

STUDENT HANDBOOK & CATALOG

2019-2020



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
—MURFREESBORO—

**“WorkFORCE Development,
it’s what we do!”**

Murfreesboro Campus
1303 Old Fort Parkway
Murfreesboro, TN 37129

Smyrna Campus
663 Ken Pilkerton Drive
Smyrna, TN 37167

615-898-8010
www.tcatmurfreesboro.edu

A Tennessee Board of Regents Institution

Welcome!

Welcome to the Tennessee College of Applied Technology - Murfreesboro and our Smyrna Branch Campus!

Whether you are a high school student, a recent graduate, or an adult learner, our goal is to assist you in achieving your training and employment goals.

The Council on Occupational Education accredits the Tennessee College of Applied Technology - Murfreesboro and our Smyrna Branch Campus, and each training program follows a curriculum that combines academic study, technical education, and practical work experiences. Students "learn by doing" in our programs.



Our professional faculty and staff believe strongly in assisting our students in learning workplace skills and gaining employment so our students can have a better life. We believe investments in education are investments that last a lifetime.

We are here to help you be successful, and I encourage you to take advantage of the opportunities at the Tennessee College of Applied Technology - Murfreesboro and our Smyrna Branch Campus.

Dr. Carol Puryear
President

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Tennessee College of Applied Technology - Murfreesboro

Governed by:
Tennessee Board of Regents

Flora W. Tydings, Chancellor
Tennessee Board of Regents
1 Bridgestone Park
Nashville, TN 37214
615-366-4400

Locations

Murfreesboro Campus
1303 Old Fort Parkway
Murfreesboro, TN 37129
615-898-8010

Smyrna Campus
663 Ken Pilkerton Drive
Smyrna, TN 37167
615-898-8010

Find out more information by visiting these school website links:

School Calendar

<https://tcatmurfreesboro.edu/current-students/academic-calendar>

Cost of Attendance

<https://tcatmurfreesboro.edu/future-students/tuition-and-fees>

Program Application

https://banss.tbr.edu/PROD_TMUR/bwskalog.P_DispLoginNon

About the Student Handbook and Catalog

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

The college reserves the right to make changes as required in program offerings, curricula, academic policies, and other rules and regulations affecting students. Enrollment of all students is subject to these conditions.

The Tennessee College of Applied Technology - Murfreesboro provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs taught by faculty who are qualified to teach at the college level. The acquisition of knowledge by any student is contingent upon the student's desire to learn and apply the appropriate study techniques to any course or program. As a result, the institution does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific knowledge or skills or will be able to successfully pass or complete any specific examination for any course, license, or certification.

Accreditation

The Tennessee College of Applied Technology - Murfreesboro is accredited by:

The Commission of the Council on Occupational Education

7840 Roswell Road, Bldg. 300, Suite 325

Atlanta, GA 30350

Phone: (770) 396-3898 or 800-917-2081

Website: www.council.org

History

The Tennessee College of Applied Technology - Murfreesboro is one of forty 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 thirteen community colleges and twenty-seven technical colleges, enrolling more than eighty percent of all Tennessee students attending public institutions of higher education.

The Tennessee Department of Education governed the college until 1983 when House Bill 697 and Senate Bill 746 transferred control to the Tennessee Board of Regents.

The Tennessee College of Applied Technology - Murfreesboro is situated on approximately thirteen acres of land on Highway 96 near Interchange 78 on Interstate 24. The college provides service statewide, as well as locally, including all or parts of seven counties - Rutherford, Williamson, Davidson, Wilson, Cannon, Coffee, and Bedford.

In 1975, the vocational addition was added to the existing physical plant. Four programs began in February 1976: Air Conditioning & Refrigeration, Automotive Mechanics, Office Occupations, and Welding. The first students graduated in February 1977. Local industry needs made it possible for the college to begin an Industrial Electrical Program in July 1984.

The Tennessee Board of Regents approved, and the legislature funded, an expansion of the existing facility in 1996-97. This expansion doubled the size of the physical facility. The new programs added were: Dental Assisting, Pharmacy Technician, Drafting & Computer Aided Design, Machine Tool Technology, and Computer Information Technology. In addition, the Surgical Technology Program was added in January 2001 and the Practical Nursing Program was added in July 2001. In September 2007, the Phlebotomy Program was added. The Biomedical Technician Program was added in September 2008 as an off-campus site at Independence High School in Thompson's Station, TN. The Cosmetology Program was added in June 2010 as an off-campus site at Oakland High School in Murfreesboro and moved to the main campus in May 2013. The Concrete Technology Program was added in January 2011 as an off-campus site at Greer Center in Lebanon, TN.

The Smyrna Branch Campus was opened to classes starting January 2017 and is located at 663 Ken Pilkerton Drive in Smyrna, TN. The Smyrna Branch Campus houses programs such as Automotive Technology, Industrial Electrical Maintenance/Mechatronics, and Machine Tool, as well as new programs to the college, Collision Repair Technology and Welding Programs.

Mission and Philosophy

The mission of the Tennessee College of Applied Technology - Murfreesboro is to continue to be the college for workforce development by providing the best in technical education through traditional and distance instructional delivery systems to the community for professional and personal advancement.

The purpose of the Tennessee College of Applied Technology - Murfreesboro is to offer quality instruction to individuals to develop them for employment and/or advancement in existing or potential occupations.

The student develops specific skills and knowledge to build a successful career. Desirable worker characteristics are also emphasized to develop character, good work habits, reliability, honesty, and respect for authority, all of which are needed for a productive society.

Technical education is the education people need to qualify for more than 80 percent of the available jobs in America. The purpose of all skill-enhancing programs is to dignify and upgrade the social status of technical jobs and those who work in these positions. It is also our purpose to be knowledgeable of the needs of local business and industry in order to provide quality education for the specific skills and latest technology required.

It is our purpose and intent to accomplish our goals by complying with all laws pertaining to discrimination. All instructional areas are open to qualified applicants without regard to race, creed, sex, color, age, or disability.

Character



Skill



Knowledge



Privacy Rights Act of Parents and Public Law 93-380

The Tennessee College of Applied Technology - Murfreesboro adheres to the guidelines developed by the U.S. Department of Education regarding the privacy rights of parents and students.

This college provides students and parents of those students under age 18 access to official records directly related to the students and limits dissemination of personally identifiable information without the students' consent.

Students enrolled at the Tennessee College of Applied Technology - Murfreesboro may review guidelines and procedures regarding Public Law 93-380, available in the Student Services Office. Non-public financial information will be safeguarded according to the provisions of the Gramm-Leach-Bliley Act.

Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student's education record(s) within 45 days of the day the school receives the request for access. Students should submit to the Student Services/Financial Aid Office a written request that identifies the record(s) they wish to inspect. Arrangements will be made and the student will be notified of the time and place where the record(s) are to be inspected.
- 2) The right to request the amendment of the student's education record(s) that the student believes is inaccurate or misleading. If the school decides not to amend the record(s) as requested by the student, the school will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent of authorized disclosure without consent, such as information concerning crimes or subpoenas issued by court on law enforcement agencies. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.
A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement, unit personnel, and health staff); a person or company with whom the school has contracted with (such as an attorney, auditor, or collection agent); or a person serving as a disciplinary or on a grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by TCATM to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Release of Student Directory Information

The following items of student information are classified as “directory information” and may be released by the college without the consent of the student:

Name
Address
Date and Place of Birth
Dates of Attendance
Certificate and/or Diploma Awarded

Employment Purposes Only

Training Area
Enrollment Status Full or Part-time
Students may request in writing that any or all directory items not be released.

Equal Employment Opportunity and Affirmative Action

The Tennessee College of Applied Technology - Murfreesboro intends to comply with Executive Order 11246, as amended in its entirety, all pertinent, subsequent amendments, and any superseding Executive Orders concerning Affirmative Action. Furthermore, the college intends to comply with Title IV of the Civil Rights Acts of 1964, as amended; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Fair Labor Standards Act of 1938, as amended; the Age Discrimination Employment Act of 1967, as amended; the Americans with Disabilities Act of 1990; subsequent amendments to these acts; and all other current state and federal laws and regulations regarding equal employment opportunity and/or affirmative action.

The college is an equal opportunity institution and offers equal opportunity for employment and admission to programs to all qualified persons without regard to race, sex, color, religion, national origin, age, disability, or veteran status. Valerie Scollon, Financial Support Associate at the Tennessee College of Applied Technology - Murfreesboro is the Affirmative Action Officer and Title IX Coordinator for the college.

Americans with Disabilities Act

The Tennessee College of Applied Technology - Murfreesboro is committed to providing opportunities and accommodations in higher education to all academically qualified students with disabilities. This commitment is consistent with the college's obligations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It is the responsibility of the student to seek available assistance at the college and to make his/her needs known. Students with disabilities are encouraged to request any needed accommodations to ADA Officer Teresa Colbert, Coordinator of Financial Aid, before the first day of class.

Sexual Harassment & Assault

Sexual harassment and/or assault are strictly prohibited. Please see Valerie Scollon, Financial Support Associate of the Tennessee College of Applied Technology - Murfreesboro, if there are any questions or concerns.

Security Information

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 - Murfreesboro has prepared a report containing data on campus crimes and other related information. A copy of this report may be obtained in the Student Services Office.

Drug-Free Policy Statement

The policy of the Tennessee College of Applied Technology - Murfreesboro is that the unlawful manufacture, distribution, possession, use, or abuse of alcohol and illicit drugs on the college's campus, on property owned or controlled by the college, or as part of an activity of the college is strictly prohibited. All employees and students are subject to applicable federal, state, and local laws related to this matter. Any violation of this policy will result in disciplinary actions. The administration reserves the right to request that a student undergo drug/and or alcohol testing at their discretion upon documented suspicion or probable cause. All allied health programs have a mandatory drug screening policy for all accepted students.

Clery Act

Tennessee College of Applied Technology – Murfreesboro is committed to disseminating relevant and pertinent information regarding reported criminal activities in a reasonable manner to its community and to interested parties. To that end, the college is implementing and maintaining policies and procedures in compliance with the reporting requirements of the Clery Act and the Higher Education Opportunity Act, two pieces of federal legislation that provide guidance in disseminating certain types of information to campus communities and to the general public. Because the Clery Act and the Higher Education Opportunity Act encompass several areas of campus responsibility, the college utilizes its administrative staff to issue information that pertains to the criminal reporting requirements and policies of these two federal laws. The full document can be found at the following address:

<https://tcatmurfreesboro.edu/about/safety-and-security>

Dress Code

Student's dress must comply with professional standards of the field in which they are training. Any garments displaying offensive language or drug usage are strictly prohibited. Tennessee College of Applied Technology - Murfreesboro students must wear an official name badge at all times. Noncompliance will result in lowering the Worker Characteristic grade.

Health & Safety

The Occupational Safety and Health Act, Public Law 91-596 of 1970, requires all persons to understand the safety and health requirements of a specific area of employment. Safety instruction is an integral part of the total instruction program and it is the student's responsibility to adhere to the safety and health requirements taught. In some occupational areas, safety glasses, protective clothing, and protective footwear are required. At all times and in all areas, proper school attire is necessary for all students. Students must familiarize themselves with the general safety rules applicable at the college. Specific safety instructions will be given to each student by the individual instructor. Each student must pass all safety tests prior to performing in the shop program.

The college will keep on file a health record form on each student. This form gives information about his/her previous health record, name of student's family physician, and person to notify in case of emergency. Should the student become injured or ill, the college will render immediate first aid according to the Health and Safety Plan. A copy of this plan can be found in each program area. It is the responsibility of the instructor to make students aware of the plan.

A trained first responder will access any accident. If necessary, someone will accompany the student to the emergency room or doctor of his/her choice. If the student is unable to move, a call to 911 will be made for an ambulance to transport the student to the hospital. All costs will be the responsibility of the student.

Types of Programs

Specific program offerings at the college are based primarily upon the needs and employment opportunities in our service area. The total program is planned to provide the type of skills needed to lead directly to employment, or that assist the employed worker to improve skills and increase technical knowledge.

The college provides occupational education in the following programs:

- **Full and Part-Time** preparatory programs are designed to prepare students for employment in specific or closely related occupations. The lengths of programs vary depending upon the requirements of the occupation.
- **Supplemental** programs are designed to improve or upgrade skills and increase technical knowledge.
- **Special Industry and Public Service** programs are offered to business and industry. These classes can be conducted at the college or place of employment of the class members. Specialized and intensified courses to meet specific requirements of the industry may be offered when the need arises.
- **Dual Enrollment** is the enrollment of a high school student in a specified program for which the student will be awarded credits at both the high school and the college. Dual enrollment opportunities are available for students whose high schools have consensual agreements with the college.

Student Services

The Tennessee College of Applied Technology - Murfreesboro strives to provide a safe and welcoming campus with adequate student assistance for academic counseling, private counseling, orientation, and financial assistance. The Student Services Office maintains all records in accordance with policies set forth by governing bodies and accrediting agencies. Also, the Student Services Office has a systematic follow-up plan with implemented procedures. The Student Services Office is constantly striving to improve all elements performed for students and alumni of the Tennessee College of Applied Technology - Murfreesboro. Those elements include:

- 1) Education
- 2) Counseling
- 3) Financial Aid
- 4) Placement
- 5) Follow-up



Admission Requirements

The minimum age for enrollment is 18, with the exception of Dual Enrollment. The college's President must approve any other special enrollments, under age 18.

The enrollment of high school students (Dual Enrollment) requires a special agreement between the Tennessee Board of Regents and the local Board of Education.

Prospective students are urged to apply at any time. Steps for applying are as follows:

- 1) Apply online at www.tcatmurfreesboro.edu. New users will need to create a webID and PIN. After you apply, look for a "no-reply" email (this email may go to your junk or spam) on how to set up your TCAT Portal. It is VERY important that you do this. After which, all correspondence will be electronic through your TCAT Portal.
- 2) Apply for financial aid at www.fafsa.ed.gov. The school code is 014543. For additional questions, or if you need any additional assistance, contact our Financial Aid Office.
- 3) Submit a high school transcript, diploma, or GED or HiSET transcript.
- 4) Allied Health applicants must either complete the HESI Admission Assessment with acceptable scores or, if under age 21, submit acceptable ACT scores. The testing schedule can be viewed on the college website. The minimum acceptable scores can be viewed on the college website and on the specific program pages located in this handbook.

The Practical Nursing Program has additional requirements for enrollment:

- a. Submit three reference letters, typed & signed (at least two letters must be from professional references on letterheads).
 - b. Complete the Anatomy & Physiology Course with a score of at least 80 from TCAT or Complete Anatomy & Physiology I & II Courses with a score of at least a "B" from a TN State College or University.
- 5) Upon acceptance into a specific program, you will receive communication to report to the Tennessee College of Applied Technology - Murfreesboro for mandatory orientation. The Student Services Office will notify applicants as to date and time. Applicants for some courses must meet certain other physical and educational requirements. Applicants who fail to complete orientation will have their applications withdrawn and will have to reapply.

Each student enrolling in a full-time program, with the exception of allied health programs, will undergo the college's Technology Foundations assessment program and, if found deficient in reading, writing, mathematics, or study skills, will attend the college's Technology Foundations Program as part of the instructional day. This activity is designed to assist the student in making satisfactory progress throughout the program.

Selective Service Registration

All persons who are required to register for the Federal Draft under Chapter 49, Military Selective Service (50 U.S.C. 3801 et seq.) are not eligible to enroll in any post-secondary school until they have registered with the selective service.

Student Insurance

Low-cost accident insurance, available to all students, offers a choice of 24-hour coverage or protection only while attending school and while traveling to and from school. Students are encouraged to purchase accident insurance and may obtain information and applications from the Student Services Office. Students mail their accident insurance premiums directly to the insurance company.

Allied health students are required to participate in a liability insurance program for coverage during rotation. The liability insurance premium is paid to the college and the student's name is submitted to the insurance company before rotation.

Calendar of Operations

The Tennessee College of Applied Technology - Murfreesboro operates on a year-round basis dismissing only for observance of legal holidays, faculty in-service, inclement weather, breaks between terms, and student vacation days.

In addition to full and part-time day and night classes, supplemental evening classes are offered each term. A new evening schedule is prepared for each term.

The calendar is based on three equal trimesters that include a minimum of 216 instructional days. The three trimesters are:

Spring: January, February, March, April

Summer: May, June, July, August

Fall: September, October, November, December

432 hours = 1 trimester

864 hours = 2 trimesters

1296 hours = 3 trimesters

1728 hours = 4 trimesters

2160 hours = 5 trimesters

The college may extend the ending dates of periods of instruction at any time prior to or during the academic year due to emergencies beyond the reasonable control of the institution, including severe weather, loss of utilities, or orders by governing agencies.

The college reserves the right to cancel any supplemental class scheduled for a given term when the number enrolled is considered insufficient.

Student Maintenance and Technology Fees

All students enrolling in any program, whether residents or non-residents, will pay a maintenance fee and a technology fee. Students enrolling or completing between term beginning and ending dates will pay a prorated fee for that term based upon the fee schedule. Fees must be paid during registration before a student will be officially admitted to class. Thereafter, the fees must be paid at the beginning of each term.

Fee Schedule

Maintenance fees are determined prior to the beginning of the fall term.

The college, in conjunction with the Tennessee Board of Regents, reserves the right to add, delete, or change fees for admission to the school at any time without prior notice to the public.

Books, Supplies and Expenses

Students must provide the following as required by the area of training in which enrolled:

- Textbooks, workbooks, paper, tools, and pencils.
- All parts and materials used on personal projects.
- Uniforms, safety glasses, and other personal items are required by specific occupational areas.
- Students are encouraged to enroll in the available accident insurance.

Bad Check Collection Fee

The payment of fees may be made by cash, check, credit card, or money order. If a student pays fees with a check that is not honored by the bank, the institution will notify the student. If the check is not paid in cash within 10 calendar days from the date of notice, that student will be withdrawn from class. If the student pays the bad check within the allotted time period, an additional returned check fee of \$30 will be assessed.

Refund of Maintenance Fee

The college will refund a portion of the maintenance fee to any student who officially withdraws. All refund checks are mailed to Tennessee College of Applied Technology - Murfreesboro and distributed to the students by the Business Office. Refunds will be made in accordance with the following provisions:

Eligibility for Refunds

- 1) Voluntary withdrawal or death of the student.
- 2) Cancellation of a class by the college.
- 3) Students enrolled prior to visiting college.
- 4) Administrative dismissals not eligible for refunds.
- 5) Change in full-time student's schedule which results in a reclassification to a part-time student.
- 6) Change in a part-time student's schedule which results in a class load of fewer hours.

Calculation of the Refund

Full Refund

- 100% of maintenance and technology access fees will be refunded for classes cancelled by the college.
- 100% of these fees will be refunded for drops or withdrawals prior to the first official day of class.
- 100% of these fees will be refunded in the case of death of the student during the term.

Partial Refund

- A refund of 75% will be allowed if a course is dropped or student withdraws within the first 10% of the class hours.
- A refund of 50% will be allowed if a course is dropped or a student withdraws within the first 20% of the class hours.
- No refund will be permitted after 20% of the class hours has been completed.
- There will be no refund after the first official day of class when a minimum fee is collected.

Financial Aid

Interested students are encouraged to apply for financial aid. The purpose of financial aid is to provide assistance to qualified students who would find it difficult or impossible to attend the college without aid. To qualify, the individual must meet the eligibility requirements specified by the particular program desired. In general, you are eligible for federal aid if you meet the following requirements:

- Be enrolled in an eligible program.
- Must be a U.S. citizen/national or an eligible non-citizen.
- Have a valid Social Security Number
- Be a Tennessee resident for at least the prior twelve months for the Wilder-Naifeh Technical Skills Grant, the TN Promise Grant, the TCAT Reconnect Grant, and the Tennessee Student Assistance Awards.
- Maintain Satisfactory Academic Progress and Attendance.
- Be a high school graduate or have obtained a GED. If you do not meet these requirements, you must be above compulsory age and have taken the COMPASS in order to prove ability to benefit.
 - Wilder-Naifeh Technical Skills Grant recipients do not have to meet this requirement.
- Meet all financial aid deadlines and complete verification if selected.
- Not be in default on any type of former student loan.
- Must not be in default on any Title IV aid to another postsecondary institution or Tennessee College of Applied Technology – Murfreesboro.
- Male applicants, who are between the ages of requirement, must be registered with Selective Service.
- Complete and file the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed via the internet at <http://www.fafsa.ed.gov>.

Financial Aid Available

Federal Pell Grant

A Federal Pell Grant is an award to help undergraduates pay for their education after high school. For the Federal Pell Grant, an undergraduate is one who has not earned a bachelor's or professional degree. The amount of the Federal Pell Grant received is calculated based on the student's expected family contribution (EFC).

Federal Supplemental Educational Opportunity Grant (FSEOG)

A Federal Supplemental Educational Opportunity Grant is for undergraduates with exceptional financial need, as determined by the college. Priority is given to Federal Pell Grant recipients with a minimum or zero EFC.

Federal Work Study (FWS)

The Federal Work Study Program provides jobs for students who need financial assistance and are currently receiving Federal Pell Grant. The Federal Work Study Program gives students a chance to earn money to help pay for their educational expenses.

Tennessee Student Assistance Award (TSAA)

A Tennessee Student Assistance Award is a source of financial aid for residents of Tennessee. Applicants must meet the requirements for Federal Financial Aid. For additional information, contact the Financial Aid Office.

Wilder-Naifeh Technical Skills Grant (WNTSG)

- Tennessee resident for at least the prior twelve months who meets enrollment requirements at Tennessee College of Applied Technology - Murfreesboro; usually 18 years of age or older.
- No high school diploma or GED required.
- No ACT test required.
- Is applied for by submitting the FAFSA.
- Up to \$2,000 annually based on available lottery funding each term in academic year.
- Cannot have ever received a HOPE Scholarship.
- Cannot have ever received a WNTSG and achieved the highest award level in any other Tennessee College of Applied Technology program.
- Cannot be in default on any student loans or any Title IV aid.

Workforce Innovations & Opportunity Act (WIOA)

Persons interested in this program should contact the WIOA office, through your local American Job Center.

Tennessee Opportunity Program (TOPS)

This grant program operates primarily to provide assistance to individuals in the agricultural or horticultural (farming or nursery work) occupations. Additional information may be obtained by contacting the TOPS office in your area.

Tennessee Department of Vocational Rehabilitation

This off-campus agency exists to provide support to citizens of Tennessee with a disability. For more information, contact the Vocational Rehabilitation Counselor for the county in which you currently reside.

Veteran's Administration Educational Programs (G.I. Bill)

The college is approved by the State Approving Agency for Veterans Education for veterans to attend and receive VA educational benefits. To apply for benefits, visit www.vets.gov or www.ebenefits.va.gov. If you will be using VA benefits, the college will need to receive a copy of your Certificate of Eligibility (COE) from the VA.

Service members, veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated Section 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition fees until the final day of the term for which the deferment has been requested.

Application for the deferment must be made no later than 14 days after beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003. Students who are eligible for VA educational benefits may request more information from the VA School Certifying Official, Teresa Colbert.

Attendance Policy

The nature of the programs at the Tennessee College of Applied Technology - Murfreesboro is such that it is necessary for every student to attend regularly. Too many interruptions due to absences will have an adverse effect on student progress. Because of the importance of student attendance, the college stresses attending school regularly and includes evaluation of attendance and punctuality within the Worker Characteristics grade.

- 1) After a full-time student has been absent for a total of 24 hours in a 72-day period of instruction, he/she will be counseled by the program instructor. Part-time student's counseling hours will be prorated.
- 2) When a full-time student has missed over 42 hours within a 72-day period of instruction, the student will receive written notification of possible suspension and an appeal form from the Student Services Office. The student may appeal the suspension within three days of notification of the suspension. Should the student decide to appeal, an Attendance Appeal Committee will review the student's attendance record and any student provided absence documentation and then make a recommendation to the President. A student appealing suspension of attendance may remain in class until the suspension has been reviewed and a decision made. Part-time students are subject to suspension based on a prorated number of hours. Students are only allowed one attendance appeal per calendar year.
- 3) A student is considered tardy if not in the classroom at the designated time for class to start and must sign out if leaving class before the designated time. The hours missed due to tardiness or leaving early will be included in the accumulation of hours toward suspension (see item 2) as well as handled separately as follows:
 - a) 5 tardies - Documented warning by instructor.
 - b) 6 tardies - Documented probation by designated authority. Students are only allowed one tardy probation per calendar year.
 - c) 7 tardies - Referred to the President.
- 4) The above-stated allowances for absences will be prorated for part-time students or students enrolling on days other than the 1st day of the term.
- 5) All students are requested to call in when absent.
- 6) Tennessee College of Applied Technology - Murfreesboro's institutional policy when a student is absent three (3) consecutive school days without contacting the school, will be automatically withdrawn effective his/her last attended school day. To re-enter, the student must complete and file a new application.
- 7) Any student who terminates for any cause and is in a probationary status will continue under the same probationary status if he/she re-enters within one year of termination date. When a student is terminated a second time because of failing grades and/or the violation of policies, he/she must have prior approval of the administration before reapplying.
- 8) An attendance record for each student is maintained in the Student Services Office.

Exceptions

- 1) In individual cases of extenuating circumstances, the President may make exceptions to suspension due to absences. Such exceptions should be fully documented.
- 2) Additional retention standards for specific programs may be maintained by the school pursuant to accreditation or licensing requirements.

Leave of Absence

On rare occasions, students may have issues that arise that require the student to miss more than three to seven days of continuous attendance. When this happens, the student will need to make an appointment with the Student Services Office to set up a leave of absence.

Appropriate reasons for a leave are: hospitalizations of self, spouse, children, or immediate family residing with the student; financial reasons; health reasons of self, spouse, children, or immediate family residing with the student.

Proper documentation will need to accompany the leave request. The leave will only be official when appropriate documentation is received and accepted by the institution.

Satisfactory Academic Progress (SAP) and Attendance for Financial Aid

- 1) To make satisfactory progress a student must:
 - a. Complete 75% of cumulative scheduled hours (pace of completion). All periods of enrollment for a student's program will be included in determining the cumulative scheduled hours used for SAP, regardless of receipt of Title IV aid for the prior enrollments.
 - b. Must maintain a minimum cumulative passing grade of "80" or higher if specified by the program and as published by the institution.
- 2) Satisfactory progress will be evaluated at the expected end of a student's payment period. If the student fails to make satisfactory progress, the student will be placed on financial aid warning for the next payment period. If the student fails to make satisfactory progress for the next payment period, financial aid will be suspended. There is no appeals process for financial aid satisfactory progress. In order to reestablish financial aid, a student must make satisfactory academic progress at the next evaluation date.
- 3) Remedial Courses-Any courses considered remedial are included in the student's normal program of study and are included in the students SAP calculation.
- 4) Program Changes-Changes in program will not affect SAP because a student will then have a new program length and new payment periods.
- 5) Transfer Credit-Students who receive credit for hours completed for previous education (other institutions, life experience, work credit, dual enrollment, etc.) will have their program length reduced. A student that receives transfer credit will have a maximum timeframe calculated based on the reduced program length.
- 6) Program Repeats-Any student who completes an entire clock hour program and later re-enrolls to take that same program again or to take another program may be paid for repeating coursework regardless of the amount of time between completions of the first program and beginning the same program or another program.
- 7) Course Repeats-The repeated course grade will be counted along with the previously assigned grade. Repeated course hours will count toward total cumulative hours (pace of progression).
- 8) Withdrawals-Withdrawals will not impact a student's satisfactory academic progress unless they return within 180 days.
 - a) Reentry within 180 days-A student who withdraws from a clock hour or credit hour non-term program and re-enters within 180 days is considered to remain in the same payment period when he/she returns and, subject to conditions imposed by the Department of Education, is eligible to receive FSA funds for which he/she was eligible prior to withdrawal, including funds that were returned under R2T4 rules.
 - i. The repeated course grade will be counted along with the previously assigned grade.
 - ii. Repeated course hours will count toward total cumulative hours (pace of progression).
 - b) Reentry after 180 days and transfer students-Generally, you must calculate new payment periods for a clock hour or credit hour non-term program for:
 - i. A student who withdraws and then reenters the same program at the same institution after 180 days, or
 - ii. A student who withdraws from a program and then enrolls in a new program at the same institution, or at another institution within any time period.

- 9) Maximum Time Frame-(this is for maximum time frame only, cannot pay Title IV Financial Aid more than 100% of student's advertised program length). Students may continue to receive State Aid at the pace of 75% or greater until they have been enrolled 133.3% of their scheduled hours.
- a. For example: A full-time student enrolled in a 1296 hours (12 months) program progressing at a rate of 75% may take 1728 hours (16 months) to successfully complete the 1296 hours.
- 10) Notification-Students will be notified of any evaluations that impact eligibility of Title IV aid. Note: Students receiving the Wilder-Naifeh Technical Skills Grant may not appeal unsatisfactory academic progress. Students cannot receive Title IV Aid (Pell Grant, SEOG, FWS) for more than the advertised length of the program.

Progress Policy

Students are evaluated on skill, theory, and worker characteristics each term. Progress reports, attendance records, and work evaluations are maintained on each student in the computerized student information management system. Students' files are maintained in the college's Student Services Office. Evaluations are recorded for each student at the end of each term. Students must have a "C" (80) or better average for the term and a "D" (73) or better average per course. Students who do not maintain these averages are subject to suspension. The college's President must approve reentry into a program for any student suspended.

Grading Scale

A	(94-100)	Excellent
B	(87-93)	Above Average
C	(80-86)	Average
D	(73-79)	Below Average
F	(0-72)	Unacceptable

Please refer to the following TBR Policy on more information regarding Academic Retention:
<https://policies.tbr.edu/policies/academic-retention-and-readmission-tennessee-colleges-applied-technology>

Transfer Students from Other Institutions or Industry

Previous educational training and/or experience will be evaluated and the student will be enrolled in training at the student's proficiency level. The time normally required for training will be shortened accordingly. Training completed at other Tennessee Colleges of Applied Technology, technical institutes, colleges, and other training situations, such as business, industry, or the military will be evaluated toward completion requirements where applicable. Documentation and/or evidence of training or proficiency must be supplied by the student. Each student is evaluated on an individual basis. **Transfer credit will be included in the calculations when determining the total length of a student's chosen program for both his/her projected graduation date and for financial aid awards.**

Transfer of Students between Programs in the College

When it becomes evident that a student will not profit from the training program offered in a particular area, the student may be transferred to another program. The decision to transfer is made upon careful consultation with the Vice President, the Student Services Office, and the instructors involved concerning the best interests of the student. Final approval must be made by the Vice President. **Transfer credit will be included in the calculations when determining the total length of a student's new chosen program for both his/her projected graduation date and financial aid awards. Transfers are not allowed from Night Automotive to Day Automotive.**

Student Conduct

Generally, through appropriate due process procedures, school disciplinary measures shall be imposed for conduct which adversely affects the college's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on school or school property. **Students attending clinical sites, internships, or working under co-op agreements are considered to be at a school-related function and are held under the same policies at those sites as they are on school property.**

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

- 1) Conduct dangerous to others
- 2) Hazing
- 3) Disorderly conduct
- 4) Obstruction of or interference with school activities or facilities
- 5) Misuse of or damage to property
- 6) Theft, misappropriation, or unauthorized sale
- 7) Misuse of documents or identification cards
- 8) Firearms and other dangerous weapon
- 9) Explosives, fireworks, and flammable materials
- 10) Alcoholic beverages
- 11) Drugs
- 12) Gambling
- 13) Unacceptable conduct in hearing
- 14) Failure to cooperate with school officials
- 15) Violation of general rules and regulations
- 16) Attempts, aiding, and abetting the commission of offenses
- 17) Violation of state or federal laws
- 18) Litter
- 19) Public Intoxication
- 20) Drug Paraphernalia
- 21) Financial Irresponsibility
- 22) Pornography
- 23) Sexual Misconduct
- 24) Academic Misconduct

State laws prescribe a maximum penalty of five (5) years imprisonment and a fine not to exceed \$2,500 for carrying weapons on school property.

Disciplinary action may be taken against a student for violations of the above regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any institutional activity or the missions, processes, and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to person or property within the institutional community. The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the school. Extended or permanent exclusion can be effected only through appropriate procedures of the school.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular school procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination, or to assign an F for the course.

If the student believes that there has been an erroneous accusation of academic misconduct, and if that student's final grade has been lowered as a result, the student may appeal the case through the appropriate school procedures.

Additional Policy

This policy is adopted by the Tennessee College of Applied Technology - Murfreesboro (college) specifically to address the offenses defined herein. All other forms of sex discrimination, including sexual harassment, are also strictly prohibited. Allegations that are not within the scope of this policy are subject to the procedures described in TBR Guideline P-080.

I. **Scope:** These procedures shall be utilized by:

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

II. **Definitions**

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

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

III. Prohibition of Sexual Misconduct

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

Disciplinary Sanctions

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

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

Student Grievances and Complaints

Process

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

If the concern cannot be resolved through informal discussion, the student may file a written complaint with the Student Services Office or the Allied Health Office. The Coordinator of Student Services or Director of Allied Health 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 administrator attempted to resolve the issue, the student may appeal to the President. The President may discuss the matter with the student and the administrator, and any other personnel he/she feels appropriate. The President will provide a decision to the student within five (5) days of receipt of the appeal.

Complaints

Students or prospective students who wish to file a complaint regarding violations of state law not resolved at the institution may submit a [Student Complaint Form online](#) or to:

Tennessee Board of Regents
1 Bridgestone Park, Third Floor
Nashville, TN 37214

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.

Records of student complaints filed in accordance with TCAT-M's grievance policy are kept on file in the Vice President's Office.

Complaints regarding accreditation can also be made by contacting:

[Council on Occupational Education \(COE\)](#)
7840 Roswell Road, Building 300 Suite 325,
Atlanta, Georgia 30350
Phone: (707) 396-3790

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

Limitations on Scope and Use of Process

Allegations of sexual or racial harassment or discrimination shall be processed in accordance with TBR Guideline P-080, Discrimination & Harassment - Complaint & Investigation Procedure. Grade appeals should comply with the appropriate grade appeal process. Matters regarding student discipline are processed in accordance with the student disciplinary policies and rules found at TBR Policy 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions, Policy 3:02:01:00, Student Due Process Procedures, and Rule 0240-3- 21-.01, et. seq., of the rules published by the Tennessee Secretary of State. Students should also consult the student handbook. Appeals of traffic or parking citations should be processed as specified by each institution.

Grievance Procedures

TBR Uniform Procedures for Grievances by Students at TCAT's: TCAT-023

<https://policies.tbr.edu/guidelines/uniform-procedures-grievances-students-tcats>

Purpose

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

Policy/Guideline

- I. Limitations on Scope and Use of Process
 - A. Allegations of sexual or racial harassment or discrimination shall be processed in accordance with TBR Guideline P-080, Discrimination & Harassment - Complaint & Investigation Procedure.
 - B. Grade appeals should comply with the appropriate grade appeal process.
 - C. Matters regarding student discipline are processed in accordance with the student disciplinary policies and rules found at TBR Policy 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions, Policy 3:02:01:00, Student Due Process Procedures, and Rule 0240-3-21-.01, et seq., of the rules published by the Tennessee Secretary of State. Students should also consult the student handbook.
 - D. Appeals of traffic or parking citations should be processed as specified by each institution.
 - E. In order to resolve concerns in a timely manner, complaints must be presented within ten (10) school days after the occurrence of the event claimed to have given rise to the complaint. Any complaint not presented within the time provided will not be considered.
- II. Process
 - A. It is the philosophy of the TCATs that many complaints can be resolved through open and clear communication, and should be resolved at the lowest level possible. Therefore, the student should first discuss the complaint with the instructor, administrator or student involved in the matter in an attempt to resolve the concern.
 1. 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.

2. 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 receipt of the Students Services Coordinator's letter.
 - a. The President may discuss the matter with the student and the Student Services Coordinator, and any other personnel they feels appropriate.
 - b. The President will provide a written decision to the student within five (5) days of receipt of the appeal.
 - c. The President's decision will be final.

If the grievant chooses, he or she can also appeal to the school's accrediting agency, the Council on Occupational Education (COE). They can be contacted via:

[Council on Occupational Education \(COE\)](#)
7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, GA 30350
Phone: (707) 396-3790

Student Appeal Hearing Process and Procedures

A student who is subject to suspension or expulsion from a program and/or from the institution because of academic misconduct or violations of the student conduct policy has the option to appeal the suspension or expulsion. The appeal process includes an opportunity for the student to hear the charges against him/her and have a meaningful opportunity to respond to the charges prior to such action being taken. If a student is subject to suspension or expulsion, then he/she has the option to waive his/her right to a hearing or elect one of two (2) types of hearing listed below:

School Hearing

If a student elects a School Hearing, then the hearing will proceed in accordance with Tennessee College of Applied Technology (TCAT) Disciplinary Procedures and Tennessee Board of Regents (TBR) Policy 3:02:01:00.

The student will present his/her case to a review committee composed of TCAT administrative and support staff, faculty, and students. Through formalized procedures, the committee shall review the facts and provide recommendations regarding appropriate disposition of the case to the TCAT President.

The hearing process will include:

- 1) The right to an advisor of his or her choice. However, the advisor cannot actively participate in the hearing.
- 2) The right to question the complainant(s).
- 3) The right of the student to present evidence in his or her behalf.
- 4) The right of the student to call witnesses in his or her behalf.
- 5) The right to remain silent and have no inferences drawn from such silence.
- 6) The right to cross-examination.
- 7) The decision of the review committee shall be final and may be appealed within five (5) days to the President. Any further appeal is limited by the terms of TBR Policy 1:02:11:00.
- 8) A tape recording or summary transcription of the proceedings shall be kept and made available to the student upon request for the sole purpose of appeal. The student may also have a verbatim transcript made at his/her own expense.

Tennessee Uniform Administrative Procedures Act (TUAPA)

Articulation

Students who have completed diploma level programs are able to receive credit at Tennessee community colleges and technical colleges toward an Associate of Applied Science Degree in the General Technology major. Those students seeking to articulate credit must satisfy certain requirements as established by the community college. Check with the institution for specific program-to-program articulation agreement.

High school students who have documented classroom hours in technical areas offered by the college will be evaluated and placed in the appropriate level of training. The time normally required will be shortened accordingly.

To receive more information, please check with the Student Services Office.

Cooperative Work Experience Program / Internship

Cooperative work experiences (limited availability) are designed to provide practical work experience for the student while giving the employer the benefits of shop practice, theory, and related information gained by the student while in school. Participating students must have completed specific requirements in their individual programs and demonstrate the entry-level skills required of the job. Students must be recommended for interviews by the instructor and approved by the administration and employer.

Internships are available to students who desire work experience and training without being paid for their services. This gives the students experience in the field of training where their work experience is limited. The internship follows the same requirements as the cooperative work experience program.

The student will remain on the school roll and will maintain student status until official withdrawal. All maintenance and technology access fees must be paid according to school policy before the student is counted as enrolled. Students selected for the program will alternate between work and school on a per term basis unless approved otherwise by all parties involved.

Job Placement

The college's responsibility for placement of students is vested in the administrative, counseling, and instructional staff. Placement of students in satisfactory employment is one of the primary objectives of the Tennessee College of Applied Technology - Murfreesboro. College personnel maintain close communications with employers, both in local communities and the surrounding areas. The college, however, does not assume the sole responsibility for placing students in employment. The result is that those students who continue in school until they complete their course of study are reasonably assured of employment. A course in job seeking skills is offered to all full-time students to assist in searching for employment.

Follow-Up

Every effort is made to keep in touch with former students after entering employment to determine their success and make the programs more relevant to the needs of new students and industry. Surveys and student follow-up studies are made to determine if changes need to be made in meeting these needs. Employers, school personnel, and others are involved in follow-up efforts in order to assess and/or improve ways of serving the needs of each student. No follow-up is done on supplemental students. Students who received a certificate or diploma are considered completers. Non-completers are those students who did not remain in the program long enough to earn a certificate or diploma.

School Organizations

Tennessee College of Applied Technology - Murfreesboro participates in the National Technical Honor Society. Membership is the highest honor awarded for excellence in workforce education in America and is considered the benchmark indicator for performance and leadership in business and industry.

The Student Government Association is represented by a Student Council that meets once a month with two student representatives per program. The council elects officers to help coordinate the charitable functions of the Tennessee College of Applied Technology - Murfreesboro. They contribute to Cancer Awareness, American Heart Association, Ronald McDonald House, Food Drive, Salvation Army Angel Tree, and several other charities. The Student Government Association is also sponsoring "Ollie the Otter" safety awareness. This association instills community awareness and civic responsibility in the students.

Tennessee College of Applied Technology – Murfreesboro partners with SkillsUSA to develop a skilled workforce. SkillsUSA provides quality education experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitudes, and communications skills. It emphasizes total quality at work-high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

Telephone Usage

Every effort will be made to contact the student for an emergency telephone call, but it is requested that family and friends refrain from calling during school hours, except for emergencies. A phone for local services can be found in the Student Services Office.

Cell Phones: Cell phones should not be used during testing. Cell phones need to be on silent or vibrate during classroom hours. Please use proper cell phone etiquette at all times. See your instructor for his/her classroom rules on cell phone usage.

Bookstore

The bookstore is operated by the Tennessee College of Applied Technology - Murfreesboro Business Office. The Murfreesboro Campus Bookstore is open daily 8:15am-3:15pm. The Smyrna Branch Campus Bookstore is open from 9:00am-4:00pm on Mondays, Wednesdays, and Fridays. It is also open from 9:00am-5:00pm on Tuesdays and Thursdays. The bookstore accepts cash, checks, and credit cards. Any school related payments will be handled through the bookstore.

Tobacco Policy

This is a policy to prohibit smoking and the use of other tobacco products in the buildings and vehicles, and on the grounds of the Tennessee College of Applied Technology - Murfreesboro (TCATM).

- 1) Smoking and use of other tobacco products is prohibited by students, staff, faculty, or visitors:
 - a) In all campus buildings, facilities or property owned, leased, or operated by TCATM, including outside areas.
 - b) On campus grounds, facilities, or vehicles that are the property of the TCATM.
 - c) At lectures, conferences, meetings, and social/cultural events held on college property or campus grounds.
- 2) For the purposes of this policy, tobacco is defined as any type of tobacco products including, but not limited to: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component part or accessory of a tobacco product, including but not limited to: cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings, and sweepings of tobacco, e-cigarettes; hookahs; and other kinds and forms of tobacco. A tobacco product excludes any product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. The sale or free distribution of tobacco products, including merchandise, is prohibited on campus or at college events.

Compliance for students: Consequences for students engaging in the prohibited behavior will be provided in accordance with the institution's student behavior management plan. Students who violate the tobacco-use policy will be processed through established disciplinary protocol. Student violators will be provided with access to up-to-date information on the many consequences of tobacco use, offered techniques that students can use to stop tobacco use, and provided referrals to local youth tobacco cessation programs. Parents/guardians of minors will be notified of all violations and actions taken by the institution. Suspension will only be used after a student has three or more prior violations or refused to participate in other outlined measures.

Compliance for staff and visitors: Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies of TCATM and may include verbal warning or written reprimand. Visitors using tobacco products will be asked to refrain while on TCATM property or leave the premises.

It is the responsibility of each faculty and staff member to promote compliance with the tobacco-free policy. Instructors should use tact and good judgment in dealing with possible violators.

Live Work Projects

All projects must be selected with the approval of the instructors involved. Each project is a “learning project” for the student to gain knowledge and skill; therefore, the work performed is that of the student and does not carry any guarantee. The school may perform service for students and staff. Live work agreement forms must be filled out on all projects accepted. Students are not allowed to receive pay or gratuity for any live work performed. Persons requesting service must agree to the following:

- 1) Authorize the performance of work on the described project.
- 2) Furnish all repair parts and/or supplies, which in the judgment of the instructor, is needed.
- 3) Authorize the testing and/or inspection, which in the judgment of the instructor, is needed.
- 4) Release the school (personnel and students) from any liability for damage which may result from the project (fire, theft, accidents, etc.).
- 5) Provide proof of ownership of the item, if requested by the administration.

A live work fee, in the amount of \$5.00, will be charged to all students requesting live work. Additional fees may be incurred depending on the project.

Parking

1) **Parking Regulations**

- a) Painted lines, markings, and other visible signs will be used to designate authorized parking areas.
- b) Inability to locate an authorized parking space on campus will not excuse improper parking.
- c) Improperly parked vehicles may be towed at the owner’s expense.

2) **Traffic Regulations**

- a) The responsibilities and duties of drivers of motor vehicles on campus include, but are not limited to the following:
 - i. Obeying all state and local laws regarding the operation of motor vehicles in addition to these regulations;
 - ii. **Observing the maximum speed limit posted on campus; avoiding reckless driving of any kind;**
 - iii. Exercising reasonable care under all circumstances;
 - iv. Obeying all traffic signs; and
 - v. Yielding right of way to all pedestrians at all times.
- b) The school does not assume any responsibility for the security of or loss or damage to any vehicle or its contents while on campus.

3) **Penalties For Violations Of Traffic and Parking Regulations**

- a) The school may set and impose fines for violation of traffic and parking regulations.
- b) As required by state law, a maximum fine of \$25.00 shall be imposed for unauthorized parking in a space designated for use by a handicapped person only. A minimum fine of \$50.00 shall be imposed for a second violation.
- c) Violators may also be subject to disciplinary action in accordance with the system-wide Rule 0240-02-03-.02 governing student conduct and disciplinary sanction.
- d) A citation for any traffic or parking violation may be appealed to the President or his or her designee in accordance with procedures established by the school.

Violations of parking or any other traffic violations may result in probation, assigned parking, or other appropriate disciplinary actions.

Visitors

Visitors are welcome to the college, provided their intention is not to disrupt student or school activity. Visitors must first sign in with the receptionist and receive a visitor's badge. Monitoring of visitors is crucial to the safety of staff and students.

Housekeeping

Each training program will be responsible for routine housekeeping of classroom/lab areas.

Inclement Weather

Inclement weather is any severe or hazardous weather condition that may endanger our students, faculty, and staff, their safety, and/or create transportation problems. In the case of inclement weather, the administration of the Tennessee College of Applied Technology - Murfreesboro will examine weather and road conditions and will make a decision regarding the cancellation or delay of classes. Every effort will be made to make decisions by 5:30 a.m. for day classes and 3:00 p.m. for evening classes. However, changing weather conditions may require the institution to make cancellation decisions later than stated.

Primary sources for distribution of closing information will be the Tennessee College of Applied Technology - Murfreesboro's website (www.tcatmurfreesboro.edu); the voicemail at Tennessee College of Applied Technology - Murfreesboro's main number (615-898-8010); local television/radio stations; and the SchoolCast Emergency Notification System. Stations broadcasting Tennessee College of Applied Technology - Murfreesboro's inclement weather reports will be:

- WKRN Channel 2 Nashville
- WTVF Channel 5 Nashville

Please be advised that media sources vary in their response time to publicize the cancellation of late openings of schools. Therefore, it is recommended that faculty and staff members wait until at least 6:15 a.m. to travel to their training location. Regionally, conditions can vary widely, with some localities experiencing much more weather-related disruption than others. Tennessee Colleges of Applied Technology - Murfreesboro allows full-time students to miss up to 42 hours per term before attendance affects financial aid. Part-time students' hours are based on a percentage and may vary. Please talk with your instructor regarding the number of hours per term you may miss.

In accordance with our mission and philosophy, the Tennessee Colleges of Applied Technology - Murfreesboro will provide training and services in accordance with the school academic calendar unless weather conditions are severe throughout the service delivery area. **If classes are not cancelled, students are urged to use their own judgment regarding attendance. When it is necessary to cancel classes, the institution reserves the right to extend the ending date of the term to make-up classes.** Students will also be responsible for any work that they miss due to absences caused by inclement weather. Faculty members are requested to inform their students of this policy and post it in their classrooms.

NOTE: Decisions regarding the cancellation of classes and activities at the Tennessee College of Applied Technology - Murfreesboro are made independent of other local schools' decisions.

Campus Notifications

SchoolCast Alert Notification System

Students have the option to register for the SchoolCast Alert Notification System. This service allows the college to mass distribute pertinent information to students via phone calls, text messages, and emails. These notifications include inclement weather alerts and emergency notifications. Students can register at this link: www.tcattmboro.com/schoolcast.

Crisis Response Plan

In an effort to be prepared for all types of emergencies/crises, the college has established the following crisis management procedures. A copy of the detailed Crisis Response Manual is available in the Student Services Office.

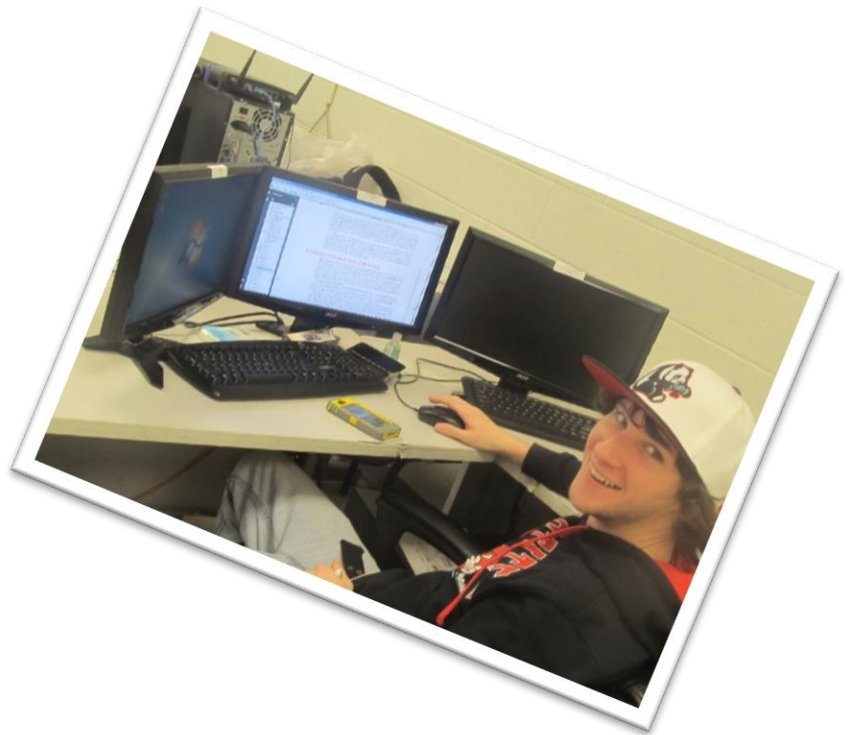
The purpose of these procedures is to provide an orderly course of action in response to specific situations, which may occur on the campus. The President or designee is the **person in charge** of any emergency situation at the school. The President/designee will establish the location of the **command center** and may call upon Crisis Response Team members, staff, or other non-school emergency responders when the need arises.

Upon arrival of non-school emergency responders, the President/designee will assist in coordinating emergency activities. During the course of the crisis, the President/designee will analyze the situation, adapting as needed.

In certain situations, the President/designee may assign instructors and/or staff members to assist in actions which deviate from normal operating procedures. Faculty and staff members will be notified of such mandates by means of a code system or other communication. In-house communication will be delivered personally to instructors and staff members by administrators.

Code	Explanation
GREEN	Crisis Response/Communication Protocol
“W”, “E”	Severe Weather: Weather Events / Earthquake
RED	Evacuation: Fire, Explosion, Chemical Spill, Gas Leak
BLUE	Medical Emergency/Body Fluid Spill
ORANGE	Student Fight/Disturbance, Suicide Threat
YELLOW	Lockdown: Gun on Campus, Hostage, Intruder, Kidnapping
BLACK	Evacuation: Bomb/Bomb Threat
	Bomb Threat Call Checklist

A code will be cancelled by the President/designee announcing “**Code __ - All CLEAR.**”



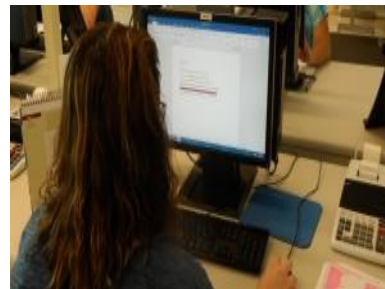
Program Offerings - Murfreesboro Campus

Administrative Office Technology

The mission of the Administrative Office Technology (AOT) Program is to provide technical training through a traditional instructional delivery system to enable students to become successful in the administrative and accounting support fields. Interpersonal skills and professional attitudes are taught along with computer skills and office procedures.

The classroom simulates an office environment. Each student is assigned a personal workstation and interacts with the instructor and other students as he/she would with a supervisor and co-workers. Most instruction is individualized; however, some subjects are taught in a group format.

The AOT Program is designed to prepare students for employment in a variety of professional positions within the administrative and accounting support fields. The program teaches basic business skills necessary to become a productive and technologically advanced office employee or an entrepreneur. Students will learn interpersonal and job skills necessary to obtain a good job and advance in that position. Instruction is individualized and hands-on in a business simulated environment. If a student qualifies, he/she may be able to spend part of the training day working part-time in a local company which allows on-the-job experience and provides income while attending school.



Broad Units of Study

- Office Procedures
- Customer Service
- Spreadsheet Applications
- Employability Skills
- Accounting
- Payroll
- Computerized Accounting
- Business Communications
- Word Processing Applications
- Medical Terminology
- Medical Ethics & Office Management
- Intro to Medical Insurance
- Electronic Health Records
- Keyboarding/Data Entry

Certificates

- General Office Assistant - 432 Hours
- Administrative Support Specialist - 864 Hours

Diplomas

- Accounting Assistant - 1296 Hours
- Administrative Assistant - 1296 Hours
- Medical Administrative Assistant - 1296 Hours

Class Schedule

- Day Classes - Monday through Friday 7:45 a.m.-2:30 p.m.

* *Dual Enrollment is available for this program.*

Building and Electrical Technology

The mission of the Building and Electrical Technology Program is designed to help prepare students for a career in the electrical field or the plumbing field.

The Building and Electrical Technology Program is self-paced and formatted so the student will have a choice of pathways.

Students will spend extensive training in a hands-on environment. National Electric Code applications and safety are strongly emphasized. Actual wiring and plumbing simulations will be used to ensure realistic training experiences utilizing electrical or plumbing components.

Broad Units of Study

- Construction Math
- Pipefitting
- Water Supply Systems
- Tools & Blueprints
- Commercial Electrical Systems
- Crew Leadership
- Residential Electrical Services
- Control Systems
- Plumbing Codes
- Solar Heating Systems
- National Electrical Codes
- Safety

Certificates

- Construction Helper - 432 Hours
- Plumber Helper - 864 Hours
- Electrician Helper - 864 Hours

Diplomas

- Plumber Apprentice - 1296 Hours
- Electrician Apprentice - 1296 Hours

Class Schedule

- Day Classes - Monday through Friday 7:45 a.m.-2:30 p.m.

** Dual Enrollment is available for this program.*

Central Sterile Processing Technology

The mission of the Central Sterile Processing Technology Program is to provide an educational experience through cognitive (knowledge), psychomotor (skills), and affective (behavior) learning designed to produce central sterile processing technicians at the entry-level position and successfully be prepared to take the national certification exam.

The course will train individuals to perform and participate in decontamination, cleaning, assembling, packaging, scanning, sterilization, storage, and distribution of reusable surgical instrumentation and equipment.

The program provides the qualified and motivated applicant with experiences in a learner-centered environment that is supportive and responsive to their individual needs. Learning experiences are facilitated by qualified faculty and/or preceptors and are designed to help the student learn to independently apply sound theory to practice.



Students successfully completing the program will be eligible to sit for the national certifying exam offered by the International Association of Central Service Materials Management (IACSMM) or the Certification Board for Sterile Processing and Distribution (CBSPD) and receive certification from the Certified Registered Central Service Technician credential from IACSMM or the Certified Sterile Processing and Distribution Technician credential from CBSPD.

Broad Units of Study

- Medical/Surgical Terminology
- Anatomy & Physiology
- Microbiology & Infection Control
- Surgical Instruments & Infection Control
- Sterile Processing Practices & Procedures
- Clinical Practice

Certificate

- Central Sterile Processing Technician - 900 Hours

Class Schedule

- Day Classes - Monday through Thursday 7:45 a.m.-2:30 p.m.

Additional Admission Requirements for Central Sterile Processing Technology

- Complete the HESI HP Admission Assessment with scores of at least 30 in Math and 60 in Reading
or
- Complete the ACT with scores of at least 19 in Math, Reading, and English and be under the age of 21.

Computer Aided Design Technology

The mission of the Computer Aided Design Technology Program is to provide competency-based training of the highest quality through traditional and distance instructional delivery systems that will qualify individuals for employment in the drafting field.

The Computer Aided Design Technology Program emphasizes a combination of theory and practical applications that are necessary for successful employment. Practically everything that is built requires a plan. Whether it is part of a car, machine tools, or a house, the object requires working drawings for the builder, machinist, or engineer. The drafter plays a key role in translating the ideas of engineers/designers to paper through the use of computer-aided design programs.

Students are assigned board drafting or computer aided design drawings, problems, or live work projects. The program is a self-paced program with the instructor supervising the conformity of the project to drafting standards. Basic drafting concepts are taught using board drafting and will then advance into computer aided design (CAD) using CAD software. Programs used in the classroom include but are not limited to: Autodesk AutoCAD, Revit, Architecture Desktop, Inventor, Microsoft Office, and Adobe products.



The Computer Aided Design Technology Program is a distance education program consisting of a mixture of online and on-campus courses.

Certificates

- Assistant Drafter - 432 Hours
- Detail Drafter - 864 Hours

Diplomas

- Drafting and CAD Technician - 1728 Hours
- Residential Architecture Drafter - 1728 Hours
- Mechanical Drafter - 1728 Hours

Class Schedule

- Night Classes - Thursday 5:00 p.m.-9:00 p.m.

Cosmetology

The mission of the Cosmetology Program is to provide the necessary training in theory and clinical knowledge for the student to be successful with the cosmetology industry. Instruction is designed to qualify students for employment upon graduation and to aid in the passing of the State Board of Cosmetology Licensing Exam, which consists of a written test and a practical test. Licensing is required for individuals to be employed as cosmetologists in the State of Tennessee.

Classroom instruction and practical learning experiences are interwoven into a variety of beauty treatments, including the care and beautification of hair, complexion, and hands. The course of study includes hands-on and classroom instruction in giving shampoos, scalp treatments, hair styling, setting, cutting, tinting, bleaching, permanent waving, relaxers, facials, hand and arm massages, bacteriology, anatomy, hygiene, sanitation, and salon management.

The State of Tennessee requires that cosmetologists complete 1500 hours of training.

Broad Units of Study

- Shampooing & Rinsing
- Hair Shaping & Hair Styling
- Hair Color & Lightening
- Hair & Scalp Care
- Shop Ethics & Salesmanship
- Anatomy & Physiology
- Sterilization & Bacteriology
- Permanent Waving
- Facials & Eyebrows
- Manicuring & Pedicuring

Diploma

- Cosmetologist - 1500 Hours

Class Schedule

- Day Classes - Monday through Friday 9:00 a.m.-3:45 p.m.

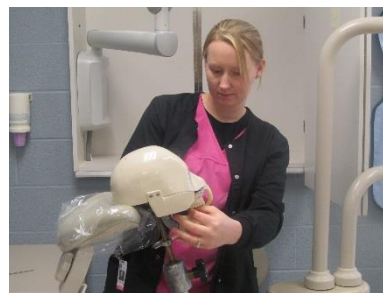
** Dual Enrollment is available for this program.*

Dental Assisting

The mission of the Dental Assisting Program is to guide selected individuals through an educational experience to become personally, professionally, and socially effective dental assistants.

The Dental Assisting Program's purpose is to provide learning experiences which enable graduates to obtain basic competencies needed for employment as a dental assistant in a dental office, State, Federal, or private clinic, or public and private educational facilities.

A dental assistant is an individual who, under the supervision of a dentist, assists in dental procedures while a patient is being treated. This includes procedures such as four-handed dentistry, making impressions, taking and developing x-rays, mixing various dental materials, assisting during surgical procedures, obtaining health history information from the patient, sterilizing techniques, etc. Dental assistants must be appropriately trained for functions performed.



Students are subject to drug screening and a criminal background check based upon clinical affiliation agreements.

Broad Units of Study

- Professional Orientation
- Microbiology/Infection Control/Hazardous Waste Management
- Anatomy and Physiology
- Oral Pathology/Oral Anatomy
- Communication/Psychology
- Oral Health Education and Nutrition
- Head and Neck Anatomy
- Embryology and Histology
- Oral Diagnosis
- Management of Dental/Medical Emergencies
- Pharmacology
- Dental Materials I & II
- Dental Radiology I & II
- Clinical Assisting I & II
- Practice Management
- Clinical Assisting III, Dental Specialties
- Clinical Externship

Diploma

- Dental Assistant - 1296 Hours

Class Schedule

- Day Classes - Monday through Friday 7:45 a.m.-2:30 p.m.

Additional Admission Requirements for Dental Assisting

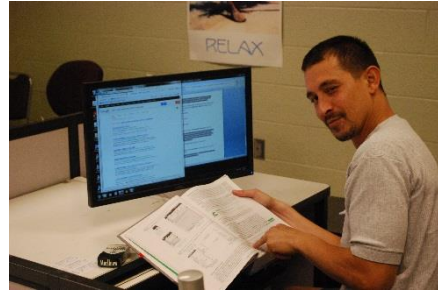
- Complete the HESI HP Admission Assessment with scores of at least 20 in Math and 60 in Reading
or
- Complete the ACT with scores of at least 19 in Math, Reading, and English and be under the age of 21.

Digital Graphic Design

The mission of the Digital Graphic Design Program is to provide students with a diverse background of design concepts and skills that will qualify them for entry-level employment in the graphic design field. Students will gain diverse knowledge with a solid understanding of graphic design theory along with software used in industry.

This program will allow students to expand on traditional design capabilities in order to meet the needs of today's graphic design industry in a variety of areas. Combining visualization, creative problem solving, and technical skills forms a solid background for employment. Students will compile a professional portfolio, with real world applications in mind.

Students will develop skills in design and layout, desktop and digital publishing, illustration, graphic production technology, typography, printing preparation technology, and more. The Digital Graphic Design Program will allow students to earn certifications in Adobe Photoshop, Adobe Illustrator, and Adobe InDesign.



Certificates

- Graphic Production Technician - 432 Hours
- Graphic Designer - 864 Hours

Diploma

- Multimedia Designer - 1296 Hours

Class Schedule

- Day Classes - Monday through Friday 7:45 a.m.-2:30 p.m.

** Dual Enrollment is available for this program.*

Heating, Air Conditioning & Refrigeration

The mission of the Heating, Air Conditioning & Refrigeration Program is to provide the highest quality technical training and job skills for area residents, industrial institutions, and individual training needs, including those persons already employed in the field.

The Heating, Air Conditioning & Refrigeration Program provides students the training necessary to be successful in today's HVAC fields. The Heating, Air Conditioning & Refrigeration Program is a self-paced program that consist of lectures, demonstrations, textbook, and hands-on study all designed to train the student for the standard equipment as well as more advanced HVAC comfort cooling systems.

Graduates should be able to enter the HVAC workforce with the knowledge necessary to attain and retain a career in the HVAC field. Students are required to purchase textbooks, basic HVAC tools, complete the EPA 608 certification, and before graduating, take the NATE I.C.E. exam.

Broad Units of Study

- Refrigerant Fundamentals
- Electrical Fundamentals
- HVAC Electrical Installation
- Gas Heating
- Refrigerant Practices
- HVAC Electrical Motors
- HVAC Troubleshooting
- Refrigerant Fundamentals
- Electrical Components
- Heat Pumps

Certificates

- Assistant Installer - 432 Hours
- Maintenance Assistant - 864 Hours

Diplomas

- HVAC Technical Studies - 1296 Hours
- HVAC Variable Refrigerant Flow - 1464 Hours

Class Schedule

- Day Classes - Monday through Friday 7:45 a.m.-2:30 p.m.

** Dual Enrollment is available for this program.*

Information Technology and Infrastructure Management

The Information Technology and Infrastructure Management Program is designed to consist of a combination of job simulations and live projects providing the student with hands-on learning experiences.

Students will be provided with a firsthand knowledge of the software, hardware, and operation of computers, network devices, wireless, and other advanced technology used in industry today. This may include building, repairing, troubleshooting, installing, networking, and servicing computers, network devices, firewalls, mobile devices, and other advanced Information Technology/Information Systems devices.



The instruction also includes an introduction to information management, cybersecurity, workstations, servers, network infrastructure, and other advanced technology including a thorough education in information technology and information systems. Instruction continues with networking, security, communications, multiple operating systems, and culminates with system and network analysis, diagnosis, and advanced troubleshooting.

Certificates

- Desktop Support Technician - 432 Hours
- Network and Infrastructure Technician - 864 Hours
- Network and Infrastructure Cyber Security Specialist - 864 Hours

Diplomas

- Information Technology and Infrastructure Specialist - 1296 Hours
- Information Technology and Infrastructure Management - 1728 Hours
- Information Technology and Infrastructure Systems Coordinator - 2160 Hours

Class Schedule

- Day Classes - Monday through Friday 7:45 a.m.-2:30 p.m.
- Night Classes - Monday through Thursday 4:00 p.m.-9:00 p.m.

** Dual Enrollment is available for this program.*

Pharmacy Technician

The mission of the Pharmacy Technician Program is to provide both the technical instruction and skill development for the student to become gainfully employed in the field of pharmacy.

The curriculum is accredited by the American Society of Health-System Pharmacists (ASHP), and combines classroom and experiential learning. This culminates in hands-on experience in a variety of clinical settings such as: hospital, retail, mail-order, and specialty pharmacies. Students receive training on PioneerRx, which is software used in retail pharmacy. The software is provided by New Tech Computer Systems. Their website is www.pioneerrx.com.



Upon completion, the student will receive a diploma. The program will also prepare the student to take the Pharmacy Technician Certification Board's (PTCB) certification exam. After passing this exam, they will be awarded the designation of Certified Pharmacy Technician (CPhT).

Broad Units of Study

- Keyboarding
- Top Drugs I & II
- Law, Ethics, & HIPAA
- Pharmacy Math
- Third Party Reimbursement
- Pharmacy Practice/Lab I & II
- Pharmacology I & II
- Career Readiness
- Clinical Training and PTCE Preparation

Diploma

- Pharmacy Technician - 1296 Hours

Class Schedule

- Day Classes - Monday through Friday 7:45 a.m.-2:30 p.m.

Additional Admission Requirements for Pharmacy Technician

- Complete the HESI HP Admission Assessment with scores of at least 45 in Math and 70 in Reading
or
- Complete the ACT with scores of at least 19 in Math, Reading, and English and be under the age of 21.

Practical Nursing

The mission of the Practical Nursing Program is to provide the technical instruction and skill development for the student to become gainfully employed in the nursing field.

The curriculum includes classroom study and supervised clinical practice in various healthcare facilities which will integrate practical nursing theories and use of the nursing process in responding to the needs of patients experiencing various health problems. The clinical experience will teach the student to participate in the role of patient care provider and healthcare professional in the medical, surgical, obstetric, pediatric, geriatric, and mental health focuses.



The practical nurse works under the supervision of the registered nurse or physician. The practical nursing student must complete the prescribed course of study and clinical experience and then pass the state license examination to become a licensed practical nurse.

Students are subject to drug screening, criminal background, check, and more stringent vaccination requirements based upon clinical affiliation agreements.

Broad Units of Study

- Nutrition
- Basic IV Therapy
- Pharmacology
- Vocational Relationships
- Basic Nursing
- Medical/Surgical Nursing
- Maternity Nursing
- Pediatric Nursing
- Mental Health Nursing
- Medication Administration

Diploma

- Practical Nurse - 1296 Hours

Class Schedule

- Day Classes - Monday through Friday 7:45 a.m.-2:30 p.m.
- Night Classes - Monday through Thursday 3:00 p.m.-9:00 p.m. (ending April 2020)

Additional Admission Requirements for Practical Nursing

- Provide three letters of reference (at least two must be from professional references on letterheads, typed and signed).
- Complete the Anatomy & Physiology Course with a score of at least 80 from TCAT **or**
- Complete Anatomy & Physiology I & II Courses with a score of at least a “B” from a TN State College or University.
- Complete the HESI PN Admission Assessment with Critical Thinking with scores of at least 70 in Math and 70 in Reading **or**
- Complete the ACT with scores of at least 19 in Math, Reading, and English and be under the age of 21.

Surgical Technology

The mission of the Surgical Technology Program is to provide an educational experience through cognitive, psychomotor, and affective learning domains designed to produce surgical technologists competent at the entry-level position and successfully prepared to take the national certification exam.

The surgical technologist is trained to perform specific functions in the operating room and is a vital member of the surgical team.

The program provides the qualified and motivated applicant with a learning opportunity in an environment that is supportive and responsive to their individual needs. Learning experiences are designed to help the student correlate theory with practice under the guidance of qualified faculty and/or preceptors.



Students are subject to drug screening, criminal background checks, and more stringent vaccination requirements based upon clinical affiliation agreements.

Broad Units of Study

- Vocational/Professional Relations
- Medical/Surgical Terminology
- Anatomy & Physiology
- Microbiology
- Principles of Asepsis
- Supplies, Equipment, & Instrumentation
- Clinical Practicum
- Pharmacology
- Patient Care
- Technological Sciences

Diploma

- Surgical Technologist - 1296 Hours

Class Schedule

- Day Classes - Monday through Friday 7:45 a.m.-2:30 p.m.

Additional Admission Requirements for Surgical Technology

- Complete the HESI PN Admission Assessment with Critical Thinking with scores of at least 70 in Math and 70 in Reading **or**
- Complete the ACT with scores of at least 19 in Math, Reading, and English and be under the age of 21.

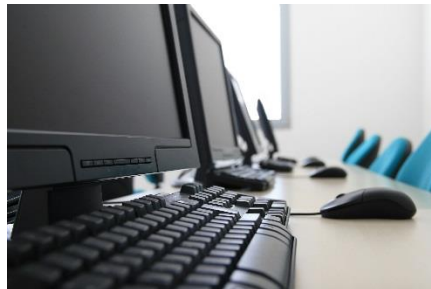
Technology Foundations

Technology Foundations is an individualized, computer-based course designed to provide the student with the information and skills necessary to perform efficiently in the chosen profession. To receive a Tennessee College of Applied Technology - Murfreesboro diploma, a student must have completed Technology Foundations.

Preparation for the following tests is available in the Technology Foundations Lab:

- KUDER (Career Assessment)
 - Career Search with Person Match
 - Skills Assessment
 - Work Values Inventory
- Allied Health Entrance Exam (HESI)
- Pearson VUE Certification Exams
 - CompTIA
 - Microsoft
- NCRC

If you wish to prepare for a test not listed above, please inquire. We have software available for a number of different needs to help you prepare for your chosen test.





Program Offerings – Smyrna Campus

Automotive Technology

The mission of the Automotive Technology Program is to enable the students to obtain a thorough understanding of the design, construction, and theory of the operation within the automotive systems and their relationship to the complete automobile.

The course will provide students with a thorough understanding of the methods of servicing and repairing automotive vehicles. Each unit of study is approached by starting with the basic theory involved. Students will receive a high degree of individualized instruction and learn the use of tools, special equipment, technical manuals, computerized service equipment, service specifications, diagnosis, and methods of repair. Written and performance tests are given to record student progress. The instructor will help prepare students to take industry certification examinations.



This program is accredited by Automotive Service Excellence (ASE) and certified by the National Automotive Technicians Education Foundation (NATEF).

If students qualify, they may spend part of the training day working part-time in a repair shop in the local area. Students may be able to earn money, gain experience on the job, and learn in the actual work environment while enrolled at the college.

Broad Units of Study

- Suspension & Steering
- Heating & Air Conditioning
- Engine Repair
- Drive Trains
- Electrical & Electronic Systems
- Brakes
- Engine Performance
- Automatic Transmissions
- Manual Transmissions

Certificates

- Brake & Chassis Technician - 432 Hours
- Automotive Technician Apprentice - 864 Hours
- Automotive Service Technician - 1728 Hours

Diploma

- Automotive Technician - 2160 Hours

Class Schedule

- Day Classes - Monday through Friday 7:45 a.m.-2:30 p.m.
- Night Classes - Monday through Thursday 3:00 p.m.-9:00 p.m.

** Dual Enrollment is available for this program.*

Collision Repair Technology

The mission of the Collision Repair Technology Program is to provide diversified maintenance training to students to meet the occupational needs of prospective employers in our community.

This program is based on reconditioning the structure, shape and appearance of an auto body shell, frame, and component parts, as practiced in theory and on live projects. Students will gain an understanding of the characteristics of metal, plastic, paint, equipment, and the human element.

The repainting components of the program will introduce the student to the auto refinishing industry with use of training systems such as SimSpray, which simulates spray painting using a fully immersive 3-D environment. The program will also include metal reshaping, fabrication, surface spraying, color matching, and equipment maintenance.



Broad Units of Study

- Mechanical & Electrical
- Structural/Nonstructural
- Damage & Repair
- Advanced Analysis
- Maintenance
- Plastic & Adhesives
- Beginner Painting
- Advanced Painting
- Beginner Refinishing
- Advanced Refinishing

Certificates

- Non-structural Assistant - 432 Hours
- Non-structural/Structural Assistant - 864 Hours

Diplomas

- Collision Repair Technician - 1296 Hours
- Automotive Refinishing Technician - 1296 Hours
- Collision Repair/Refinishing Technician - 1728 Hours

Class Schedule

- Day Classes - Monday through Friday 7:45 a.m.-2:30 p.m.

** Dual Enrollment is available for this program.*

Industrial Electrical Maintenance/Mechatronics

The mission of the Industrial Electrical Maintenance/Mechatronics Program is to provide diversified maintenance training to students to meet the occupational needs of prospective employers in our community.

This course will provide students with a thorough understanding of the methods of diagnosing, troubleshooting, and repairing industrial equipment. Each unit of study is approached by starting with the basic theory involved. Students will receive actual experience on equipment with industry approved methods of repairing and maintaining them.



Students will receive individualized instruction and learn the use of tools, special equipment, technical manuals, circuit analysis, service specifications, diagnosis, and methods of repair. Written and skills performance tests with worker characteristics evaluations are given and recorded to establish student progress. The instructor will train students in disassembly, repair, and reassembly of hydraulic, pneumatic, mechanical, and electrical systems on industrial equipment.

A student can progress into the mechatronics curriculum. The mechatronics portion incorporates advanced studies and troubleshooting in electronics, fluid power, motor control, PLC logic and programming, robots, and mechatronics manufacturing.

Broad Units of Study

- Industrial Safety
- Industrial Electricity/Electronics
- Mechanical/Fluid Power
- Maintenance/Troubleshooting
- Programmable Logic Controllers
- Welding Fundamentals
- Rotating Machinery
- Motor Controls
- Process Control
- Robotics

Certificates

- Electrician Helper - 432 Hours
- Maintenance Apprentice - 864 Hours

Diplomas

- Electrical Repairer - 1296 Hours
- Industrial Maintenance Technician - 1728 Hours
- Mechatronics Technician - 2160 Hours

Class Schedule

- Day Classes - Monday through Friday 7:45 a.m.-2:30 p.m.
- Night Classes - Monday through Thursday 3:00 p.m.-9:30 p.m.

* Dual Enrollment is available for this program.

Machine Tool Technology

The mission of the Machine Tool Technology Program is to provide required technical instruction and skill development for the student to become gainfully employed.

This course, which is accredited through the National Institute of Metalworking Skills (NIMS), will provide students with a thorough understanding of the methods of machining and fabrication of metal into tools and parts. Each unit of study is approached by starting with the basic theory involved. Students will receive actual experience with lathes, mills, grinders, and the CNC/CAM equipment, as well as, precision measuring instruments that work with it.



Students will receive a high degree of individualized instruction and learn the use of tools, special equipment, blueprints, metallurgy, measurement, layout, and advanced mathematics required. Written and performance tests are given to record your progress. The instructor will provide students with a variety of work projects and live work orders.

If students qualify, they may spend part of the training day working part-time in a machine shop in the local area. Students may be able to earn money, gain experience on the job, and learn in the actual work environment while enrolled at the college.

Broad Units of Study

- Bench Work
- Shop Math
- Blueprints
- Grinders
- Lathes
- CNC Equipment
- Precision Measuring
- Milling Machines
- Basic Heat Treating
- CAD-CAM Software
- Electrical Discharge Machine
- Metal-Cutting Tools

Certificates

- Production Machine Tender - 432 Hours
- Machine Set-Up Operator - 864 Hours

Diplomas

- General Machinist - 1296 Hours
- Machinist I - 1728 Hours

Class Schedule

- Day Classes - Monday through Friday 7:45 a.m.-2:30 p.m.

** Dual Enrollment is available for this program.*

Welding

The mission of the Welding Program is to provide required technical instruction and skill development for the student to become gainfully employed.

The highly individualized instruction provides for both classroom instruction and practical work experience using hand tools and welding equipment.

The major emphasis of the course is placed on electric arc, oxy-acetylene, TIG, and MIG welding. Practical experience is gained by shop practice, projects, and repair work using a variety of metals including steel, stainless steel, and aluminum, along with various other metals and alloys.



The class includes extensive instruction in welding symbol knowledge, welding testing, inspection, and preparation for employment in the welding field.

Broad Units of Study

- Metal Preparation
- Metal Identification
- Code Testing
- Welding Symbols
- Joint Welding
- TIG & MIG
- Basic Metallurgy
- Pipe Cutting & Welding
- Layout & Fabrication
- Arc & Gas Metal Welding

Certificates

- Shielded Metal Arc Welder - 432 Hours
- Gas Metal Arc Welder - 648 Hours

Diploma

- Gas Tungsten Arc Welder/Combination Welder - 1296 Hours

Class Schedule

- Day Classes - Monday through Friday 7:45 a.m.-2:30 p.m.

* *Dual Enrollment is available for this program.*

Technology Foundations

Technology Foundations is an individualized, computer - based course designed to provide the student with the information and skills necessary to perform efficiently in the chosen profession. To receive a Tennessee College of Applied Technology - Murfreesboro diploma, a student must have completed Technology Foundations.

Preparation for the following tests is available in the Technology Foundations Lab:

- KUDER (Career Assessment)
 - Career Search with Person Match
 - Skills Assessment
 - Work Values Inventory
- Allied Health Entrance Exam (HESI)
- Pearson VUE Certification Exams
 - CompTIA
 - Microsoft
- NCRC

If you wish to prepare for a test not listed above, please inquire. We have software available for a number of different needs to help you prepare for your chosen test.





Administration

Staff

Faculty



Personnel

The college's personnel have wide experience in their respective fields. The Tennessee Board of Regents employs staff based on their technical competence and professional training. The staff continually participates in training programs to stay abreast of technological changes, new developments, ideas, materials, teaching aids, and equipment in their respective areas.

Administration

Dr. Carol Puryear

President

Ed.D., Administration & Supervision, TSU
M.S., Technical Education, MTSU
B.S., Home Economics, MTSU

Vacant

Vice President-Murfreesboro Campus

Nathan Garrett

Vice President-Smyrna Campus

M.S., International Relations, Eastern Illinois University

Linda McAteer

Coordinator of Business Operations

M.B.A., MTSU

Teresa Colbert

Coordinator of Financial Aid

B.S., Liberal Studies, MTSU
A.S., Dental Hygiene, TSU
IAAP Certified Administrative Professional Certification (CAP)
CAEL Career and Education Advising Certification, Indiana University

Mike Simmons

Coordinator of Job Training & Safety

B.S., University of Miami
BCSP Certified Safety Professional
BCSP Construction Health & Safety Technician
OSHA Outreach Trainer
Medic First Aid Level 3 Instructor Trainer

Cindy Beverley

Coordinator of Student Services

M.S., Administration & Supervision, MTSU
IAAP Certified Administrative Professional Certification (CAP)
CAEL Career and Education Advising Certification, Indiana University

Trudy Kettenbach

Director of Allied Health

B.S.N., Southeast Missouri State University

Kent Scoles

Evening Supervisor

B.S., Aerospace Administration, MTSU

Jeff Hopkins

Manufacturing Program Implementation Facilitator

B.B.A., Georgia Southern University

Support Staff

Valerie Scollon	Assistant Human Resources Coordinator B.S.W., MTSU Medical Administrative Assistant Diploma, TCAT - Murfreesboro
Jenny Albers	Financial Support Associate Accounting Assistant Diploma, TCAT - Murfreesboro
Vacant	Financial Support Associate (Temporary)
Paloma Jimenez	Financial Aid Academic & Student Support Associate Accounting Assistant Diploma, TCAT - Murfreesboro
Cindy Knierim	Financial Aid Academic & Student Support Associate Business Education Diploma, Bevill State Community College Data Processing Diploma, Bevill State Community College IAAP Certified Administrative Professional Certification (CAP)
Brittany Jones	Assistant Student Services Coordinator B.S., University Studies, MTSU
Tammy Carman	Student Services Academic & Student Support Associate High School Diploma
Willie Leathers	Student Services Academic & Student Support Associate (Temporary) Accounting Assistant Diploma, TCAT - Murfreesboro Administrative Assistant Diploma, TCAT - Murfreesboro
Vacant	Student Services Academic & Student Support Associate
Nick Albers	Information Technology Academic & Student Support Associate IT Systems Coordinator Diploma, TCAT - Murfreesboro CompTIA A+, Network+, Security+, Project+ Certifications CIW User Interface Designer Certification CIW Site Development Associate Certification
Chris Patterson	IT Academic & Student Support Associate IT Systems Coordinator Diploma, TCAT - Murfreesboro CompTIA A+, Network+, Security+, Server+ Certifications

Facilities Support Staff

Jeremy Cloud	Lead Facilities Support Associate Machine Tender Certificate – TCAT Shelbyville
Steve Grocock	Facilities Support Associate High School Diploma
Jay Kelley	Facilities Support Associate High School Diploma
Marian Mills	Facilities Support Associate B.S., University Studies, MTSU
Jason Haney	Facilities Support Associate High School Diploma
Gaige Ferrell	Facilities Support Associate (Temporary) High School Diploma

Instructional Staff (Full-Time Programs)

Jessica Akers	Administrative Office Technology Instructor B.S., Business Education, MTSU A.S., General Studies, Motlow State Community College MOS Certifications - Word, Excel, & PowerPoint
Adam Burlett	Automotive Technology Instructor B.S., Career & Technical Education, Buffalo State A.S., Automotive Technology, University of Northwestern Ohio ASE Master Technician ASE Master Collision Repair & Refinish Certification ASE Advanced Engine Performance Specialist Certification (L1) ASE Light Duty Hybrid/Electric Vehicle Specialist Certification ASE Alternate Fuels Certification NC3 Snap-on Instructor Certification
Eric Love	Automotive Technology Instructor Automotive Technology Diploma, TCAT - Shelbyville ASE Master Certified Instructor ASE Advanced Engine Performance Specialist Certification (L1)
Charles Vaughn	Automotive Technology Instructor ASE Master Certified Instructor ASE Advanced Engine Performance Specialist Certification (L1) ASE Auto Maintenance & Light Repair Certification MACS Certification TN Teacher's Certification
Jason Vondenberger	Building and Electrical Technology Instructor Manufacturing Technology Diploma NCCER Certification NIMS Certification
Scarlet Massey	Central Sterile Processing Technology Instructor B.S., Advertising, MTSU CBSPD Certified Sterile Processing & Distribution Tech (CSPDT) NBSTSA Certified Surgical Technologist (CST)
Craig Satterfield	Collision Repair Technology Instructor I-CAR Pro Level 1 Certification, Nashville Auto Diesel College ASE Certification
Corey McKnight	Computer Aided Design Technology Instructor (Part-Time) B.Arch., Hampton University
Ivetta Cyrus	Cosmetology Instructor Cosmetology Instructor, TN & KY Cosmetologist License, TN & KY
Micheal Marks	Cosmetology Instructor Cosmetology Instructor, TN Cosmetologist License, TN

Suzanne Dowdle	Dental Assisting Instructor B.S., Liberal Studies, MTSU Dental Assisting Diploma, TCAT - Murfreesboro DANB Certified Dental Assistant (CDA) DANB Registered Dental Assistant (RDA)
Jon Bellucci	Digital Graphic Design Instructor A.S., General Studies, Columbia State Community College Graphic Design & Web Development Diploma, TCAT - Murfreesboro
Howard Kremer	Heating, Air Conditioning & Refrigeration Instructor TCAT Certificate
Ken Maxwell	Industrial Electrical Maintenance/Mechatronics Instructor Industrial Electricity/Maintenance Diploma NOCTI FANUC Certified Robot Instructor High Voltage Switchgear Systems Certification
Wayne Montgomery	Industrial Electrical Maintenance/Mechatronics Instructor High School Diploma Electronics, Lakeland Junior College RR Donnelley Journeyman Apprenticeship Navy EM Training
Steve Purcell	Industrial Electrical Maintenance/Mechatronics Instructor B.A., History, Southern New Hampshire University Basic and Advanced HVAC/R, TCAT - Dickson
Gary Shearer	Industrial Electrical Maintenance/Mechatronics Instructor Machinist I Diploma, TCAT - Murfreesboro
R.G. Sloan	Industrial Electrical Maintenance/Mechatronics Instructor High School Diploma
Brandon Davis	Information Technology and Infrastructure Management Instructor (Part-Time) B.S., Psychology, MTSU A.S., Psychology, Motlow State Community College A.S., Sociology, Motlow State Community College CompTIA A+, Network+, Security+ Certifications MCP & MCSA Certifications
Carol Hendrixson	Information Technology and Infrastructure Management Instructor A.S., General Studies, Motlow State Community College CompTIA A+, Network+, Security+ Certifications MCP, MCSA, MCSE, MOUS Certifications
Mike Schoen	Machine Tool Technology Instructor A.A.S., Applied Technology, Chattanooga State Community College Machinist I Diploma - TCAT McMinnville NIMS All Level 1 Credentials NIMS OJT Trainer Credential MSSC Certified Production Technician Trainer (CPT) MSSC Green Production Certification Trainer
Adam Hasty	Pharmacy Technician Instructor B.S., General Studies, Austin Peay State University PTCB Certified Pharmacy Technician (CPhT)

Danielle Campbell	Practical Nursing Instructor A.D.N., Aquinas College Registered Nurse (RN)
Amy Curtis	Practical Nursing Instructor M.S.N., Vanderbilt University Registered Nurse (RN)
Shera Wilson	Surgical Technology Instructor Surgical Technology Diploma, TCAT - Murfreesboro Surgical First Assistant Program Certificate, Madisonville Community College NBSTSA Certified Surgical Technologist (CST) NBSTSA Certified Surgical First Assistant (CSFA)
Marshall Brown	Welding Instructor Welding Diploma, TCAT - Shelbyville Industrial Maintenance Diploma, TCAT - Shelbyville OSHA 10 Hour Certification

Instructional Staff (Adjunct)

Allison Fitzgerald	Dental Assisting Dental Assisting Diploma, TCAT - Murfreesboro DANB Registered Dental Assistant (RDA)
Danese Augustin	Practical Nursing A.D.N.
Mary Bayman	Practical Nursing B.S.N.
Julie Gunter	Practical Nursing Master's Degree
Julie Young	Practical Nursing B.S.N.

Job Training & Safety

Holly Bellucci	Job Training & Safety Academic & Student Support Associate B.S., Liberal Studies, MTSU Graphic Design and Web Development Diploma, TCAT - Murfreesboro IAAP Certified Administrative Professional (CAP)
Jeremy Cates	Job Training & Safety Instructor Master's Degree Water Distribution 1 Waste Water Collection 1 TN Fire Commission Instructor 1 TN Fire Commission Safety Officer TN Fire Commission Fire Investigator 1 Medic First Aid Instructor Trainer National Safety Council Flagging Instructor
Bill Eskew	Job Training & Safety Instructor High School Diploma OSHA Authorized 10 Hour and 30 Hour Construction Instructor Medic First Aid Level 3 Instructor Trainer National Safety Council Flagging Instructor
David Frye	Job Training & Safety Instructor High School Diploma Medic First Aid Instructor Trainer
Brian Lewis	Job Training & Safety Instructor B.S., Human Nutrition and Food Science, UTK OSHA Authorized 10 Hour and 30 Hour General Industry Instructor OSHA Authorized 10 Hour and 30 Hour Construction Instructor Medic First Aid Instructor Trainer National Safety Council Flagging Instructor
Mike Matheny	Job Training & Safety Instructor High School Diploma Medic First Aid Instructor Trainer National Safety Council Flagging Instructor
Tim Phegley	Job Training & Safety Instructor High School Diploma OSHA Authorized 10 Hour and 30 Hour Construction Instructor Medic First Aid Instructor Trainer National Safety Council Flagging Instructor
Arch Slater	Job Training & Safety Instructor High School Diploma Medic First Aid Instructor Trainer National Safety Council Flagging Instructor

General Advisory Committee

The General Advisory Committee plays an important role in the college by providing information and recommendations, which may assist the administration in making decisions favorable to the effective operation of the institution. The college also utilizes occupational advisory committees that aid the instructional staff in assessing the needs of the students and local industry. These advisory committees assist the instructional staff in keeping abreast of the latest equipment, methods, and technologies in their respective occupational areas. The members of the Tennessee College of Applied Technology – Murfreesboro’s General Advisory Committee are as follows:

Beth Duffield	Senior Vice President of Education & Workforce Development Rutherford County Chamber of Commerce
Carol Bragdon	Director of Human Resources Saint Thomas Rutherford Hospital
Dan Caldwell	Senior Manager of Learning Pathways Nissan North America
David Callis	General Manager TN Electric Cooperative Association
Dr. Walter Boles	Department Chair of Engineering Middle TN State University
John Floyd	Founder & Owner Ole South
Mary Esther Reed	Mayor Town of Smyrna
Michael Torrence	President Motlow State Community College
Tyra Pilgrim	Career & Technical Education Specialist Rutherford County Schools

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.