



## Student Catalog and Student Handbook

Revised: August 2018

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## MESSAGE FROM THE PRESIDENT

Thank you for choosing the Tennessee College of Applied Technology - Jacksboro for your education and training needs. We are dedicated to our mission of providing high quality, competency-based technical training to all individuals. Our dedicated faculty provides the skills necessary to become competitive in your efforts to secure lasting and rewarding employment.

Nationally accredited by the Council on Occupational Education, each training program follows a curriculum that combines a unique mix of academic study with practical work experiences to help you prepare for the real world of employment. Our programs provide skills that meet rapidly changing workplace requirements. We accomplish this through input from area employers serving on advisory committees.

Our teaching methods are competency based, which allows you to progress at your own pace while the curriculum keeps you focused on the skills required in your career of choice. Whether it is customized training for your business, traditional classroom courses, or on-line programs, the Tennessee College of Applied Technology -Jacksboro offers an exciting and affordable way to maximize your potential and prepare for the future.

From high school students to older adults, we offer many ways to help you reach your employment goals. When your training is complete, placement services will even help you find a job in your training field. And, because we want to make training accessible to all, our admission requirements are simple, our costs are affordable, and financial aid options are available to those who qualify.

I hope that your enrollment here will be a pleasant and rewarding experience. I wish you much success!

Debbie Petree  
President

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# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - JACKSBORO

## STUDENT CATALOG

Revised: August 2018

The Tennessee College of Applied Technology - Jacksboro is a post-secondary vocational-technical institution, which serves as a training College for adults. Operated by the Tennessee Board of Regents, this College is accredited by the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, (770) 396-3898 or (800) 917-2081.

The administrative and instructional staffs are dedicated to the task of preparing individuals with the necessary skills to meet today's employment needs and to up-grade the skills and knowledge of persons who have already entered the labor force.

The Tennessee College of Applied Technology - Jacksboro is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system, which is comprised of 6 universities, 13 community colleges, and 27 state Colleges of Applied Technology. The TBR system enrolls more the 80 percent of all Tennessee students attending public institutions of higher education.

The Tennessee College of Applied Technology - Jacksboro is accredited by the Council on Occupational Education and is an institutional member of the Tennessee Board of Regents and the Tennessee Higher Education Commission. TCAT is also a standing member of the American Technical Education Association.

<b>College Information</b>	
Mailing Address:	P.O. Box 419, Jacksboro, TN 37757
Location:	265 Elkins Road, Jacksboro, TN 37757
Local Telephone Number:	(423) 566-9629
Fax Telephone Number:	(423) 566-9713
Knoxville Telephone Number:	(865) 525-3219
Website:	<a href="http://www.tcatjacksboro.edu">http://www.tcatjacksboro.edu</a>

## **TCAT STATE WIDE MISSION STATEMENT**

The Tennessee Colleges of Applied Technology continue to serve as the premier providers for workforce development throughout the State of Tennessee. The colleges fulfill the mission by:

Providing competency-based training through traditional and distance learning instructional delivery systems of the highest quality that will qualify individuals for employment and/or advancement in jobs.

Providing high quality training and retraining of employed workers.

Providing high quality training that is economical and accessible to all residents of Tennessee thereby contributing to the economic and community development of the communities we serve.

### **TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - JACKSBORO MISSION STATEMENT**

Our mission is to provide high quality, competency-based technical training to all individuals by teaching the skills necessary to become competitive in their efforts to secure lasting and rewarding employment in the current job market.

We are also equally dedicated to providing customized special industry training for area businesses and industries as they strive to train, re-train, or upgrade the skills of their employees in order to remain competitive in a global workplace.

### **OUR PHILOSOPHY AND PURPOSE**

It is our philosophy that technical education be a balanced program of studies and work experiences with a common objective of producing employable and competent workers. The College believes that all eligible citizens should have the privilege and opportunity to set their occupational goals. We are dedicated to assisting those citizens with their goal setting and providing them the training experiences necessary to achieve those goals. Because of the wide and varied differences in education, abilities, and ambitions, we believe individualized training is the key to student success.

Through high-quality training, TCAT is also dedicated to improving the earning power of local citizens and helping them to achieve a better way of life. We are committed to serving business and industry by providing them with the skilled workers that they require.

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY  
2018/2019 CALENDAR**

**FALL 2018 TRIMESTER**

Classes Begin .....	September 4, 2018
College is Closed: Labor Day .....	September 3, 2018
Float Day/student Holiday.....	October 19, 2018
Float Day/Student Holiday .....	November 12, 2018
Float Day/Student Holiday .....	November 21, 2018
Student Holiday .....	November 22-23, 2018
College is Closed: Thanksgiving Day .....	November 22, 2018
Administrative Closing .....	November 23, 2018
Classes End .....	December 19, 2018
Student Holiday.....	December 20-31, 2018
Administrative Closing .....	December 24-31, 2018

**SPRING 2019 TRIMESTER**

Classes Begin.....	January 3, 2019
College is Closed: Martin Luther King’s Day.....	January 21, 2019
Student Holiday .....	February 18, 2019
Student Holiday / In-service.....	March 11-15, 2019
Classes End .....	April 23, 2019
Student Holiday .....	April 24-30, 2019

**SUMMER 2019 TRIMESTER**

Classes Begin .....	May 1, 2019
College is Closed: Memorial Day .....	May 27, 2019
Student Holiday .....	June 24 – July 5, 2019
College is Closed: Independence Day .....	July 4, 2019
Classes End .....	August 23, 2019
Student Holiday.....	August 26-30, 2019

**FALL 2019 TRIMESTER**

Classes Begin .....	September 3, 2019
College is Closed: Labor Day .....	September 2, 2019
Student Holiday .....	October 18, 2019
Student Holiday: Veterans Day .....	November 11, 2019
Student Holiday .....	November 27-29, 2019
College is Closed: Thanksgiving Day .....	November 28, 2019
Administrative Closing .....	November 29, 2019
Classes End .....	December 18, 2019
Student Holiday.....	December 19-23, 2019
Administrative Closing .....	December 24-31, 2019

*This calendar is subject to change at any time prior to, or during an academic term due to emergencies or causes beyond the reasonable control of TCAT, including severe weather, loss of utility services, or orders by federal or state agencies. TCAT may change the ending dates of instruction in the event of instructional days lost.*

## ADMISSION REQUIREMENTS

Any person who is 18 years of age or have a high school diploma or GED and has a job objective may apply to the College. Application forms can be obtained at the College's Student Services office or can be printed off the centers website. The Application forms must be complete and submitted with evidence of MMR and Varicella immunizations. It is recommended that the financial aid application process be initiated at the time admission application is made.

Applicants admitted without a high school diploma or GED will be enrolled for one trimester on probation. At the end of one trimester, their progress will be evaluated and a recommendation will be made for the following trimester. Students are strongly urged to complete their GED requirements within their first six (6) month of enrollment.

Non-residents of the state of Tennessee are eligible to enroll during normal open enrollment periods.

In accordance with the Privacy Act 1974, applicants for admission and enrollment students are advised that the requested disclosure of their Social Security numbers to the Student Services office is voluntary. Students who do not provide the College with their Social Security number, will be used (a) to identify student records, such as applications for admission, registration and course enrollment documents, grade reports, transcript requests, certification requests, and permanent academic records, and (b) to determine eligibility, certify school attendance, and report student status.

According to federal regulations, only a student's Social Security number may be used as an identifier for grants, loans and other financial aid programs. A student's Social Security number will not be disclosed to individuals or agencies outside the Tennessee College of Applied Technology - Jacksboro except in accordance with the institution's policy on student records.

## ADMISSION PROCEDURES

Individuals interested in enrolling at the Tennessee College of Applied Technology - Jacksboro must:

- Submit an application to the College. The application will be added to the waiting list on the date it is received by the College, if immediate enrollment is not possible. Completed applications will be held as active for a period of six (6) months.
- Provide documentation of immunization for measles, mumps and rubella (MMR) and Varicella (Chicken Pox).
- Complete a financial aid application – if desired. You may apply online for Federal Aid by visiting the **Free Application for Federal Student Aid** (FAFSA) website at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Report to the Student Service's office on the date and time assigned to you for orientation. (Applicants for Practical Nursing should refer to the Nursing Program enrollment procedures.)

Each prospective student will be notified when his/her enrollment date is near. It is the responsibility of the applicant to ensure that all admissions procedures are met in a timely manner.

## **LEP POLICY AND PROCEDURE**

Proof of English language Proficiency for Non-Native English Language Speakers. In order to determine an applicant's level of proficiency in the English Language, the TCAT shall require that applicants whose native language is not English submit scores earned on the Test of English Language Proficiency (TOEFL), the academic version of the International English Language Testing Systems (IELTS), or one of the other recognized comparable standardized examinations or through a standardized examination developed at the TCAT. Courses completed at another U.S. institution may be used in lieu of standardized examination scores.

## **PROFICIENCY TRAINING**

### **CREDIT FOR PREVIOUS TRAINING**

Previous educational training and/or experience will be evaluated and the student will be enrolled in training at the student's current proficiency level. The time normally required for training will be adjusted accordingly. Training completed in high school, technical institutes, colleges, and other training environments, such as business and industry, and military service, will be evaluated toward completion requirements where applicable. The student must provide documentation and/or evidence of training or proficiency to their instructor.

## **CLASS SCHEDULE**

Tennessee College of Applied Technology - Jacksboro conducts classes twelve months per year, demising only for legal holidays, staff in-service, term breaks, and inclement weather.

### **Full-time Class Schedule:**

Full-time day classes meet Monday – Friday; 8:00 am-2:30 pm

Practical Nursing: Full-time day classes meet Monday – Friday; 8:00 am-2:30 pm  
(This includes lunch and breaks.)

A student may request a part-time schedule for a full-time (day) program. This is only approved on space available basis. See Student Services for more information.

### **Part-time Classes:**

A schedule for part-time evening is available upon request. See Student Services for more information.



## **Guideline TCAT**

**023**

### **Uniform Procedures for Complaints by Student at Tennessee College of Applied Technology**

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

#### **I. Limitations on Scope and Use of Process**

Allegations of sexual or racial harassment or discrimination shall be processed in accordance with TBR Guideline P-080, Harassment – Sexual or Racial. Grade appeals should comply with the appropriate grade appeal process. Matters regarding student discipline are processed in accordance with the student disciplinary policies and rules found at TBR Policy 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions, Policy 3:02:01:00, Student Due Process Procedures, and Rule 0204-3-21-.01, et. seq., of the rules published by the Tennessee Secretary of State. Students should also consult the student handbook. Appeals of traffic or parking citations should be processed as specified by each institution.

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

#### **II. Process**

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

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

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

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

Complaints regarding accreditation can also be made by contacting the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, telephone: 1-800-917-2081 ([www.council.org](http://www.council.org)).

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

### **ABSENCES**

All Students are required to notify their instructor when absences are expected. Unless a student calls within three (3) days, the student is subject to being dropped from the class roll.

Students not returning the first day of enrollment, or each trimester, may be carried into the trimester for a period of two (2) days. If they have not returned by the third day, or have not contacted the College, they will be admitted at the College's next enrollment date on a space available basis with the days missed counted as absences.

### **ACADEMIC RETENTION AND RE-ADMISSION**

A suspended student may apply to the President of the College for re-admission. The President will make an assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension and the likelihood that the re-admitted student may succeed in pursuing his/her training objective.

### **DISCIPLINARY SANCTION**

Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offense set forth in the regulations, the appropriate College officials may impose the following disciplinary sanction, either singly or in combination:

- Restitution
- Warning
- Reprimand
- Restriction
- Probation
- Suspension
- Expulsion
- Interim or summary suspension
- Mandatory participation in and satisfactory completion of a drug or alcohol abuse program or rehabilitation program.

In appropriate cases, The President of the College is authorized to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction.

## EXCEPTIONS

The following are circumstances for exceptions for re-admission from academic suspension.

- The President may make exception to suspension due to absences in case of extenuating circumstances. Such exceptions must be fully documented.
- The College may maintain additional retention standards for specific programs, such as Practical Nursing, based on licensing and accreditation requirements.

## GRIEVANCE PROGEDURES

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

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

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

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

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

Corrective action or remedies, which recommend suspension, dismissal, or expulsion of a student as a result of these proceedings, shall not be invoked until due process has been completed. However, suspension may be imposed in any grievous matter that endangers persons or property, substantially disrupts training or other campus activities, or otherwise interferes with institutional objectives.

Suspension of a student for academic failure or excessive absenteeism is non-grievable matters unless there has been a violation of institutional policy. In these instances, due process shall be provided in accordance with the Guideline herein.

**Informal Discussion:** It is the philosophy of the Tennessee College of Applied Technology that many complaints or concerns can be resolved through open and clear communications. It is also the intent of the Tennessee Colleges of Applied Technology that conflict resolution be resolved at the lowest level possible. Therefore, the first step of resolution will be an informational meeting of the Tennessee College of Applied Technology complainant, and the appropriate College's staff (instructor, counselor,

Vice President, etc.) to discuss the matter. The President shall recommend corrective action or his/her remedy to student grievant within five (5) school days of the date of the discussion to provide his/her remedy or corrective action to the student's concern.

**Grievance Proceedings:** If a resolution cannot be reached through informal discussion, the student shall have five (5) school days following the President's recommendation to request a hearing before the Grievance Committee. The President or his/her designee shall provide the student with a copy of the hearing procedures. The request for a formal hearing must be communicated in writing to the President and include the following information: (a) a statement of the grievance and the facts upon which it is based, (b) dates of the occurrences, (c) attempts made to resolve the grievance, (d) the remedy of corrective action sought, (e) signature of the aggrieved student, and (f) the date of the written grievance.

Upon receipt of the written grievance, the President shall request a Grievance Committee to hear the student's appeal within five (5) school days. The student shall be allowed to present his/her case and to present a witness(es) in his/her behalf during the meeting. The person(s) against whom the grievance is filed shall also be allowed to present their view(s) as to the action taken against the student grievant participate in the hearing, i.e., cross-examine witness or present any information on the grievant's behalf.

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

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

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

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

If the above procedures are not sufficient to resolve the grievance, the student may contact the Council on Occupational Education (COE) for resolution. The contact information for COE is:

Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898 or (800) 917-2081  
Website: [www.council.org](http://www.council.org)

## **LIMITATIONS AND RESERVATIONS**

The certificate or diploma requirements are continually under examination and revision, and are therefore subject to change during such period only to the extent required by federal or state laws or accreditation standards. The specific courses or activities constituting the certificate or diploma requirements for any program are subject to substitution at any time prior to the student's completion of their course of study.

The remaining provisions of this catalog reflect the general nature of conditions concerning the educational services of the College in effect at this time, but do not constitute a contract or otherwise binding commitment between the College and the student. Fees, charges, costs, and all academic regulations set fourth in this catalog are subject to cancellation or termination by the College or the Tennessee State Board of Regents at any time.

The Tennessee College of Applied Technology - Jacksboro provides the opportunity for students to increase their knowledge by providing programs of instruction through faculty who, in the opinion of the College, are trained and qualified for teaching at the vocational level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his or her application of appropriate study techniques to any courses or program. As a result, the College does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific knowledge or skill, or will be able to successfully pass or complete any specific examination for any course, certificate or diploma.

The College reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students to be effective whenever determined by the College. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions. Current information regarding admission requirements, programs, diploma requirements, and fees may be obtained from the Student Services office at (423) 566-9629, or (865) 525-3219, extension 117.

## SCALE OF PROGRESS

GENERAL ASSESSMENT		OBJECTIVE SCALE
A	Excellent	94-100
B	Above Average	87-93
C	Average	80-86
D	Below Average	73-79
F	Unacceptable	0-72

### ACADEMIC RETENTION AND READMISSION AT THE TENNESSEE COLLEGES OF APPLIED TECHNOLOGY: 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.

#### I. Student Attendance

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

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

2. When a full-time student enrolls for a full term (72 days) and has absences exceeding 9.7% (42 hours) of the scheduled hours enrolled, that student will be suspended. A student suspended for attendance may appeal the suspension in writing to the president within three (3) days of receiving notification of the suspension. A student appealing suspension of attendance may remain in class until the suspension has been reviewed. The number of hours triggering suspension must be prorated for all part-time and full-time students enrolled for less than a full term.

3. A student is considered tardy if not in the classroom at the designated time for class to start. Multiple tardies will result in the following discipline:

- a. Five (5) tardies - Student will be given a written warning by instructor.
- b. Six (6) tardies - Student will be placed on probation by the president or the president's designee.

- c. Seven (7) tardies - Student will be referred to the president, and may be suspended.
4. An attendance record for each student shall be maintained in the student information system.
5. When a student misses three (3) consecutive days without contacting the college, that student will be presumed to have withdrawn from the college.

## II. Exceptions for Suspension due to Student Attendance

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

## III. Student Progress

A. Evaluations of student achievement toward a program's identified occupational competencies are recorded for each student at the end of 72 days of instruction that comprise a term. Those evaluations shall be based on the following scale of progress:

1. A = 94 – 100
2. B = 87 – 93
3. C = 80 – 86
4. D = 73 – 79
5. F = 0 - 72

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

1. Skill Proficiency
2. Theory/Related Information

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

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

E. Failure to maintain the required grade average will result in suspension at the end of the term.

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

## IV. Readmission from Suspension for Grades or Attendance

- A. The president may consider for readmission the applicant who has been suspended.
- B. Criteria that the president will consider in assessing candidacy for readmission are as follows:
  - 1. Assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension, and
  - 2. Assessment of the likelihood that the readmitted student may succeed in pursuing their training objective

Students enrolled in the on-line program(s) (TNeCampus) must maintain a satisfactory grade each trimester to continue eligibility for Federal Financial Aid. If a TNeCampus student receives a grade of incomplete, that student will have the following trimester to complete the course. If at the end of the following trimester the course has not been completed and a grade assigned, the course grade will be considered an F for financial aid purposes. The grade and an average for the trimester will be calculated. If the trimester grade is not in the "C" or better range, the student will at that time lose eligibility for financial aid until one trimester (432 clock hours) has been completed satisfactorily. An attendance record for each student is maintained in the Student Services Office. All students are required to sign out with their instructor before leaving the school for any reason. Leaving school without authorization will be grounds for suspension.



## STUDENT CONDUCT

Generally, through appropriate due process and using General Regulations on Student Conduct and Disciplinary Sanctions :3:02:00:01, <https://policies.tbr.edu/policies/general-regulations-students-conduct-disciplinary-sanctions>, the College's disciplinary measures shall be imposed for conduct that adversely affects the College's pursuit of its educational objectives, violates or shows a disregard for the rights of other members of the academic community, or endangers property or persons on the College's property.

Individual misconduct, which is subject to disciplinary action, shall include, but not be limited to the following:

- Conduct dangerous to others.
- Hazing [Sect. 1 TN Code, Title 49, Ch.7, part 1: "Hazing" means any intentional or reckless act in Tennessee on or off the property of any Higher Education Institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organizations.]
- Disorderly conduct.
- Obstruction of or inference with institutional activities or facilities.
- Misuse or damage to property.
- Theft, misappropriation, or unauthorized sale.
- Misuse of documents or identification cards.
- Firearms and other dangerous weapons.
- Explosives, fireworks, and flammable material.
- Alcoholic beverages; the use, possession, distribution, sale or manufacture of alcoholic beverages, or public intoxication on property owned or controlled by an affiliated clinical site, or in violation of any term of the Tennessee Technology College Drug Free Schools and Communities Policy Statement.
- Gambling.
- Drugs; the unlawful use, possession, distribution, sale or manufacture, of any drug or controlled substance (including any stimulant, depressant, narcotic or hallucinogenic drug or substance, or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or "over the counter" drugs on property owned or controlled by the institution, at an institution sponsored event, on property owned or controlled by an affiliated clinical site, or in violation of the Tennessee Technology College drug Free Schools and Communities Policy Statement.
- Financial irresponsibility.
- Failure to cooperate with school officials.
- Violation of general rules and regulations.
- Attempts of aiding and abetting the commission of offenses.
- Unacceptable conduct in hearings.
- Violations of state or federal laws.

Disciplinary action may be taken against a student for violations to the foregoing regulations which occur on College owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any College activity or the missions, processes, and

functions of the College. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus, which poses a substantial threat to persons or property within the school community.

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

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, through participation or assistance, are immediately responsible to the faculty member of the training program. In addition to other possible disciplinary sanctions, which may be imposed through the regular College procedures as a result of academic misconduct, the faculty member has the authority to assign a grade of F or Zero (0) for the exercise or examination, or to assign an F in the course, for the trimester or the program component.

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

## **STUDENT STATUS**

A student is considered full-time when enrolled for 30 clock hours per week.

## **TECHNOLOGY FOUNDATIONS**

One of the most common barriers to effective training and subsequent employment is the lack of reading, math, and writing skills. To help students reach their employment objectives, the Tennessee Board of Regents requires all students to complete remedial and basic instruction in these areas. Keyboarding and basic computer skills are also taught in the Lab to ensure students are prepared for employment in today's working environments.

The Technology Foundations lab is equipped with instructional materials that are relevant to adult learning. Basic education is provided using an interactive computer program that is user friendly.

Success in the work place requires not only the ability to perform according to the requirements of the position, but also the ability to work well with others. To meet these needs, a professional development series is offered to all students. Topics include self-esteem, developing positive attitudes, communications, resolving conflict, working with others, self-motivation, standards of conduct, ethics, interviewing and resume writing. Developing these skills will better prepare students to perform and interact in the workplace more efficiently.

Students are required to complete the Technology Foundations curriculum that is recommended by their program of enrollment, except Practical Nursing students, who are required to pass an entrance exam. Students failing Technology Foundations may not continue their enrollment after the trimester ends.

## **TRANSFER BETWEEN TENNESSEE COLLEGES OF APPLIED TECHNOLOGY**

Students may transfer from one TCAT to another TCAT. The transfer student must apply for admission. Admittance will be on a space available basis. Applicants are responsible for having their transcripts sent to TCAT-Jacksboro for review by the instructor. Eligibility for the Wilder Naiefteh Technical Skills Grant (Lottery) will be determined following the grants satisfactory progress requirements.

### **TRANSFER FROM OTHER INSTITUTION THAT ARE NOT TCAT**

Transfers from other institutions is allowed. Applicants must provide transcripts from previous institution. The program instructor will evaluate the transcript, and/or test the applicant to determine the amount of credit allowed.

Students who are transferring to the Cosmetology program are required to complete the last 432 hours (one trimester of enrollment) at the TCAT – Jacksboro campus.

1068 prior credit hours is the maximum amount TCAT – Jacksboro will award for credit earned at another school(s).

Prior credit requests need to be submitted with appropriate transcripts thirty day before enrollment. Financial Aid cannot be properly computed without the prior credit being considered. The Cosmetology instructor will review all prior credit requests and administer test to see if credit can be awarded.

### **PROGRAM TRANSFERS**

Whenever it is determined that a student is not enrolled in the proper area, the staff will work with the student to find more suitable occupational area. Counseling usually occurs during the first two or three months of the student's training. Therefore, transfers will be limited. (A student wishing to change programs due to shift changes at place of employment cannot transfer if reason existed at the start of enrollment.) A student requesting a transfer between programs is to complete a transfer request. The request is signed by both instructors and may be approved by the Coordinator of Student Services or the President. Transfers are made if space is available. If space is not available, the student can transfer when space becomes available.

### **FULL-TIME STUDENT FEES**

All students enrolling for over 341 hours will pay the full maintenance fee. Students enrolling or completing their program during a trimester will pay a pro-rated fee for that term based upon the hours below. Fees are determined by the Tennessee Board of Regents and re effective beginning each October. A fee list may be obtained from the Student Services Office. The following trimester fees are in effect beginning September 5, 2017:

**TRIMESTER SCHEDULE**  
**Effective: September 2018**

<b>Trimester Hours</b>	<b>Maintenance Fees</b>	<b>Technology Access Fee</b>	<b>Student Activity Fee</b>	<b>Total Fees</b>
* 1-40	\$183.00	\$41.00	\$10.00	\$239.00
*41-80	\$247.00	\$41.00	\$10.00	\$305.00
*81-135	\$372.00	\$41.00	\$10.00	\$434.00
136-217	\$647.00	\$67.00	\$10.00	\$743.00
218-340	\$1,045.00	\$67.00	\$10.00	\$1,153.00
341-432	\$1,169.00	\$67.00	\$10.00	\$1,281.00

\* TCAT has the option of charging \$2.50 per hour within this range.

**Special Academic Fees:**

Licensed Practical Nursing .....\$100.00 (per Term effective Fall 2005, \$300.00 annually)  
Welding Technology .....\$100.00 (per Term effective Fall 2009, \$300.00 annually)  
Student Activity Fee.....\$10.00 (per Term effective Fall 2013, \$30.00 annually)

Fees must be paid during registration at the beginning of each trimester in order for a student to be officially admitted to class.

**PART-TIME STUDENT FEES**

Students enrolling in short-term, part-time, or supplemental programs (less than 341 hours will be assessed a fee based on the length (number of hours) of their program. The payment of any and all fees will be made during registration.

- Technology Access Fee: \$41.00 (less than or equal to 135 hours); \$67.00 (greater than or equal to 136 hours) per term for all programs or part-time classes.
- Technology Access Fee: 35% of maintenance fee for Regents Online Diploma Program (RODP) students.
- Students aged 65 years or older may attend for a \$60.00 fee.

**TNeCAMPUS ONLINE DIPLOMA PROGRAM FEES**

**Trimester Schedule Effective September 2018**

<b>Clock Hours</b>	<b>Maintenance Fees</b>	<b>Technology Access Fee</b>	<b>Total Fees</b>
1-40	\$188.00	\$66.00	\$254.00
41-80	\$254.00	\$89.00	\$343.00
81-135	\$383.00	\$134.00	\$517.00
136-217	\$666.00	\$233.00	\$899.00
218-340	\$1,076.00	\$377.00	\$1,453.00
341-432	\$1,204.00	\$421.00	\$1,625.00

## **PAYMENT OF FEES**

Fees may be paid using cash, check, or credit card. If a student pays using an un-honored check by their bank, the student will be notified by the College. If fees are not paid within fifteen (15) calendar days of the date of the notice, the student will be withdrawn from the class. When payment is made within the allotted time period, the student will be assessed a returned check fee of \$30.00, in addition to the maintenance fee.

## **MAINTENANCE FEE REFUND**

The Tennessee College of Applied Technology - Jacksboro will refund a portion of the maintenance fee to any student who officially drops, withdraws, or is dismissed within the drop/withdrawal deadline (10-20 percent of the schedule hours of attendance). Refunds of all fees must be in accordance with the following provisions:

- Change in a full-time student's schedule that results in a reclassification to a part-time student.
- Change in a part-time student's schedule that results in a classroom of fewer hours.
- Voluntary withdrawal from the College.
- Cancellation of a class by the College.
- Death of a student.
- A student who is called to active military duty may be eligible for a refund of maintenance fees.
- Students administratively dismissed will not be eligible for refunds.

The Tennessee College of Applied Technology - Jacksboro will not refund fees if a student has been administratively dismissed. This criterion also applies to TNeCampus on-line courses.

All refund checks are mailed directly to the student from Roane State Community College.

## **GUIDELINE TCAT-080 FEES AND REFUNDS**

The purpose of the following guideline is to ensure uniform administration of fees and refunds at the TCATs, and to establish related procedures between the TCATs and Lead Institutions.

Any refund made by the Tennessee College of Applied Technology - Jacksboro will be based on the following calculations:

### **Full refund:**

- A full refund of fees will be refunded for classes canceled by the College;
- A full refund of fees will be refunded for drops or withdrawals prior to the first official day of classes;
- A full refund of fees will be refunded in the case of the death of a student during the term.

**Partial refund-** rounded down to the nearest full hour:

- A refund of 75% may be allowed if a student withdraws within the first 10% of the class hours;
- A refund of 50% may be allowed if a student withdraws within the first 20% of the class hours.
- No refund may be permitted after 20% of the class hours has been completed.

### **PROCESSING OF REFUNDS**

The TCAT will be responsible for determining the amount of student refunds and will process refunds in accordance with TBR Guideline B-060 and the Council on Occupational Education (COE) standards.

- Refunds, when due, will be made without requiring a request from the student.
- Refunds, when due, will be made within 30 days of the last day of attendance when the student has informed the institution in writing prior to withdrawal.
- If the student drops out without notice to the institution, the refund will be processed 30 days from the date the institution terminates the student or determines withdrawal by the student. All refunds, however, must be made within 60 days of the student's last day of attendance.
- Retention of tuition and fees collected during pre-registration or in advance for a student who does not commence class will not exceed \$100.
- An update will be made to the accounting system by the TCAT or Lead Institution with a transaction resulting in the reduction of revenues from the appropriate fee account.

Students enrolled in 30 hours or less of instruction will not receive a refund of fees after the first official day of class.

No refunds of lab fees or technology access fees.

## CHANGE OF STATUS

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

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

### **Change of Status Steps:**

Important: Students will be allowed one change of status per trimester. Students desiring to change status at the beginning of a trimester shall do so prior to registration. No change is to be made unless the student presents a properly completed Change of Status form. Students are requested to contact their instructor of the possibility of changing status. If in agreement, the Instructor and student complete Sections 1-2 of the Change of Status form.

Student sets up a counseling appointment with the Student Coordinator. Student Services appointments must occur prior to effective date of change. The financial aid administrator must interview the student prior to any change as all financial aid funds being received could be impacted by the change of status.

1. During counseling, Student Services staff will discuss with the student the impact of the change of status. All areas of financial aid assistance the student is receiving may be decreased, increased or cancelled including WIOA, TRA, Federal Financial Assistance, State Grants, and Veterans Benefits.
2. Student Services will calculate a new anticipated completion date for the student. The financial aid recalculations will be performed as needed.
3. The Student Services Coordinator and Assistant Coordinator will sign the Change of Status form.
4. The Records Office will distribute copies: permanent records, records software management person, Financial Aid, Instructors and TCAT-Business Office. Any refunds the student owes for financial resources already received must be paid to the TCAT Business Office prior to the effective date of change.
5. The TCAT Business Office will follow TBR policies and determine if a maintenance fee refund is due.

## VETERANS ADMINISTRATION ELIGIBILITY

Service members, Veterans, and dependents or 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 fourth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the

term for which the deferment has been requested. Application for the deferment must be made no later than fourteen days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 01, 2003.

The designated point of contact for academic and financial advising is the Coordinator of Student Services.

Pursuant to TCA 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the trimester are entitled to a full refund or credit of mandatory fees.

## FINANCIAL AID

Financial assistance is available through a combination of various programs that are funded through federal, state, local, and private sources. The aid is designed to assist those students who find it difficult or impossible to attend school without financial aid. A brief description of the program is listed below. Contact the Student Services Office for additional information.

**Statement of Satisfactory Progress:** Students receiving aid from any Title IV Program will be required to maintain “satisfactory progress” as described in a separate catalog available to all students applying for financial aid.

**Federal Pell Grant:** The Pell Grant is a federal aid program available to eligible students. The grant based on need. Repayment of this grant is not required as long as the student completes the required number of hours of training.

**Federal Supplementary Education Opportunity Grant (FSEOG):** The College administers these funds that are provided by the federal government. Funds are limited.

**Federal Work Study Program:** This program enables eligible students to earn a portion of their education expenses through part-time employment at the College.

**Tennessee Education Lottery Scholarships (TELS)-Wilder Naifeh Technical Skills Grant (WNTSG):** Beginning in fall 2004, any Tennessee resident aged 18 or older who is interested in attending a Tennessee Technology College is eligible to receive the **Wilder Naifeh Technical Skills Grant** funded by the Tennessee Education Lottery Scholarship (TELS) program. The Wilder-Naifeh grants do not require a high school diploma, a minimum grade point average, or taking the ACT or SAT college entrance tests. However, applicants must meet program admission requirements as either full or part-time students at Technology Centers and can receive up to \$2,000 per year to complete their chosen program. The total amount of the WNTSG will be based on the number of hours enrolled each trimester. Full-time students who begin classes on the first day of the trimester will receive \$667. Part-time students will have their WNTSG prorated. Students can only receive WNTSG up to the highest award level of the program, or 150% of the program eligibility, or 5-years (whichever comes first).



**Retaining the WNTSG:** Students must maintain continuous enrollment and satisfactory progress (complete 91% of scheduled hours and have a C average) in order to continue to receive the WNTSG.

**Charging:** Students can charge WNTSG funds for books and fees. Students are encouraged to use their WNTSG toward bookstore purchases first. The remaining will be used toward fees.

**Disbursement:** Remaining WNTSG funds will be disbursed when funds become available. State funds (TSAA and WNTSG) will be disbursed at the same time as Pell.

**Withdrawals:** In the event a student leaves prior to the end of the trimester, a refund calculation will be done to see if the student owes the school or the Tennessee Student Assistant Corporation money. If a student withdraws before the WNTSG check is requested, then he/she will not receive the money.

**Change of Status:** If you wish to change from full-time to part-time or if you are already part-time and wish to adjust this schedule, this must be done prior to the beginning of the new trimester. Once you have registered based on a certain schedule, you will not be allowed to change unless you have provided documented personal or medical reasons. You must receive approval from Student Services prior to making any changes in your schedule. Any changes in your schedule after you have registered will result in an adjustment to your WNTSG and there is a possibility that you may owe money to the school. There is a Change of Status form in Student Services that must be completed anytime you wish to change your schedule.

**Tennessee State Assistance Award (TSAA):** This program is funded by the State of Tennessee. Applicants must be Tennessee resident, and meet TSAA eligibility requirements that are similar to the Pell Grant. Repayment is not required. The deadline for applying is March 1.

**Veterans Benefits:** Veterans, disabled veterans, and dependents of certain veterans are eligible for financial assistance while attending the College. For more information, contact the Veterans Administration at 1-888-442-4551.

**Vocational Rehabilitation:** The Rehabilitation Division of the Tennessee Department of Human Services provides assistance to students who qualify under the Vocational Rehabilitation Act. Students with certain handicaps may receive assistance with Maintenance fees, book fees, etc. Contact a local Rehabilitation Service Office for more information.

**TN Promise:** The Tennessee Promise provides Tennessee high school graduates the opportunity to attend a community or technical college free of tuition and mandatory fees. Tennessee Promise participants must complete eight hours of community service per term enrolled, as well as maintain satisfactory academic progress (2.0 GPA) at their institution.

**TN Reconnect:** Tennessee Reconnect provides eligible adults who do not have an associate degree or higher to attend a community or technical college for up to two years tuition-free.

## **TENNESSEE DUAL ENROLLMENT GRANT REGISTRATION PROCEDURES**

The Tennessee Dual Enrollment Grant (DEG) program maximum award is \$300 per trimester and \$600 per academic year as provided in the TSAC rules and procedures.

For the Tennessee College of Applied Technology (TCAT), the DEG may be awarded in the Fall and Spring Trimesters. The award amount is prorated for students enrolled at the postsecondary level.

The enrollment of high school students in the TCAT through the DEG program should proceed as follows:

- The high school must submit a completed Tennessee DEG application, which is located on the website [www.tn.gov/CollegePays](http://www.tn.gov/CollegePays) to the College by the deadline date established by TSAC.
- The applicant must meet the admission requirements for the selected program of study and maintain a cumulative grade point average (CGRA) of 2.75 (85 by the TCAT grading scale) for all courses attempted through the DEG.
- The applicant must be a Tennessee resident and meet all other eligibility criteria established in the TSAC rules and procedures.
- Registration fees, or the awarded amount to be charged, will be determined by the number of clock hours the student is scheduled to attend in accordance with an established fee schedule. The current fee schedule is provided below:
  - 1 Clock hour per day .....\$100.00
  - 2 Clock hours per day .....\$200.00
  - 3 Clock hours per day .....\$300.00
- In accordance with the TSAC regulations, the grant shall only be applied toward tuition.
- A timesheet will be maintained by the Student Services office for each student receiving DEG funding.

## SUMMARY OF ACADEMIC PROGRAMS

Program Title	Award Type	Clock Hours
Administrative Office Technology	Certificates Diplomas	432-864 1296
Administrative Office Technology Online	Certificates Diplomas	423-864 1296
Automotive Technology	Certificates Diplomas	240-1728 2160
Nursing Aid	Supplemental Certificate	120
Computer Information Technology	Certificates Diplomas	432-864 1296-2160
Cosmetology	Certificates Diploma	300-600 1500
Industrial Electricity Technology	Certificates Diplomas	432-864 1296-1728
Machine Tool Technology	Certificates Diplomas	432-864 1296-1728
Pharmacy Technology	Certificates Diploma	432-864 1296
Power Sports Technology	Diploma	1296
Practical Nursing	Diploma	1296
Welding Technology	Certificates Diploma	432-864 1296

The Student's progress is assessed each trimester (432 clock hour period). The satisfactory average of a C or better must be maintained to remain enrolled in any program (Practical Nursing students will be assessed according to the guidelines set forth in the PN program). Failure to do so will result in suspension or termination.

## ADMINISTRATIVE OFFICE TECHNOLOGY PROGRAM OUTLINE

Retention rates for the Administrative Office Technology program for 2016-2017 are 92 %.  
Placement rates for the Administrative Office Technology program for 2016-2017 are 81 %.

### **First Trimester** **432 Hours**

#### **General Office Assistant Certificate**

Worker Characteristic	6 hours
Orientation and Safety	6 hours
Office Technology Foundations	30 hours
Keyboarding/ Data Entry	90 hours
Office Procedures I	120 hours
Computer Essentials	120 hours

### **Second Trimester** **864 Hours**

#### **Office Software Specialist Certificate**

Worker Characteristic	6 hours
Word Processing Applications	114 hours
Spreadsheet Applications	114 hours
Office Procedures II	120 hours
Employability Skills	78 hours

### **Third Trimester (Choice One)** **1296 Hours**

#### **Accounting Assistant Diploma**

Worker Characteristic	6 hours
Accounting	214 hours
Payroll	106 hours
Automated Accounting	106 hours

### **Third Trimester (Choice Two)** **1296 Hours**

#### **Administrative Assistant Diploma**

Worker Characteristic	6 hours
Business Communications	108 hours
Customer Service	80 hours
Financial Functions	100 hours
Practicum/ Simulations	138 hours

### **Third Trimester (Choice Three)** **1296 Hours**

#### **Medical Administrative Assistant Diploma**

Worker Characteristic	6 hours
Medical Terminology	70 hours
Medical Ethics and Office Management	88 hours
Intro to Medical Insurance	100 hours
Electronic Health Records	78 hours
Medical Practicum/ Simulation	90 hours

**Third Trimester (Choice Four)**

**1296 Hours**

**Financial Services Diploma**

Worker Characteristics	6 hours
Business Communications	108 hours
Financial Functions	100 hours
Understanding Bank Products	58 hours
Teller Basics	160 hours

**Total Program Hours: 1296 Hours**

## ADMINISTRATIVE OFFICE TECHNOLOGY ONLINE PROGRAM OUTLINE

Visit the TNeCampus website at [www.TNeCampus.info](http://www.TNeCampus.info) for additional information. Continuing Education Unit courses are also available.

<b>First Trimester</b>	<b>432 Hours</b>
<b>General Office Assistant Certificate</b>	
Worker Characteristic	6 hours
Orientation and Safety	6 hours
Office Technology Foundations	30 hours
Keyboarding/ Data Entry	90 hours
Office Procedures I	120 hours
Computer Essentials	120 hours
<b>Second Trimester</b>	<b>864 Hours</b>
<b>Office Software Specialist Certificate</b>	
Worker Characteristic	6 hours
Word Processing Applications	114 hours
Spreadsheet Applications	114 hours
Office Procedures II	120 hours
Employability Skills	78 hours
<b>Third Trimester (Choice One)</b>	<b>1296 Hours</b>
<b>Accounting Assistant Diploma</b>	
Worker Characteristic	6 hours
Accounting	214 hours
Payroll	106 hours
Automated Accounting	106 hours
<b>Third Trimester (Choice Two)</b>	<b>1296 Hours</b>
<b>Administrative Assistant Diploma</b>	
Worker Characteristic	6 hours
Business Communications	108 hours
Customer Service	80 hours
Financial Functions	100 hours
Practicum/ Simulation	138 hours
<b>Third Trimester (Choice Three)</b>	<b>1296 Hours</b>
<b>Medical Administrative Assistant Diploma</b>	
Worker Characteristic	6 hours
Medical Terminology	70 hours
Medical Ethics and Office Management	88 hours
Intro to Medical Insurance	100 hours
Electronic Health Records	78 hours
Medical Practicum/ Simulation	90 hours
<b>Total Program Hours:</b>	<b>1296 Hours</b>

## AUTOMOTIVE TECHNOLOGY PROGRAM OUTLINE

Retention rates for the Automotive Technology program for 2016-2017 are 100 %.

Placement rates for the Automotive Technology program for 2016-2017 are 89 %.

<b>First Trimester</b>		<b>432 Hours</b>
Worker Characteristic	6 hours	
Suspension and Steering	210 hours	
Brakes	210 hours	
<b>Second Trimester</b>		<b>864 Hours</b>
Worker Characteristic	6 hours	
Engine Repair	210 hours	
Heating and Air Conditioning	216 hours	
<b>Third Trimester</b>		<b>1296 Hours</b>
Worker Characteristic	6 hours	
Electric and Electronics	426 hours	
<b>Fourth Trimester</b>		<b>1728 Hours</b>
Worker Characteristic	6 hours	
Engine Performance	426 hours	
<b>Fifth Trimester</b>		<b>2160 Hours</b>
Worker Characteristic	6 hours	
Manual Drive Trans and Axles	210 hours	
Auto Transmission and Transaxles	216 hours	
<b>Certificates and Diploma</b>		
Automotive Technician Apprentice Certificate		864 Hours
Automotive Service Technician Certificate		1728 Hours
Master Automotive Technician Diploma		2160 Hours
<b>Total Program Hours:</b>		<b>2160 Hours</b>

## NURSE'S ASSISTANT PROGRAM OUTLINE

The licensure pass rate for this program for the school year 2016-2017 is 82 %.  
Retention rates for the Practical Nursing program for 2016-2017 are 92 %.  
Placement rates for the Practical Nursing program for 2016-2017 are 82 %.

Classes are offered on a part-time as needed basis. Applications are accepted continuously. Notifications of class dates are sent by mail prior to class inception. Applicants are admitted from the CNA waiting list on a first-come, first-serve basis. Program length is 120 hours, normally scheduled over a period of six weeks. Day or night classes are scheduled according to interest.

Worker Characteristic	6 hours
Intro to Health Care	10 hours
Human Body Health and Disease	11 hours
Safety	11 hours
Patient and Resident Care	11 hours
Special Care patients	11 hours
Long Term Care Clinical	60 hours

Nursing Assistant Certificate 120 Hours

**Total Program Hours:           120 Hours**



## COMPUTER INFORMATION TECHNOLOGY PROGRAM OUTLINE

Retention rates for the Computer Information Technology program for 2016-2017 are 100 %.  
Placement rates for the Computer Information Technology program for 2016-2017 are 94 %.

### First Trimester

#### **Personal Computer Operator Certificate** **216 Hours**

Worker Characteristic	6 hours
Orientation and Safety	30 hours
Computer Concepts	6 hours
Introduction to Applications	60 hours
Introduction to Operating Systems	60 hours
A+ Certification Preparation	54 hours
Computer Hardware Foundations	216 hours

### Second Trimester

#### **Technical Support Specialist Certificate** **642 Hours**

Worker Characteristic	6 hours
Networking Fundamentals	216 hours
Computer Systems Support Foundations	210 hours

### Third Trimester

#### **Information Technology Network Support Specialist Certificate** **1080 Hours**

Worker Characteristic	6 hours
Networking Fundamentals II	210 hours
Security Fundamentals	216 hours

### Fourth Trimester

#### **Information Technology Security Specialist Diploma** **1296 Hours**

Worker Characteristic	6 hours
Advanced Networking	426 hours

### Fifth Trimester

#### **Information Technology Systems Coordinator Diploma** **2160 Hours**

Worker Characteristic	6 hours
Pro Networking	426 hours

**Total Program Hours:                    2160 Hours**

**COSMETOLOGY TECHNOLOGY  
PROGRAM OUTLINE  
Located at our Extension Campus**

Retention rates for the Cosmetology Technology program for 2016-2017 are 60 %.  
Placement rates for the Cosmetology Information Technology program for 2016-2017 are 100 %.

**First Trimester**

**Shampooist Certificate**

**423 Hours**

Worker Characteristic	6 hours
Orientation	8 hours
Sterilization, Bacteriology	30 hours
Anatomy and Physiology	10 hours
Shop Ethics and Salesmanship	10 hours
State Law	20 hours
Shampooing and Rinsing	80 hours
Hair and Scalp Care	40 hours
Hair Shaping	20 hours
Hairstyling	48 hours
Facials	10 hours
Manicuring and Pedicuring	30 hours
Permanent Waving	20 hours
Hair Structure and Chemistry	70 hours
Tech Foundations	30 hours

**Second Trimester**

**Manicurist Technician**

**864 Hours**

Worker Characteristic	6 hours
Sterilization and Bacteriology II	20 hours
Anatomy and Physiology II	40 hours
Shop Ethics and Salesmanship II	15 hours
Shampooing and Rinsing II	20 hours
Hair and Scalp Care II	20 hours
Hair Shaping II	40 hours
Hairstyling II	60 hours
Facials and Eyebrows	20 hours
Permanent Waves II	48 hours
Hair Relaxers	23 hours
Hair Color and Lightening	69 hours
Hair Structure and Chemistry II	26 hours

**Third Trimester**

Worker Characteristic	6 hours
Sterilization and Bacteriology III	20 hours
Anatomy and Physiology III	18 hours
Shop Ethics and Salesmanship III	25 hours
Hair Shaping III	60 hours
Hairstyling III	58 hours
Facials and Eyebrows III	20 hours

Permanent Waves III	75 hours	
Hair Relaxers II	45 hours	
Hair Coloring and Lightening III	80 hours	
Sculptured Nails	25 hours	<b>1296 Hours</b>

**COSMETOLOGY TECHNOLOGY  
PROGRAM OUTLINE**

**Fourth Trimester**

**Cosmetologist Diploma 1500 Hours**

Worker Characteristic	6 hours
Sterilization, Bacteriology IV	15 hours
Shop Ethics and Salesmanship IV	25 hours
State Law II	5 hours
Hair Shaping IV	15 hours
Hairstyling IV	28 hours
Permanent Waving IV	30 hours
Hair Relaxers III	30 hours
Hair Coloring and Lightening IV	50 hours

**Total Program Hours: 1500 Hours**

## INDUSTRIAL ELECTRICITY TECHNOLOGY PROGRAM OUTLINE

Retention rates for the Industrial Electricity Technology program for 2016-2017 are 93%.  
Placement rates for the Industrial Electricity Technology program for 2016-2017 are 75%.

### **Electrician Helper Certificate**

**432 Hours**

#### **First Trimester**

Worker Characteristic	6 hours
Orientation and Safety	20 hours
Basic Principles and Meters	115 hours
Basic Electronics	106 hours
National Electrical Code I	85 hours
Wiring	100 hours

### **Electrician Apprentice Class II Certificate**

**864 Hours**

*Pre-requisite: Electrician Helper Certificate*

#### **Second Trimester**

Worker Characteristic	6 hours
National Electrical Code II	159 hours
Motors and Transformers	140 hours
Motor Control and Timers I	127 hours

### **Electrician Apprentice Class I Diploma**

**1296 Hours**

*Pre-requisite: Electrician Apprentice Class I*

#### **Third Trimester**

Worker Characteristic	6 hours
Motor Control and Timers II	219 hours
Installation Guidelines I	239 hours

### **Industrial Electrician Diploma**

**1728 Hours**

*Pre-requisite: Electrician Apprentice Class I Diploma*

#### **Fourth Trimester**

Worker Characteristic	6 hours
Installation Guidelines II	11 hours
Timers and Drives	64 hours
NEC Commercial- Industrial	72 hours
Programmable Logic Controllers	100 hours
Drawings and Documentation	25 hours
Residential Wiring	166 hours

#### **Internship/ Live Work\***

\*Students will be eligible to participate in an internship opportunity after completing a minimum of 1037 hours (60%) of instruction and instructor's approval.

**Total Program Hours**

**1728 Hours**

## MACHINE TOOL TECHNOLOGY PROGRAM OUTLINE

Retention rates for the Machine Tool Technology program for 2016-2017 are 100 %.  
Placement rates for the Machine Tool Technology program for 2016-2017 are 92 %.

### **Production Machine Tender Certificate**

**432 Hours**

#### **First Trimester**

Worker Characteristic	6 hours
Technology Foundations	30 hours
Orientation and Safety	30 hours
Math Concepts I	54 hours
Engineering Drawings I	36 hours
Shop Theory I	54 hours
Bench Work and Manual Machine Tool	222 hours

### **Machine Set-up Operator Certificate**

**864 Hours**

#### **Second Trimester**

Worker Characteristic	6 hours
Math Concepts II	54 hours
Engineering Drawings II CAD	30 hours
Shop Theory II	54 hours
Manual Lathe	96 hours
Manual Milling Machine	96 hours
Grinding and Abrasive Machines	32 hours
Mfg Materials and Processes	32 hours
Intro to Comp Numerical Ctrl	32 hours

### **General Machinist Diploma**

**1296 Hours**

#### **Third Trimester**

Worker Characteristic	6 hours
Engineering Drawings III CAM	30 hours
Shop Theory III	60 hours
Precision Grinding	54 hours
Comp Numerical Ctrl Machining	282 hours

**MACHINE TOOL TECHNOLOGY  
PROGRAM OUTLINE**

**Machinist 1 Diploma**

**1728 Hours**

*Pre-requisites: Machine Set-up Operator Certificate*

**Fourth Trimester**

Worker Characteristic	6 hours
Employability Skills	12 hours
Intro to Additive Mfg	36 hours
Shop Theory IV	108 hours
CNC Machining Center	108 hours
Electrical Discharge Machining	108 hours

**Total Program Hours**

**1728 Hours**

## PHARMACY TECHNICIAN TECHNOLOGY PROGRAM OUTLINE

Retention rates for the Pharmacy Technician program for 2016-2017 are 100%.  
Placement rates for the Pharmacy Technician program for 2016-2017 are 100 %.

### First Trimester

**432 Hours**

Worker Characteristic	6 hours
Orientation	6 hours
Keyboarding	40 hours
Pharmacy Math	104 hours
Pharmacy Practice and Lab I	90 hours
Top Drugs I	56 hours
Pharmacology	100 hours
Career Readiness	30 hours

### Second Trimester

**864 Hours**

Worker Characteristic	6 hours
Law Ethics and HIPPA	30 hours
Top Drugs II	50 hours
Pharmacy Practice and Lab II	220 hours
Pharmacology	90 hours
Third Party Reimbursement	36 hours

### Third Trimester

**1296 Hours**

Worker Characteristic	6 hours
Clinical Training and PTCE Exam Prep	426 hours

### Certificates and Diploma

Pharmacy Technician	1296 Hours
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**Total Program Hours**

**1296 Hours**

## POWER SPORTS TECHNOLOGY PROGRAM OUTLINE

Retention rates for the Power Sports Technology program for 2016-2017 are 79 %.  
Placement rates for the Power Sports Technology program for 2016-2017 are 75 %.

### **First Trimester**

**432 Hours**

Worker Characteristic	6 hours
Technology Foundations	20 hours
Orientation and Safety	34 hours
Engines	130 hours
Marine Engines	130 hours
Drives Clutches and Transmissions I	112 hours

### **Second Trimester**

**864 Hours**

Worker Characteristic	6 hours
Drives, Clutches and Transmissions II	33 hours
Maintenance and Service	200 hours
Midsection Lower Unit	50 hours
Midsection Lower Unit Marine	50 hours
Frames and Suspension I	93 hours

### **Third Trimester**

**1296 Hours**

Worker Characteristic	6 hours
Frames and Suspension II	52 hours
Electrical Systems	112 hours
Electrical Systems Marine	112 hours
Troubleshooting	75 hours
Troubleshooting Marine	75 hours

### **Certificates and Diploma**

Power Sports Apprentice Maintenance Technician	260 Hours
Power Sports Maintenance Technician	432 Hours
Power Sports Apprentice Technician	864 Hours
Power Sports Technician	1296 Hours

**Total Program Hours**

**1296 Hours**



## PRACTICAL NURSING PROGRAM OUTLINE

The State Board pass rate for this program for the school year 2016-2017 is 77 %.  
Retention rates for the Practical Nursing program for 2016-2017 are 82 %.  
Placement rates for the Practical Nursing program for 2016-2017 are 73 %.

### First Trimester

**432 Hours**

Worker Characteristic	6 hours
Basic Nursing (Prof Voc Relations Nutrition Geriatrics)	90 hours
Fundamentals	124 hours
Administer of Meds and Basic IV	80 hours
Anatomy and Physiology	96 hours
Clinical I	36 hours

### Second Trimester

**864 Hours**

Worker Characteristic	6 hours
Pharmacology I	51 hours
Mental Health	60 hours
Medical and Surgical Nursing I	75 hours
Maternity Health	60 hours
Clinical II	180 hours

### Third Trimesters

**1296 Hours**

Worker Characteristic	6 hours
Clinical III	225 hours
Advanced Professional Vocational Relations	24 hours
Pediatric Nursing	60 hours
Pharmacology II	42 hours
Medical and Surgical Nursing	75 hours

**Total Program Hours**

**1296 Hours**

Approximately 60% of the curriculum is provided in the classroom. The remaining is gained through onsite clinical experiences.

The Practical Nursing Program prepares students to sit for the National Council Licensure Examination (NCLEX) upon graduation.

## **PRACTICAL NURSING PROGRAM OUTLINE**

### **Admission Requirements:**

Admission to the Practical Nursing program is not automatic even though the applicant may be otherwise academically qualified and may be recommended by the Nursing Advisory Committee.

- Submit application for admission to the College
- Submit evidence of High school diploma or GED
- Pass an appropriate admission test (ex. HESSI Test)
- Submit reference letters
- Submit health record (physician's examination report)
- Report for enrollment upon notification of acceptance
- 

### **Clinical Requirements**

- Submit to and pass a Criminal Background Check (necessary in order to participate in off-campus clinical instruction)
- Submit to and pass a random drug screen

### **Tennessee Board of Nursing Graduation Requirements:**

- Completion of the 12<sup>th</sup> grade, or have received the GED
- Completed an accredited Practical Nursing program
- Have gained recommendation by the program staff and instructors based on health and education

### **Student Progress:**

Student's progress is assessed each trimester (432 clock hour period). Each theory component must be passed with a grade of 80 or better in order to remain enrolled in the Practical Nursing program, as per guidelines set for in the PN program. Failure to do so will result in suspension or termination from the program.

## WELDING TECHNOLOGY PROGRAM OUTLINE

Retention rates for the Welding Technology program for 2016-2017 are 86 %.  
Placement rates for the Welding Technology program for 2016-2017 are 93 %.

### Shielded Metal Arc Welder Certificate

**432 Hours**

#### First Trimester

Worker Characteristic	6 hours
Technology Foundations	30 hours
Shop Orientation and Safety	18 hours
Cutting Processes	30 hours
Basic Shielded Metal Arc Weld	248 hours
Advanced Shielded metal Arc Welding	100 hours

### Gas Metal Arc Welder Certificate

**864 Hours**

#### Second Trimester

*Prerequisite: Shielded Metal Arc Welder or Tack Welder*

Worker Characteristic	6 hours
Blue Print Theory	30 hours
Basic Gas Tungsten Arc Welding	196 hours
Basic Gas Metal Arc Welding	100 hours
Advanced Gas Metal Arc Welding	100 hours

### Combination Welder Diploma

**1296 Hours**

#### Third Trimester

*Prerequisites: Gas Metal Arc Welder Certificates*

Worker Characteristic	6 hours
Blueprint Reading	96 hours
Advanced Gas Tungsten Arc Pipe Welding	330 hours

**Total Program Hours**

**1296 Hours**

## ADVISORY COMMITTEES

Advisory committees play an important role at the College by providing information and recommendations that may assist the administrative staff in making decisions favorable to the effective operation of the College. The College utilizes occupational and general advisory committees that aid the instructional staff and administration in assessing the needs of the students and local industry. They also assist in keeping abreast of the latest equipment, methods, and technologies in their respective occupational areas.

## CAMPUS CRIME

In accordance with the Tennessee College and University Security Information Act of 1989 and the Student Right-To-Know and Campus Security Act, the Tennessee College of Applied Technology - Jacksboro has prepared a report containing campus security policies and procedures, data on campus crimes and other related information. A copy of this report is available in the Student Service's office. Included in this report is the College's persistence rate.

The TBI has a web site with information on campus crime policies and statistics, and the sex offender registry. That web site is [www.tbi.state.tn.us](http://www.tbi.state.tn.us).

An individual desiring to file a complaint alleging that an institution is not complying with regulations should contact the Director of the Regions Office that serves the state at Region VII, P.O. Box 162, Atlanta, GA 30301. The contact person is Judith Brantley and the telephone number is (404) 331-0556.

Following any crime, the victim should report the offense as soon as possible to the College's President or Vice President. If they are not available, the victim should report to the person in charge and/or their instructor, if they are a student. The student is encouraged to notify local law enforcement authorities while the student's confidentiality and anonymity is maintained. It is strongly recommended that medical attention be sought, if needed, as soon as possible after the incident.

<b>For All Emergencies, Dial 911</b>	
<b>For Medical Attention:</b>	
Ambulance Service for Campbell County	(423) 562-6151
Tennova Healthcare of Campbell County	(423) 907-1200
<b>For Law Enforcement:</b>	
Campbell County Sheriff's Department	(423) 562-7446
Jacksboro Police Department	(423) 562-9312
Federal Bureau of Investigation	(865) 576-1150

## ANNUAL SECURITY CRIME REPORT

School Year	Incidents Reported
July 2012 – June 2013	None
July 2013 – June 2014	None
July 2014 – June 2015	None
July 2015 – June 2016	None
July 2016 -- June 2017	None
July 2017 -- June 2018	None

### COMPLETION REQUIREMENTS

Students who satisfactorily demonstrate proficiency in a complete course of study are awarded a diploma.

A certificate of completion may be awarded to any student who satisfactorily completes sufficient training to enter employment at an entry-level position and to any student who completes objectives for upgrading necessary skills and knowledge.

### CONCESSION AREA

The State Vocational Rehabilitation operates the Concession Stand for the blind at the Tennessee College of Applied Technology - Jacksboro. The concession area vending machines are serviced on a regular basis by this program. The state provides this service for the blind or partially blind persons to become gainfully employed.

There are tables, chairs, and microwave ovens provided for the students use after purchasing from the vending machines. This area should be kept clean and neat at all times.

### DISCIPLINARY HEARING

Any crime is reported to the TBI through the Crime on Campus computer program. All students are made aware of safety policies at the time of orientation.

Employees attend all Tennessee Board of Regent's training sessions concerning issues of sexual assault and other types of crime. At the College's request, the University of Tennessee Campus Security will offer sexual assault workshops at no cost. A copy of the sexual assault policy for the College is available in the Student Services office.

No disciplinary hearings for criminal acts were held during the 2016-2017 academic year.

## **DISABILITY SERVICE**

Any student having a disability that restricts his/her participation in academic life is eligible for individual special services. The Tennessee College of Applied Technology - Jacksboro provides counseling and academic support services that disabled students have access to educational opportunities provided by the College. The College serves in a liaison capacity with the Tennessee Division of Vocational Rehabilitation.

Special modifications will be made if it is determined that the mode of presentation of materials discriminates against the student. Prior to receiving such accommodations, the student must submit documentation from a qualified professional to the Coordinator of Student Services.

A copy of the Disability Services may be obtained in the Student Services Office.

## **DRUG FREE CAMPUS AND WORKPLACE**

In support of the Drug-Free Campus and Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act of 1989, all students, faculty, and staff are made aware of the College's policy upon enrollment or hire.

In order to enforce these policies, the College is permitted to utilize the services of local law enforcement officers, the K-9 Unit, and the Drug Task Force Agency to search the campus at any time at the discretion of the College's President.

It is the College's responsibility to maintain a safe and healthful environment for its students and employees. Therefore, policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on College property or during College activities.

Violation of this policy is grounds for disciplinary action, up to and including immediate discharge of an employee and permanent dismissal of a student. Federal and state laws provide additional penalties for such unlawful activities including fines and imprisonment (21 U.S.C. 841 et. seq.; T.C.A. 39-6-401 et. seq.) Local ordinances also provide various penalties for drug and alcohol-related offenses. The College is bound to take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use/ alcohol abuse assistance or rehabilitation program.

The use of illicit drugs and /or abuse of alcohol may be harmful to your health. Some of the health risks associated with such use/ abuse is: liver damage; cirrhosis; alcoholic hepatitis; heart disease-enlarged heart; congestive heart failure; ulcers and gastritis; malnutrition; cancer of the mouth, esophagus, stomach, liver; brain damage; memory loss; hallucinations; psychosis; damage to fetus if pregnant mother drinks; death-50% of fatal auto accidents involve alcohol; 31% of suicides are alcoholics;

convulsions; coma; long term use organ damage; mental illness; infection; hepatitis; AIDS; if a pregnant mother uses drugs, her baby can be born addicted or dead.

Individuals who are paid by the College from federal grants or contracts must notify the College of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days after such conviction. The College, in turn, is required to inform the granting or contracting agency of such violation within ten (10) days of the College's receipt of notification. Employees and their families needing treatment information should contact the Director or Assistant Director of the College or their immediate supervisor. They may also call the State of Tennessee Employee Assistance Program at (800) 867-6811. Students needing assistance should contact the Coordinator of Student Services.

## **EDUCATION RECORDS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an application program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents to review the record. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31);
  - College officials\* with legitimate educational interest\*\*
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials with cases of health and safety emergencies; and
- State and local authorities, within a juvenile system, pursuant to specific State law.

\* A College official is:

- A person employed by the Tennessee College of Applied Technology in an administrative, supervisory, academic, support, or research staff person.
- A person elected to the Board of Trustees.
- A person employed by, or under contract to the College, to perform a special task, such as an attorney or auditor.

\*\*An official has a legitimate educational interest if the official is:

- Performing a task that is specified in his/her description or by a contract agreement.
- Performing a task related to a student's education.
- Providing a service or benefit relating to the student or the student's family, such as health care, counseling, job placement, or financial aid.

The Tennessee College of Applied Technology - Jaxsboro also operates in full compliance with the policies and guidelines established by the Federal Government under the provisions of the **Gramm-Leach-Bailey Act (CLBA)**. A complete copy of the GLBA guidelines is on file and available for review in the Student Services Office and in the Administrative Office.

Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Services at 1-800-877-8339.

Or you may contact us at the following address:  
 Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW, Washington, DC 20202-5920

## **RECORDS OF REQUEST FOR DISCLOSURES**

The College will maintain a record of all requests for, and/or disclosure of information from a student's educational records. The record will indicate the name of



the party making the request, any additional party(s) to whom it may be re-disclosed, and the legitimate interest the party(s) has in requesting or obtaining the information. An eligible student and/or his parent(s) may review his/her records. Student records and Financial Aid records are stored in a secured and restricted area. A request to review records will be granted within 45 days of the initial request.

The College designates the following items as Directory Information:

- Student name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities
- Dates of attendance
- And degrees/ awards received

The College may disclose any of these items without prior written consent, unless notified in writing to the contrary.

### **CORRECTION OF EDUCATION RECORDS**

The following procedures must be followed to correct a student's education record that they believe to be inaccurate, misleading, or in violation of their privacy rights.

- A student must notify the coordinator of Student Services to amend the record. In so doing, the student should identify the part of the record they want changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy or other rights.
- The College may or may not comply with the request. If the College decides not to comply, the College will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of his/her rights.
- Upon request, the College will arrange for a hearing and notify the student in advance of the date, place, and time of the hearing.
- An impartial hearing officer will conduct the hearing. The hearing officer may be an official of the College. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised. In the original request to amend the student's education records, one or more individuals, including an attorney, may assist the student.
  - The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

- If the College decides the challenged information is inaccurate, misleading or in violation of the student's right of privacy, the College will notify the student that they have a right to place in their record a statement commenting on the challenged information and/ or a statement setting forth reasons for disagreeing with the decision.
- The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the College discloses the contested portion of the record, it must also disclose the statement.
- If the College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, the College will amend the record and notify the student in writing that the record has been amended.

### **FOLLOW-UP**

The follow-up service affords graduated students an opportunity to provide feedback on their training and assist the College in determining additional training or equipment needed in a program area. Surveys are mailed to the alumni three (3) to six (6) months following graduation to determine if the graduate is working in the field he/she was trained for. This information is compiled by the Tennessee Board of Regents for future planning purposes.

### **FEDERAL AND STATE LAWS**

#### **PRIVACY RIGHTS ACT OF PARENTS AND STUDENTS/ PUBLIC LAW 93-380**

The College adheres to the guidelines developed by the Department of Health, Education, and Welfare regarding the privacy rights of parents and students. Access to official records is provided to students and parents of dependent students as they relate to them and the dissemination of personally identifiable information without the student's consent is limited.

#### **POLICY ON AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY STATEMENT**

The College does not discriminate in the basis of race, sex, color, religion, national origin, age, handicap, veteran status, or sexual preference in provision of educational opportunities or employment opportunities and benefits pursuant to requirements of Title IX of the Education Amendments of 1972, Pub. L92-318; and Section 504 of the Rehabilitation Act of 1973, Pub, L93-112 and the Americans with Disabilities Act of 1990, Pub. L101-336, respectively. This policy extends to both employment by and admission to the College. Inquiries concerning Title IX and Section 504 of the ADA should be directed to the Student Services Coordinator.

## **AFFIRMATIVE ACTION/ TITLE VI, TITLE IX, SECTION 504**

Tennessee College of Applied Technology - Jacksboro is an equal opportunity training College and offers equal opportunity for employment and admission to programs to all qualified persons without regard to race, sex, religion, national origin, age, handicap, or veteran status.

### **PROCESS FOR FILING TITLE VI COMPLAINTS: G-125**

Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. 42 U.S.C. § 2000d. It is the intent of the Tennessee Board of Regents that the institutions under its jurisdiction shall fully comply with Title VI and Regulations issued pursuant thereto

- A. Any current or former student, applicant for employment, or current or former employee or any contractor or vender who believes he or she had been subjected to discrimination or harassment based on race, color or national origin at an institution or who believes that he/she has observed discrimination or harassment based on race, color or national origin taking place may submit a Title VI complaint.
- B. Complaints must be brought within 180 days of the last incident of discrimination or harassment.
  - 1. Complaints brought after that time period will not be pursued absent extraordinary circumstances.
  - 2. The determination of whether the complaint was timely or whether extraordinary circumstances exist the complaint period must be made in conjunction with Legal Counsel.
- C. Complaints must be filed with the Title VI Coordinator for the institution. The complaint will be handled by the Title VI Coordinator or their designee.

#### **Procedure:**

- A. Complaints brought under Title VI will be handled in accordance with the procedures for investigating complaints set forth in Guideline P-080.
- B. Alternative Complaint Procedures:  
An aggrieved individual may also file a Title VI complaint with the Tennessee Human Rights Commission or the Department of Education, Office of Civil Rights (ORC).

## **USE OF FOOD AND DRINKS**

Food and drinks are not permitted in areas where computers are in use – specifically in the Technology Foundations, Computer Information and Administrative Office Technology areas. Food and drinks may also be restricted in the Industrial Electricity, Machine Tool, Automotive, Pharmacy, Practical Nursing, and Welding shop and classroom areas. Food and drinks are permitted in the Concession Area, and designated outdoor areas.

## INCLEMENT WEATHER

It is the policy of the Tennessee College of Applied Technology - Jacksboro to maintain normal hours of operations and to be open for the delivery of student training in accordance with the State approved operating calendar.

If the school administration determines the normal hours of operation need to be altered due to weather or other unusual conditions, the announcements will be made public using the following:

TV	WBIR	Channel 10
TCAT-J	website	<a href="http://www.tcatjacksboro.edu">www.tcatjacksboro.edu</a>
Electronic	Text message	RAVE
	Email & Phone	

When the school is open, all staff and students are expected to be present. However, each individual has the responsibility to make their own decision regarding safety and travel to and from the school. If the College is open for the day, and you are not able to travel safely to the College, you should call the College and speak with your instructor, or leave a voice message on your instructor's telephone.

Staff who are absent during open hours must submit annual leave requests for the appropriate amount of time missed. Students who are absent during open hours will be counted absent from training. Student training time lost due to school closing will be made-up with a modified schedule.

## USE OF THE INTERNET

Internet access is available to students and staff in the Tennessee College of Applied Technology -Jacksboro. We are pleased to offer this access to TCATJ students and staff and believe the Internet offers vast, diverse, and unique resources that can support education. Our goal in providing this service to teachers and students is to promote educational excellence in the school by facilitating resource sharing, innovation, collaboration, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. There are currently two levels of network access available to TCAT - Jacksboro students. Students may access much of the information on the Internet through the World Wide Web without a personal internet account. Individual access is offered as a privilege granted to users on the basis of their ability to use the network resources responsibly and in the manner outlined in this document. With this level of access users can:

- use the world wide web to access many current information resources

- communicate with people all over the world through electronic mail
- retrieve public domain and shareware software of all types (using ftp)

The educational value of appropriate information on the Internet is substantial. However, the Internet is composed of information provided by institutions and people all over the world and thus, also includes material that is not of educational value in the context of the school setting. Among other things, there is information, which may be judged as inaccurate, abusive, profane, sexually oriented, or illegal. TCAT - Jacksboro wishes to support students in responsible use of the Internet and does not condone or permit the use of this material. It is a joint responsibility of school personnel and students to act responsibly when using the Internet. In addition to student education, Internet access in school is available only on computers that are in highly traveled areas of the school building such as classrooms, computer laboratories and the computer training room. Staff and students are expected to use the resources in a manner consistent with this document and will be held responsible for their use. Additionally, instructors should discuss with their students their own expectations for Internet use.

The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a Tennessee College of Applied Technology - Jacksboro user violates any of these provisions, his or her account may be suspended and future access could be denied. In addition, violation of any school rules while using the Internet will result in appropriate school disciplinary action.

### **The Tennessee College of Applied Technology - Jacksboro Network-Terms and Conditions**

1. Acceptable Use – The purpose of the Tennessee College of Applied Technology - Jacksboro Internet access is to support education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and academic research and consistent with the educational objectives of the school. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Publication, ownership, or transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. All communications and information accessible via the network should be assumed to be private property. Use of the Tennessee Technology College at Jacksboro network for product advertisement or political lobbying is not allowed. Illegal activities are strictly prohibited. All communication must be appropriate language and be polite. Do not swear, use profanity, vulgarities, or harass other users.

Your electronic mail (e-mail) on the Tennessee College of Applied Technology - Jacksboro network is not guaranteed to be private. People who operate the system do have access to all e-mail and although e-mail is not read randomly, it can be accessed if a user is suspected of violating this contract. Messages relating to or in support of illegal activities may be reported to the proper authorities.

Internet activities that are permitted by the acceptable use policy:

- investigation of and communication about topics being studied in school;
- investigation of and communication about opportunities outside of school related to community service, employment or further education.

Internet activities that are not permitted by the acceptable use policy:

- searching, viewing, or retrieving materials that are not related to school work, community service, employment or further education (thus, searching or viewing sexually explicit, profane, or illegal materials is not permitted);
- copying, saving, or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted);
- subscription to any services or ordering any goods or services;
- sharing of staff or student's home address, phone number, or other information;
- playing games or using other interactive sites, such as chats, unless specifically assigned by a teacher;
- using the network in such a way that you disrupt the use of the network by other users (e.g. downloading large files during prime time; sending mass e-mail messages; annoying other users using the talk or write functions);
- using your TCATJ account to telnet to other machines for purposes not allowed on the Tennessee College of Applied Technology - Jacksboro network;
- any activity that violates a school rule or a local, state, or federal law.

Users who have any questions or doubts about whether a specific activity is permissible should consult a teacher, administrator, or the Tennessee College of Applied Technology - Jacksboro network personnel.

2. Privileges – The use of the Tennessee College of Applied Technology - Jacksboro network is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the system administrators and technology committee will deem what is inappropriate use of the network and take appropriate action. The system administrators or Director may suspend or close an account at any time as required. The administration, faculty, and staff of TCAT - Jacksboro may also request the system administrator or Director to deny, revoke, or suspend specific student's access. Students whose accounts are denied, suspended or revoked do have the right to submit a written appeal to the Director and as a follow up to this letter to have a meeting with the Director and any other involved or interested staff. Students who are under 18 must have a parent or guardian present at the meeting.

3. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Tennessee College of Applied Technology - Jacksboro network, you must notify a system administrator. Do not demonstrate the problem to other users. Users may not, under any circumstances, use another individual's account. Do not give your password to any other individual. Attempts to log-in to the system as any other user may result in suspension or cancellation of user privileges. Attempts to log-in to the Tennessee College of Applied Technology - Jacksboro network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Tennessee College of Applied Technology - Jacksboro network.

4. Vandalism - Vandalism may result in cancellation of privileges. Vandalism is defined as any attempt to obtain, harm or destroy data of another user, the Tennessee College of Applied Technology - Jacksboro network, or any state agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

5. Updating Your User Information – The Tennessee College of Applied Technology - Jacksboro network may occasionally require new registration and account information from you to continue the service. You must notify the Tennessee College of Applied Technology - Jacksboro network of any changes in your account information (address, etc.).

6. Reliability – TCAT - Jacksboro makes no warranties of any kind, whether expressed or implied, for the service it is providing. TCAT - Jacksboro will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the network is at your own risk. TCAT - Jacksboro specifically denies any responsibility for the accuracy or quality of information obtained through its services.

7. Exception of Terms and Conditions – All terms and conditions as stated in this document are applicable to Tennessee College of Applied Technology - Jacksboro. These terms and conditions reflect the entire agreement of the parties supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Tennessee, United States of America.

In review, applicants are advised that the network is provided for the specific purpose of supporting the educational mission of the Tennessee College of Applied Technology - Jacksboro. All users are expected to abide by the terms and conditions above. If the perspective user cannot abide by all of the terms and conditions set forth in this document, she or he is advised to acquire Internet access through a commercial Internet Access Provider as an alternative to using the Tennessee College of Applied Technology - Jacksboro network.

## **JOB PLACEMENT**

The College maintains close communication with local, state, and regional employers in addition to the American Job Centers, to provide a wide range of employment opportunities. The College assists in the placement of graduates within their trained area through the student's instructor and Student Services.

## **LIVE WORK PROJECTS**

“Live Work” is the term used by the College for various practical learning projects that occur at the site under instructor guidance. This type of practical application of theory is a vital part of the proper procedure. Such projects require non-students to pay a work order-processing fee and provide all materials needed to complete the job.

## **PARKING AND TRAFFIC**

Students are informed upon enrollment of designated student and faculty/ staff and visitor parking area. All traffic will move in a counter-clock wise direction around the building complex. The speed limit on school grounds is 15 mph and is strictly enforced.

## **SAFETY**

Some programs require the use of safety glasses, protective clothing, and protective footwear. If a student becomes ill or injured at the College, the instructor or a staff member of the Practical Nursing program if necessary may administer minor first aid. First aid kits are kept in each program area. Accidents are to be reported on a standard accident report form to be submitted immediately to the President or Vice President for signature. A copy is kept in the student's permanent record and in the instructor's record. In instances of serious injury, local emergency services will be contacted.

## **SECURITY AND BUILDING ACCESS**

The College is secured by a security system, which monitors the premises after closing. The parking area is well lit and our staff does not leave the campus until all students have left. The Jacksboro and Caryville Police Department routinely patrol the College's property.

To help ensure a safe and secure environment for students, employees and our campus, TCAT Jacksboro utilizes a video surveillance system on a full-time basis.



## **SELECTIVE SERVICE REGISTRATION**

All males are required to register for the Federal Draft on or after their eighteenth (18<sup>th</sup>) birthday under 50 U.S.C. App. Section 453.

## **VOTER REGISTRATION**

A student who is not registered to vote and wishes to register may obtain the necessary form from the Student Services office. Registration forms may also be downloaded from <http://www.state.tn.us/sos/election/registration.htm>.

## **SEX OFFENDER DIRECTORY**

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

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

In compliance with the Federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, and members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled or volunteering at the Tennessee College of Applied Technology - Jacksboro in the Student Services Office. Correspondence may be sent to the following address: Tennessee Technology College at Jacksboro/P.O. Box 419/265 Elkins Road/Jacksboro, TN 37757. Information is also available on the TBI’s website listing of sex offenders located on the internet at <https://www.tbi.state.tn.us> under “Sexual Offender Registry”.

## **SEXUAL, RACE, OR OTHER HARASSMENT**

Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by the Title VII of the Civil Rights Act of 1964. Any student who believes he/she has been subjected to harassment at the College should present the charge to the Student Service Coordinator. Applicants for employment or employees should report such charges to the Affirmative Action Officer in the Student Services office.

Any present employee or student, former employee or student, or applicant for employment or admission at the College who believes the discrimination has been practiced against him/her, or any employee or student who feels that practices at the College will result in discrimination against him/her should report these charges to the Affirmative Action Officer in the Student Services office.

## **SMOKING AND SMOKELESS TOBACCO USE**

The Tennessee College of Applied Technology - Jacksboro is committed to promoting and maintaining a healthy work and educational environment. In addition, the institution is committed to promoting good health and well-being of all students as they prepare for a successful career. In consideration of state and federal laws and institutional goals, students, employees and visitors are prohibited from using tobacco throughout all campus buildings and institutionally-owned vehicles.

The use of tobacco products (smoke and smokeless) is prohibited in all buildings. This policy also extends to any space leased by the institution. However, the use of tobacco products will be permitted outside as indicated by signage in designated areas as follows:

There are two designated smoking/tobacco use areas on campus. One is located at the end of the breezeway; the other is located at the end of the main building. The areas are marked by yellow lines. Please stay inside of the lines while using tobacco.

The use of tobacco is prohibited in state-owned vehicles. The institution will provide education information on tobacco use cessation programs.

School administration and instructional staff are responsible for informing the school community of tobacco use policy and overseeing day-to-day compliance. The President or his/her designee will address violations and habitual offenders of this policy.

## SANCTIONS FOR VIOLATION OF LAWS & POLICIES

In accordance with the Tennessee Smokefree Air Law of 2007, TCA Title 68, enacted by the Tennessee General Assembly, smoking is prohibited in all public places and places of employment. Smoking is defined as “inhaling, exhaling, burning, or carrying or possessing any lighted tobacco product, including cigars, cigarettes, pipe tobacco, and any other lighted tobacco product.” Smoking is only permitted outside in designated areas as prescribed by the act.

This state law specifies that a person who knowingly smokes where smoking is prohibited shall be subject to civil fine of up to fifty (\$50) and “each day on which a knowing violation occurs shall be considered a separate and distant violation”.

Violators of this policy should be reported to school administration. Violation of institutional policies and rules will be subject to administrative review and sanctions as outlined below:

**Faculty and Staff:** Disciplinary action will be taken in accordance with institutional policy up to and including termination of employment for habitual repeat offenders.

**Students:** Students who violate this policy are subject to disciplinary action in accordance with the provisions of the Student Conduct Policy. Sanctions for violations may include verbal warning, formal reprimand, probation, suspension or dismissal.

**Visitors:** Visitors to the campus whose actions are in violation of this policy may be asked to leave the campus grounds.

## HEALTH EFFECTS OF TOBACCO USE

**Smoking:** Cigarette smoking increases the risk for many types of cancer, including cancers of the lip, oral cavity, and pharynx; esophagus; pancreas; larynx; uterine; cervix; urinary bladder; and kidney. Cigarette smokers are 2 -4 times more likely to develop coronary heart disease than nonsmokers. Cigarette smoking approximately doubles a person’s risk for stroke. Cigarette smoking has many adverse reproductive and early childhood effects, including an increased risk for infertility, preterm delivery, stillbirth, low birth weight, and sudden infant death syndrome.

**Second Hand Smoke:** Secondhand smoke is associated with an increased risk for lung cancer and coronary heart disease in nonsmoking adults. Secondhand smoke is a known human carcinogen (cancer causing agent). Because their lungs are not fully developed, young children are particularly susceptible to secondhand smoke. Exposure is associated with an increased risk for sudden infant death syndrome, asthma, bronchitis, and pneumonia in young children.

**Smokeless Tobacco:** Smokeless tobacco contains 28 cancer causing agents (carcinogens). It increases the risk of developing cancer of the oral cavity. Smokeless tobacco use can lead to nicotine addiction and dependence.

## **STUDENT HEALTH AND ACCIDENT INSURANCE**

Full-time students will be furnished information regarding the purchase of student health and accident insurance on the first day of enrollment. Students are encouraged to purchase accident insurance, especially those who will be working in shop environments and will be exposed to potentially dangerous material and equipment. Insurance can be obtained through private insurance companies or through a carrier approved by the Tennessee State Board of Regents.

## **TELEPHONE AND CELL PHONE USE**

Students are advised to use the Business Office telephone for emergency purposes only. All cell phones must be on vibrate or silent ring at all times while on campus. Students are permitted to use their phones before classes begin, during scheduled class breaks, during the scheduled lunch time, and after classes end. Our school receptionist is also available to receive calls and relay messages between breaks or lunch when urgent communication is necessary.

## **TEXTBOOKS & SUPPLIES**

Books may be purchased in the Bookstore, at the beginning of each trimester and as needed throughout each trimester. It is not a requirement to purchase books and supplies at the College. Students are required to purchase uniforms, safety glasses, and other safety/personal items in certain occupational areas; the instructor in those specific programs will address those purchases. Used books and/or equipment are non-returnable.

## **TOOLS, EQUIPMENT AND PROPERTY**

Students are responsible for proper care and use of tools, equipment, and other school property. The student is responsible for loss or careless damage to school property and will be required to make adequate adjustment. Loss or damage must be reported to the instructor as soon as possible.

## **VISITORS**

Visitors are invited and encouraged to visit the College. Due to safety requirements, visitors must register with the receptionist located in the main lobby and receive permission in order to visit any area of instruction. At the time of registration, each visitor will be issued the required safety equipment for the particular area that he/she is given permission to visit. Former students visiting currently enrolled students must also register with the receptionist and are restricted to lunch hours only and are not permitted in shop areas due to safety and liability issues.

## FACULTY DIRECTORY

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NOTES: