or 44.9%

b. Divide the clock hours scheduled to have been completed as of the last day of attendance (withdrawal date) in the payment period by the total clock hours in the payment period

i. If this percentage is greater than 60%, the student has earned 100% of the Title IV aid, proceed to Step 3. (.6001 would be considered as greater than 60% even though when rounding the percent would be 60.0%, however, .5999 would be less than 60%).

ii. If this percentage is less than or equal to 60%, proceed to Step 3.

3. Determine the Amount of Title IV Aid Earned

a. Multiply the Percentage of Title IV Aid Earned from Step 2 times the total Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period from Step 1.

4. Determine the Amount of Title IV Aid to be Disbursed or Returned

a. Compare the amount of Title IV aid earned to the amount of Title IV aid that was disbursed for the payment period.

i. If the amount of Title IV aid earned is less than the amount of Title IV aid disbursed, the difference must be returned to the Title IV programs.

ii. If the amount of Title IV Aid earned is greater than the amount of Title IV aid disbursed, the difference must be offered to the student as a post-withdrawal disbursement.

5. Determine the Amount of Title IV Aid to be Returned by the School

a. Multiply the institutional charges for the payment period times the percentage of aid unearned (100% - % from Step 3). The school is responsible to return the lesser of the amount determined in Step 4 or Step 5.

i. Note: Tuition and Fees are always considered Institutional charges no matter how they were paid.

6. Return of Funds by the School

a. The school must return the unearned aid for which it is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

1. Pell Grant

2. Federal Supplemental Education Opportunity Grant

3. Iraq Afghanistan Service Grant

b. The college does not participate in the FFEL GRAD/PLUS Loan or the Federal Direct Stafford Loan programs; therefore, they have been omitted from the above list.

7. Determine the Initial Amount of Title IV Aid to be Returned by the Student

a. Subtract the amount of Title IV aid due from the school from the amount of Title IV aid to be returned. (Amount from Step 5 minus amount from Step 4).

8. Determine the Amount of Title IV Grant Funds to be Returned by the Student

a. Amount of Title IV Grant protection: Multiply the total Title IV grant aid that was disbursed or could have been disbursed for the period of enrollment by 50%.

b. Title IV Grant funds for student to return: Subtract the protected amount of Title IV grants from the initial amount of Title IV grants for the student to return.

- The grant funds returned by the student are applied to the following sources, in order, up to the total amount disbursed from that grant program, after subtracting the amount the school will return.
  1. Pell Grant
  2. Federal Supplemental Education Opportunity Grant
  3. Iraq Afghanistan Service Grant

Student Repayment of Title IV Funds to the Department of Education

Within 45 days of notice, the student must make full payment of the amount owed back to the federal government because of overpayment 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 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 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 & TBR Refund of Maintenance 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 student owes more than what he or she is eligible to keep in Title IV funds, as a result of the Return of Title IV 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:

I. 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.
II. What the procedures and deadlines are for submitting applications for each available financial aid program.
III. 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.
IV. How the College determines each type and amount of assistance in the financial aid package.
V. 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.
VI. 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.
VII. Who the College's financial aid personnel are, where the office is located, how to contact the office for information.
VIII. Students have the right to know the College's refund policy.

Students Responsibilities:

I. Review and consider all information about the College's programs before enrolling.
II. Pay special attention to the application for student financial aid (FAFSA) and complete it accurately.
III. Know and comply with any deadlines for applying or reapplying for aid.
IV. Provide all additional documentation, verification, corrections, and/or new information requested.
V. Notify the College of changes including name, address, telephone number, or e-mail address.
VI. Read, understand, and keep copies of all forms requiring a signature.
VII. Repay any overpayment.

Tennessee Board of Regents Policies (TBR) & Guidelines for TCAT's

Select Tennessee Board of Regents policies are located here for convenience; however, a complete listing of policies and guidelines may be found at https://www.tbr.edu/generalcounsel/policies-and-guidelines (https://www.tbr.edu/generalcounsel/policies-and-guidelines).

Instructional Projects: TBR Guideline Tennessee College of Applied Technology A-030

The purpose of this guideline is to establish uniform provisions for instructional projects at TBR institutions. Exceptions to the guideline are subject to prior approval by the Chancellor.

- https://tbr.navexone.com/content/docview/?docid=190&public=true (https://tbr.navexone.com/content/docview/?docid=190&public=true)

Procedures for Grievances/Complaints by Students: TBR Guideline Tennessee College of Applied Technology-023

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

- https://tbr.navexone.com/content/docview/?docid=249&public=true (https://tbr.navexone.com/content/docview/?docid=249&public=true)

Complaints regarding accreditation can be made by contacting the Council on Occupational Education. The Tennessee Colleges of Applied Technology are accredited by the Council on Occupational Education. The Council on Occupational Education is located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, phone: 800-917-2081 (toll-free); website www.council.org (https://council.org/).

Academic Retention and Readmission at the Tennessee Colleges of Applied Technology: TBR Policy 2:03:01:05

Students at the Tennessee Colleges of Applied Technology 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

- https://tbr.navexone.com/content/docview/?docid=265&public=true (https://tbr.navexone.com/content/docview/?docid=265&public=true)

General Policy on Student Conduct & Disciplinary Sanctions: TBR Policy 3:02:00:01

The Tennessee Board of Regents authorizes the institutions under its jurisdiction to take such action consistent with this policy as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment. Institutional policies on this subject shall be subject to prior review and approval by the TBR Offices of General Counsel and Academic Affairs.

- https://tbr.navexone.com/content/docview/?docid=91&public=true (https://tbr.navexone.com/content/docview/?docid=91&public=true)

Student Due Process Procedure: TBR Policy 3:02:01:00

The purpose of this policy is to establish student due process procedures for Tennessee Board of Regents institutions.

- https://tbr.navexone.com/content/docview/?docid=92&public=true (https://tbr.navexone.com/content/docview/?docid=92&public=true)

Sex Discrimination and Sexual Harassment: TBR Policy 6:02:00:00

It is the intent of the Tennessee Board of Regents that the institutions under its jurisdiction shall fully comply with Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act and Regulations issued pursuant thereto (45 C.F.R. Parts 83 and 86). This policy and procedure is adopted by the Board to assist the institutions in such compliance.

- https://tbr.navexone.com/content/docview/?docid=179&public=true (https://tbr.navexone.com/content/docview/?docid=179&public=true)

See also:

TBR Policies 6:01:00:00 (https://tbr.navexone.com/content/docview/?docid=178&public=true) & 6:03:00:00 (https://tbr.navexone.com/content/docview/?docid=180&public=true) (recited above in this Handbook).

- TBR Guideline P-080, Complaint & Investigation Procedure (https://tbr.navexone.com/content/docview/?docid=275&public=true).

Freedom of Speech and Expression: TBR Policy 1.03.02.60

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.

- https://tbr.navexone.com/content/docview/?docid=39&public=true (https://tbr.navexone.com/content/docview/?docid=39&public=true)

Fees, Charges, Refunds, and Payments -TCATs : 4.01.03.10

The purpose of the following policy is to outline significant provisions for consistent administration of fees, charges, refunds, payment of fees and enrollment of students at the institutions governed by the Tennessee Board of Regents. The policy largely represents a consolidation of existing statements and practices. The policy contents include general and specific provisions for: tuition (sometimes referred to as maintenance fees); student activity; technology access fee; and refunds; payment of fees and enrollment of students.

The policy supersedes all previous fee and refund policies and may be revised by action of the Tennessee Board of Regents or the Chancellor. Exceptions to the policies may be made by the Chancellor.

- https://tbr.navexone.com/content/docview/?docid=285&public=true (https://tbr.navexone.com/content/docview/?docid=285&public=true)

Student Scholarships, Grants, Loans & Financial Aid Programs: TBR Policy 3:04:01:01

This policy covers the establishment of and participation in student scholarship and financial aid programs by Tennessee Colleges of Applied Technology.

- https://tbr.navexone.com/content/docview/?docid=97&public=true (https://tbr.navexone.com/content/docview/?docid=97&public=true)

Traffic and Parking: TBR Policy 7.05.00.00

To facilitate and regulate the safety and orderly operation of motor vehicles on TBR institution property or institution-controlled property and to provide parking facilities for their operation within the limits of available space.

- https://tbr.navexone.com/content/docview/?docid=184&public=true (https://tbr.navexone.com/content/docview/?docid=184&public=true)

Contested Cases Subject to the Uniform Administrative Procedures Act : TBR Policy 1.06.00.05

This policy sets forth the procedures that TBR and institutions under the authority of the TBR shall use to conduct hearings in contested cases under the Uniform Administrative Procedures Act, Tennessee Code Annotated §§ 4-5-101 et seq (the UAPA). een provided an opportunity for a hearing.

- https://tbr.navexone.com/content/docview/?docid=184&public=true (https://tbr.navexone.com/content/docview/?docid=184&public=true)

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