

STUDENT HANDBOOK

2016-2017



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
—MURFREESBORO—

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

A Board of Regents Institution

1303 Old Fort Parkway
Murfreesboro, TN 37129
615-898-8010
www.tcatmurfreesboro.edu



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

MURFREESBORO

Welcome to Tennessee College of Applied Technology
Murfreesboro!

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 Tennessee College of Applied Technology Murfreesboro training programs follow a curriculum which 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.

Your success is our first priority!

A handwritten signature in black ink, appearing to read "L. Kreider".

Dr. Lynn Kreider

History of the School

The Tennessee College of Applied Technology Murfreesboro is one of 46 institutions in the Tennessee Board of Regents System, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system, which is comprised of six universities, fourteen community colleges, and twenty-seven technology colleges. The Tennessee Board of Regents System enrolls more than 80 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 Assistant, Pharmacy Technician, Computer Aided Design (CAD), Machine Tool Technology, and Computer Operations Technology. The Surgical Technician program was added in January 2001 and the Practical Nursing Program (LPN) began July 2001.

Public Law 93-380 Privacy Rights Act

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

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 Student Services/Financial Aid a written request that identifies the record(s) they wish to inspect. Arrangements will be made and the student 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 had contracted (such as an attorney, auditor, or collection agent); 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
600 Independence Avenue, SW
Washington, DC 20202-4605

Gramm-Leach-Bliley Act (GLBA)

On May 23, 2003, the Federal Trade Commission (FTC) adopted the "Standards for Safeguarding Customer Information" Rule that promulgated under the authority of the Gramm-Leach-Bliley Act (GLBA).

As required by this Act, TCATM has developed an Institutional Security Information Program (ISIP) to ensure the confidentiality of customers' nonpublic financial information that is in keeping with the rule's objective and specifically designed to:

- 1) insure the security and confidentiality of customer information;
- 2) protect against any anticipated threats or hazards to the security or integrity of such information; and

- 3) protect against unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers.

A copy of the ISIP can be found in the Student Services Office.

Drug-Free Campus and Workplace

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, the Tennessee College of Applied Technology Murfreesboro attempts to maintain a safe and healthful environment for its students and employees. Therefore, school policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs.

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 are subject to drug screening and background checks based on affiliate clinical sites.

Americans with Disabilities Act

The Tennessee College of Applied Technology Murfreesboro (TCATM) 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 American with Disabilities Act of 1990 (ADA).

It is the responsibility of the student to seek available assistance at the College and to make his/her needs known. Andy Metz, Financial Aid Counselor, is the contact for TCATM's students with disabilities. Students with disabilities are encouraged to request any needed accommodations with the ADA Officer, Andy Metz, before the first day of class.

Sexual Harassment

Sexual harassment is strictly prohibited. For more information or to file a formal complaint, please see Judy Henegar, the Assistant Director. She acts as the Affirmative Action Officer and the Title IX Coordinator for the TCATM.

Affirmative Action Title VI/Title IX/Section 504

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

For more information or to file a formal complaint, please see Judy Henegar, the Assistant Director. She acts as the Affirmative Action Officer, Title VI, and the Title IX Coordinator for the TCATM.

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 (707) 396-3898.

Advisory Council

A General Advisory Council composed of interested business and community leaders play an important role in the Tennessee College of Applied Technology Murfreesboro. They provide information and recommendations which may assist the administrative staff in making decisions affecting the operation of the school. Advisory Committees are also utilized in individual program areas which aid the instructional staff in assessing the needs of the program, students, and local community and industry. The Committees assist the instructional staff in keeping abreast of the latest equipment, methods, and technologies in their respective occupational areas.

Mission and Philosophy

The mission of the Tennessee College of Applied Technology Murfreesboro is to continue to be the center 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 and/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 to upgrade the social status of technical jobs and the people who work in these positions. It is also our purpose to be knowledgeable of the needs of business and industry in order to provide quality education for the specific skills and the latest technology required. It is our purpose and intent to accomplish our goals by complying with all laws pertaining to discrimination. All instruction areas are open to qualified applicants without regard to race, creed, sex, color, age, or disability.

Curriculum

Specific program offerings at the Tennessee College of Applied Technology Murfreesboro are based primarily upon the manpower needs and employment opportunities in the region. The total program is planned to provide the type of skill development that leads directly to employment, or that assists the employed worker to improve skills and increase technical knowledge. The school fulfills this objective by providing education through three types of programs:

Preparatory Programs are designed to prepare persons for employment in specific or closely related occupations. **Online Options** are available at part-time or full-time rates for the following Preparatory Programs: Administrative Office Technology and Drafting and CAD Technology.

Supplemental Programs are designed to improve or upgrade skills and knowledge for a higher level of employment or to acquire new skills and knowledge for a higher level of employment. The length of the course will be determined by the specific needs of the members of the class. Time and frequency of meetings are arranged according to the convenience of the group for which the class is organized.

Special Industry and Public Service Programs are offered to business and industry. These classes can be conducted in the school or the workplace of the enrollees. Specialized intensified courses to meet specific requirements of industry may be offered when the need arises.

Admission Requirements and Procedures

Age

The minimum age for enrollment is eighteen.

The enrollment of an individual under eighteen requires a special agreement between the Tennessee College of Applied Technology Murfreesboro, the student, and parent(s) of the student.

The Dual Enrollment of an individual still enrolled in high school requires a special agreement between the Tennessee College of Applied Technology Murfreesboro, the high school and parent(s) of the student.

All students must have on file the following items prior to Orientation:

- An official school application
- A copy of a high school diploma, high school transcript, or passing GED scores.
- Have on file MMR and Varicella vaccinations or meet other Tennessee guidelines regarding MMR and Varicella.

Transfer Students

Transfer students from similar institutions are accepted and placed according to earned proficiency levels. Copies of transcripts are required by each transfer 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.**

Program Transfers

Transfers of students to different programs within the institution are allowed under certain circumstances. If a student is experiencing academic difficulty or is not functioning well in the

program, the student may apply to transfer to another program where the best interest of the student will be served. The instructors, Assistant Director, and Student Services will discuss the possibility and timing of the transfer along with final approval for the transfer. **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.**

Online to Campus/ Campus to Online Transfers

Students may transfer between the two different delivery modes of the two programs offered online. However, these transfers can only take place between trimesters and must have administration approval. **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.**

Diplomas, Certificates, Transcripts, and Records

A regular student will be awarded a diploma or a certificate for satisfactory completion of a program. A diploma will be awarded to a regular student who demonstrates satisfactory proficiencies for a complete course of study. A certificate will be awarded to a regular student who reaches a level of proficiency less than a diploma. A transcript is prepared upon completion of a level of proficiency. A copy of this transcript will be a part of the student's permanent record.

Credit for Previous Education or Experiences

Previous education and/or experience may be evaluated and students will be enrolled at their proficiency level. The time normally required to complete a program will be shortened accordingly.

Education completed in technical institutes, colleges, and other institutions, including high schools, will be evaluated and applied toward completion requirements where applicable. All students requiring transfer credit from previous education facilities must submit all transcripts from those facilities. The student also must complete a Credit for Previous Education or Experience form before enrollment.

Military, industrial, and business courses or work experiences will be evaluated toward the completion requirements where applicable. The student must complete a Credit for Previous Education or Experience form and may be asked to supply documentation and/or evidence of proficiency.

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 financial aid awards.

Previous education credit does not apply to the Allied Health Programs.

Cooperative Work Program

Cooperative Work Program is available between Business/Industry and the College. The program provides practical work experience for students, and allows them to earn money while maintaining their student status. A student must have good attendance, a “B” average, and an approved resume to be eligible to participate in cooperative learning. All students applying for a cooperative work position must meet with Assistant Director for final approval.

Courses of Study Available

DAY CLASSES

Administrative Office Technology	3 trimesters (1296 hours)
Automotive Technology	5 trimesters (2160 hours)
Computer Information Technology	5 trimesters (2160 hours)
Cosmetology	Less than 4 trimesters (1500 hours)
Dental Assisting	3 trimesters (1296 hours)
Drafting & CAD Technology	3 trimesters (1296 hours)
Graphic Design & Web Development Technology	3 trimesters (1296 hours)
Heating & Air-Conditioning	3 trimesters (1296 hours)
Industrial Electrical Maintenance/Mechatronics	5 trimesters (2160 hours)
Machine Tool Technology	4 trimesters (1728 hours)
Pharmacy Technician	3 trimesters (1296 hours)
Practical Nursing	3 trimesters (1296 hours)
Surgical Technology	3 trimesters (1296 hours)
Technology Foundations	Variable

AFTERNOON AND EVENING CLASSES (PART-TIME)

Automotive Technology	Variable (2160 hours)
Computer Information Technology	Variable (2160 hours)
Heating, Air-Conditioning, & Refrigeration	Variable (1296 hours)
Industrial Electrical Maintenance/Mechatronics	Variable (2160 hours)
Practical Nursing	Variable (1296 hours)

Policies, procedures, and program offerings are subject to change without notice. Supplemental classes are offered in the evening and a certificate of hours is issued.

Approximate Cost of Attendance

<u>Class</u>	<u>Program Hours</u>	<u>Books & Supplies*</u>
AOT – Accounting Assistant	1296	\$1079.00
AOT – Administrative Assistant	1296	\$1014.00
AOT – Medical Administrative Assistant	1296	\$1072.00
Automotive Technology	2160	\$2350.00
Computer Information Technology	2160	\$1361.00
Cosmetology	1500	\$1945.00
Dental Assisting	1296	\$1145.00
Drafting & CAD Technology	1296	\$638.00
Graphic Design & Web Development	1296	\$750.00
Heating, Ventilation & Air Conditioning	1296	\$2205.00
Industrial Electrical Maintenance/Mechanics	2160	\$2133.00
Machine Tool Technology	1728	\$1705.00
Pharmacy Technician	1296	\$782.00
Practical Nursing	1296	\$1524.00
Surgical Technology	1296	\$907.00

**Books & Supplies prices are an approximate total for each program and subject to change.*

Fee Schedule – Per Trimester 2016-2017

Hours	Maintenance Fee	Tech Access Fee	Student Activity Fee	Tuition Total
*1-40	183.00	41.00	10.00	234.00
*41-80	247.00	41.00	10.00	298.00
*81-135	372.00	41.00	10.00	423.00
*136-217	631.00	67.00	10.00	708.00
218-340	1,019.00	67.00	10.00	1096.00
341-432	1,139.00	67.00	10.00	1216.00

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

Special Academic Fees:

Practical Nursing \$100.00 Per Trimester

Maintenance Fee Collections

Payment of Fees

Before any student is counted as enrolled, the maintenance fee must be paid. Therefore, **fees are paid during registration which will be the first day of each term or the first full day of class for late enrollees.** Maintenance fees may not be waived. After a student has properly completed

the enrollment form and has been approved for the courses designated on the form, the amount of applicable fees will be determined according to the fee schedule. Cash, check, and credit card may be used to pay the fees, and the student will be issued a receipt.

Bad Check Collection

If a student pays the fee with a check that is not honored by the bank, the Director will notify the student in writing. If the check is not paid within 10 calendar days from the date of notice, that student will be withdrawn from classes. If the student pays the bad check within the allotted time period, a return check fee of \$30.00 will be assessed in addition to the maintenance fee payment.

Eligibility for Refunds

The following conditions are eligible for refunds:

- 1) Voluntary withdrawal of the student or death of the student.
- 2) Cancellation of a class by the college.
- 3) Students administratively dismissed **WILL NOT** be eligible for refunds.
- 4) Change in full-time student's schedule which results in a reclassification to a part-time student.
- 5) Change in a part-time student's schedule which results in a class load of fewer hours.

Calculation of Refunds

- 1) Full Refund
 - a) 100% of fees will be refunded for classes canceled by the college.
 - b) 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.
 - c) 100% of fees will be refunded in the case of death of the student during the term.
- 2) Partial Refund
 - a) A refund of 75% may be allowed if a program (class) is dropped or a student withdraws within the first 10% of the class hours.
 - b) A refund of 50% may be allowed if a course is dropped or a student withdraws within the first 20% of the class hours.
 - c) No refund may be permitted after 20% of the class hours have been completed.
- 3) There will be NO refund after the first official day of classes when a minimum fee is collected.

Processing of Refunds

The Tennessee College of Applied Technology Murfreesboro Business office will determine a student's eligibility for a refund. An authorization will be submitted to the TCATM Business Office. The authorization will be processed and forwarded to the Motlow Business Office who

will issue a refund check that will be mailed to the student's home address within two to three weeks.

Student Progress

Progress reports, attendance records, and work evaluations are maintained on each student and are filed in the College's Student Services Office. Term evaluations are recorded for each student every thirty days. Students are encouraged to keep track of their grades throughout the trimester. Your instructor will be glad to talk with you about your grades and give you an update on your progress at any point during the trimester. Those evaluations include the following scale of progress:

- Theory
- Skill Proficiency
- Worker Characteristics

General Assessment	Objective Scale
A = Excellent	93–100
B = Above Average	85–92
C = Average	77–84
D = Below Average	70–76
F = Unacceptable/Failure	0–69

The above grading scale varies in the Allied Health Programs.

The student's summary evaluation derives from an average of the grades for the Term. Some Allied Health Programs may evaluate the student on his/her performance per subject. Once the grade has been posted to the transcript it cannot be changed by the instructor. Any grade changes must be approved by the Assistant Director, at which time the Transcript will be adjusted.

Grades of A, B, and C are considered satisfactory progress; grades of D or F are considered unsatisfactory progress. A student must maintain a satisfactory average (C or better) for each 72 day period of instruction or be suspended. Re-entry into training, for any student suspended, must be approved by the College's Director.

Re-admission from Suspension

The Director may consider readmission of a student who has been suspended. Criteria that the Director will consider in assessing readmission are as follows:

- 1) Assessment of the candidate's willingness to address those deficiencies that contribute to the prior suspension and,
- 2) Assessment of the likelihood that the readmitted student may succeed in pursuing an educational objective.

Student Attendance

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

- 1) After a full-time student has been absent for a total of 24 hours in a 72-day period of instruction, the student is referred to the Assistant Director for counseling. Part-time students will be referred to the Assistant Director for counseling at 5.5% absences, figured on the total hours the student enrolled for during the term.
- 2) When a full-time student has missed in excess of 42 hours within a 72-day period of instruction, he/she will be suspended. Part-time students will be suspended when he/ she has absences greater than 9.7% figured on the total hours the student enrolled for during the term.
- 3) A student is considered tardy if not in the classroom at the designated time for class to start. All time missed from the College will be deducted from the 42 hours as referenced in item (2) above.
5 tardies/4 tardies for P.T.....documented warning by instructor
6 tardies/5 tardies for P.T.....documented probation by the designated authority
7 tardies/6 tardies for P.T.....referred to TCAT Director
- 4) All students are requested to call in when absent.
- 5) TCATM'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.
- 6) 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.
- 7) An attendance record for each student is maintained in the Student Services Office.

Exceptions

- 1) In individual cases of extenuating circumstances, the Director 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.

Student Leaves

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 Assistant Director to set up a leave.

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 when at all possible. If documentation is not available at the time of the request, at the discretion of the Administration, a leave may be granted temporarily. The leave will only be official when appropriate documentation is received and accepted by the institution.

Satisfactory Progress 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 "C" 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 reenrolls to take that same program again or to take another program may be paid for repeating coursework regardless of the amount of time between completion of the first program and beginning the same program or another program.

- 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 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 reenters within 180 days is considered to remain in the same payment period when he/she returns and, subject to conditions imposed by ED, is eligible to receive FSA funds for which he/she was eligible prior to withdrawal, including funds that were returned under R2T4 rules.
 - 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 timeframe only, cannot pay more than 100% of student's program length) Students may continue to receive Title IV Financial Aid and 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 progress. Students cannot receive Title IV Aid (Pell Grant, SEOG, FWS) for more than the advertised length of the program.

Student Conduct Policy

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.** Any conduct which constitutes a serious danger to any person's health, safety, or personal well-being including any physical abuse or threat of abuse.
- 2) **Hazing.** Any act of hazing of any variety by an individual or group. Hazing shall include, but is not limited to: any action taken or situation created intentionally to produce mental or physical discomfort, embarrassment, or ridicule; any form of verbal or physical harassment or abuse; and when engaging in public stunts, morally degrading or humiliating behavior or games, whether on campus or off campus. Excessive demands on a student's time so as to interfere with academic performance are prohibited. Threats in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches (planned, threatened, attempted or perpetrated) of hazing violations is prohibited.
- 3) **Disorderly conduct.** Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals.
- 4) **Obstruction of or interference with school activities or facilities.** Any intentional interference with or obstruction of any school activity, program, event, or facilities, including the following:
 - a) Any unauthorized occupancy of facilities owned or controlled by the school or blockage of access to or from such facilities.
 - b) Interference with the right of any school member or other authorized person to gain access to any activity, program, event, or facilities sponsored or controlled by the school.
 - c) Any obstruction or delay of a campus security officer, fireman, or any official of the school in the performance of his or her duty.
- 5) **Misuse of or damage to property.** Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to the school including, but not limited to, fire alarms, fire equipment, telephones, school keys, computer resources, library materials, and/or safety devices; and any such act against a member of the school community or a guest of the school.
- 6) **Theft, misappropriation, or unauthorized sale.** Any act of theft, misappropriation, or sale of school property or any such act against a member of the school community or a guest of the school.
- 7) **Misuse of documents or identification cards.** Any forgery, alteration of or unauthorized use of school documents, forms, records, or identification cards including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment, or status in the school.
- 8) **Firearms and other dangerous weapons.** Any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind is prohibited.
- 9) **Explosives, fireworks, and flammable materials.** The unauthorized possession, ignition or detonation of any object or article which could cause damage by fire or other means to

persons or property or possession of any substance which could be considered to be and used as fireworks.

- 10) **Alcoholic Beverages.** The consumption, possession, distribution, or sale or manufacture of alcoholic beverages, or public intoxication is not allowed on school property, school sponsored events, or on property owned or controlled by an affiliate clinical site by students enrolled in a clinical program.
- 11) **Drugs.** The unlawful possession or use of any drug, or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or “over the counter drugs” or sale or on school property, school sponsored events, or on property owned or controlled by an affiliate clinical site by students enrolled in a clinical program.
- 12) **Gambling.** Gambling in any form.
- 13) **Unacceptable conduct in hearing.** Any conduct at school hearings involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing.
- 14) **Failure to cooperate with school officials.** Failure to comply with directions of school officials acting in the performance of their duties.
- 15) **Violation of general rules and regulations.** Any violation of the general rules and the regulations of the school as published in an official school publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.
- 16) **Attempts and aiding and abetting the commission of offenses.** Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission).
- 17) **Violation of state or federal laws.** Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
 - b) **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.**
- 18) **Litter.** Dispersing litter in any form onto the grounds or facilities of the campus.
- 19) **Public Intoxication.** Appearing on school owned or controlled property, or at a school sponsored event while under the influence of a controlled substance or of any other intoxicating substance.
- 20) **Drug paraphernalia.** The use or possession of equipment, products, or materials which is used or intended for use in manufacturing, growing, using, or distributing any drug or controlled substance.
- 21) **Financial Irresponsibility.** Failure to meet financial responsibilities to the school promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution.
- 22) **Pornography.** Public display of literature, films, pictures, or other materials which an average person applying contemporary community standards would find:

- a) taken as a whole, appeals to the prurient interest
 - b) depicts or describes sexual conduct in a patently offensive way and
 - c) taken as a whole, lacks serious literary, artistic, political, or scientific value.
- 23) **Sexual Misconduct.** Sexual misconduct includes as sexual act or penetration which is accomplished by threat, coercion, use of restraint, or force, or any act where the respondent knows, or should have known, that the victim was unable or incapable of giving consent.
- 24) **Academic Misconduct,** Plagiarism, cheating, fabrication, or facilitating of such act, for purposes of this section, the following definitions apply:
- a) Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper acknowledgement.
 - b) Cheating. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
 - c) Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
 - d) Facilitation. Helping or attempting to help another to violate a provision of the institution code of academic misconduct.

In order to be in compliance with the Clery Act, the following Policy must also be applied in your day to day student conduct policies.

POLICY

This policy is adopted by 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.

Academic and Classroom Conduct

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 which is in violation of 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. The student may be dismissed for academic dishonesty.

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

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.** A student who has committed an offense against property may be required to reimburse the school or other owner of damage or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
- 2) **Warning.** The appropriate school official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
- 3) **Reprimand.** A written reprimand, or censure, may be given any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It may signify to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the school community, but that any further violation will result in more serious penalties. In addition, a reprimand does remain on file in a student's personnel record for a period of one year.
- 4) **Restriction.** A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to be present at the school in any way, denial of use of facilities, parking privileges, or participation in extracurricular activities for a minimum of one year.
- 5) **Probation.** Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extra-curricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
- 6) **Suspension.** If a student is suspended, he or she is separated from the school for a prorated period of time with conditions of readmission stated in the notice of suspension.
- 7) **Expulsion.** Expulsion entails a permanent separation from the school. The imposition of this sanction does become a part of the student's permanent record and is a permanent bar to his or her readmission to the school.
- 8) **Interim or summary suspension.** Though as a general rule, the status of a student accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges against him or her, summary suspension may be imposed upon a finding by the appropriate school official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or of any other member of the school community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

The Director of the Tennessee College of Applied Technology Murfreesboro is authorized, at his or her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases. *TBR Policy No. 3:02:00:01*

Student Complaint Procedure Requirement

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville, Tennessee 37217, or by going online and filling out the form electronically at <http://www.tbr.edu/contact/StudentComplaintForm.aspx>.

Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public. Complaints regarding accreditation can also be made by contacting the Council on Occupational Education (COE) at 7840 Roswell Road, Building 300 Suite 325, Atlanta, Georgia 30350 (www.council.org).

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

Grievance Procedures

1) Purpose

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

2) Scope and Limitations

This procedure may be utilized by any student who believes he or she has been treated unfairly or inequitable with regard to the terms or conditions of his/her enrollment.

- a) Students must present their complaints of grievance within five school days after the occurrence of the event claimed to have given rise to the grievance. Any claim not presented within the time provided shall be deemed to have been waived.
- b) Allegations of sexual harassment or racial discrimination shall be given fair and prompt consideration in accordance with procedures outlined in TBR Guideline P-080.
- c) In matters of disciplinary offenses or academic and classroom misconduct, due process shall be provided in accordance with TBR Policy No. 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions and TBR Policy No. 1:06:00:05, Uniform Procedures for Case Subject to the Tennessee Uniform Administration Procedures Act.

- d) Corrective action or remedies which recommend suspension, dismissal, or expulsion of a student as a result of these proceedings shall not be invoked until due process has been completed.
 - i) However, suspension may be imposed in any grievous matter which endangers persons or property, substantially disrupts training or other campus activities, or otherwise interferes with institutional objectives.
- e) Suspension of a student for **academic failure or excessive absenteeism is a non-grievable matter** unless there has been a violation of institutional policy. In these instances, due process shall be provided in accordance with Guidelines herein.

3) **Informal Discussion**

It is the philosophy of the Tennessee College of Applied Technology that many complaints or concerns can be resolved through open, clear communications. It is also the intent of the Tennessee College of Applied Technology that conflict resolution be resolved at the lowest level possible. Therefore, the first step of resolution will be an informal meeting of the complainant, and the appropriate Tennessee College of Applied Technology staff member, in Student Services, to discuss the matter. The Director shall meet with the student grievant again within five school days of the date of the discussion to provide his/her remedy or corrective action to the student's concern if agreement cannot be reached in the initial meeting.

4) **Grievance Proceedings**

If a resolution cannot be reached through informal discussion, the student shall have five school days following the TCAT Director's recommendation to request a hearing before the Grievance Committee. The Director or his/her designee shall provide the student grievant with a copy of the hearing procedures.

- a) The request for a formal hearing must be communicated in writing to the Director and include the following information:
 - i) a statement of the grievance and the facts upon which it is based;
 - ii) dates of the occurrences;
 - iii) attempts made to resolve the grievance;
 - iv) the remedy of corrective action sought;
 - v) signature of the aggrieved student and the date of the written grievance.
- b) Upon receipt of the written grievance, the TCAT Director shall request a Grievance Committee to hear the student's appeal within five school days.
 - i) The student grievant shall be allowed to present his/her case and to present witnesses on his/her behalf during the meeting.
 - ii) The person(s) against whom the grievance is filed shall also be allowed to present their views as to the action taken against the student grievant.
 - iii) The student grievant may be accompanied by an advisor of his/her choice. However, the advisor cannot actively participate in the hearing (i.e., cross-examine witnesses or present any information on the grievant's behalf).

- c) The Grievance Committee shall, within five school days of the hearing, present the finding of facts and recommendations to the Tennessee College of Applied Technology Director.
- d) Within five school days of receipt of the Committee's findings and recommendations, the Director shall render a final decision. This decision shall be presented in writing to the student in person or by certified mail, return receipt requested.
- e) If either party involved in the grievance is not satisfied with the final decision of the Director, the student shall be advised of his/her right of appeal to the Vice-Chancellor for the Tennessee College of Applied Technology. This appeal must be made within five school days of the Tennessee College of Applied Technology Director's decision. If the grievant chooses, he or she can also appeal to the school's accrediting agency, the Commission of the Council on Occupational Education (COE). They can be contacted via the following ways:

Commission of the Council on Occupational Education
7840 Roswell Road Bldg. 300, Suite 325
Atlanta, GA 30350
Phone: (707) 396-3790

5) Grievance Committee Composition

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

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:

1) School Hearing

If a student elects a School Hearing, then the hearing will proceed in accordance with Tennessee Administrative Rules & Regulations, Chapter 0240-3-21-.05 pertinent to 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 Director.

The hearing process will include:

- a) The right to an advisor of his or her choice. However, the advisor cannot actively participate in the hearing
 - b) The right to question the complainant(s)
 - c) The right of the student to present evidence in his or her behalf
 - d) The right of the student to call witnesses in his or her behalf
 - e) The right to remain silent and have no inferences drawn from such silence
 - f) The right to cross examination
 - g) The decision of the review committee shall be final and may be appealed within five (5) days to the Director. Any further appeal is limited by the terms of TBR Policy 1:02:11:00
 - h) 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.
- 2) Tennessee Uniform Administrative Procedures Act (TUAPA)

Student Services

Student Services is maintained for your benefit. The services are divided into the following areas:

- 1) **Education:**
You may have assistance in selecting an area of skill development in keeping with your abilities and desires. All available information about you will be taken into consideration in making this decision. The Student Services Associate is available to you if you desire help with academic problems.
- 2) **Personal Guidance:**
Individual counseling services are available if you are experiencing personal, academic, or financial problems. The Office of Student Services will assist you in solving problems or refer you to agencies for help in the solution.
- 3) **Job Placement:**
The College does not assume the responsibility of placing you in employment. This is your direct responsibility. However, Administration, the Student Services Department and the instructional staff are ready to assist you in finding employment in keeping with your area of skill development.

4) Follow-Up:

An effort is made to keep in touch with you after entering employment to determine your success and to make the skill development more relevant to the needs to new students and industry. You are requested to keep the school informed as to your employment and changes in employment. It is vital that all students leaving the College check with Student Services prior to leaving the College to execute the necessary withdrawal forms.

5) Financial Aid:

A limited amount of student financial aid is available. Students who are interested should contact the Financial Aid office.

Telephone and Bookstore

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.

The bookstore is operated by TCATM Financial Services and is open daily 8:15 am until 3:15 pm. The bookstore does accept cash, checks, and credit cards. Any school related payments will be handled thru the bookstore.

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 from the Student Services office. Students mail their premiums directly to the insurance company.

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

Dress Code

Student's dress must meet the professional standards of the field in which they are training. Any garments displaying offensive language or drug usage are strictly prohibited, **TCAT Murfreesboro students must wear an official name badge at all times.** Noncompliance will result in lowering of the Worker Characteristics grade.

Health and Safety

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 Plan for Health and Safety of the Students. A copy of this plan can be found in each program area. It is the responsibility of the Instructor to make the student 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 cost will be the responsibility of the student.

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.

Smoking

Smoking and any other forms of tobacco products are Prohibited on campus.

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

Parking

1. Parking Regulations

- a. Painted lines, marking 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 and
 - iv) Obeying all traffic signs;
 - 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 0240-2-3.02 governing student conduct and disciplinary sanction.
- d. A citation for any traffic or parking violation may be appealed to the Director or his or her designate 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 check with the receptionist. Monitoring of visitors is crucial to the safety of staff and students.

Snow Policy

The Tennessee College of Applied Technology Murfreesboro examines weather and road conditions and will announce a decision regarding cancellation of classes for broadcast by the local radio and Nashville TV stations. The College will also attempt to notify as many stations as possible. Occasionally, it is impossible to notify all stations because of weather related problems. Announcements regarding cancellation of classes are normally called in by 6:00 A.M. for the day classes and 4:00 P.M. for evening classes.

The Tennessee College of Applied Technology Murfreesboro will offer classes on a regular schedule, unless weather conditions are extremely severe area-wide. When in doubt, students are urged to use their own judgment regarding attendance. Students will be responsible for any work that they miss due to absences caused by severe weather conditions.

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.

Inclement weather can be 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 p.m. for evening classes. However, changing weather conditions may require the institution to make cancellation decisions later than stated if warranted.

Primary sources for distribution of closing information will be the Tennessee College of Applied Technology's website (www.tcatmurfreesboro.edu); the voicemail at TCATM's main number (615-898-8010), and local television stations. Television stations broadcasting TCATM's inclement weather reports will be:

- WKRN Channel 2 Nashville
- WSMV Channel 4 Nashville
- WTVF Channel 5 Nashville

Additionally, the administration will contact WGNS radio station.

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 am 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 allow full time students to miss up 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 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.

Housekeeping

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

Follow-up

The follow-up procedure begins during the exit interview that Administration conducts with the terminating student. The exit interview form is given to the student, and its importance explained. The Follow-Up questionnaire is reviewed with the student in order to make sure he or she knows how to fill it out. The disposition of the completed form is covered in detail with the student, so he or she can have some idea of how the information will be collected in the future and his or her response to the questionnaire will be of benefit to the College and to future students. A copy of the complete Plan can be found in Student Services.

No follow-up is done on supplemental students. Completions are considered to be those students who received a certificate or diploma. Non-completions are those students who did not remain in the program long enough to earn a certificate or diploma.

Job Placement

The College's responsibility for placement of students is vested in the administrative, counseling, and instructional staff. College personnel maintain close communications with employers, both in local communities and the surrounding areas. The result is that those students who continue in school until they complete their course of study are prepared for personal employment.

Sexual Offender Information

A Federal law, the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Registration Act (the "Wetterling Act"), provides minimum national standards for State sex offender registration and community notification programs. To comply with the Wetterling Act's standards, States must establish programs that require current address registration by residents of the State who have been convicted of sexually violent offenses or offenses involving sexual abuse or exploitation of minors, as described in the Act. The Wetterling Act's standards also

require States to accept registration information from non-resident offenders who have entered the State to work or attend school. The Wetterling Act provides generally that States must release relevant information concerning persons required to register as necessary to protect the public. (42 U.S.C. & 14071 (Wetterling Act provisions); 64 Fed.Reg. 572 (Jan. 5 1999) (Attorney General's guidelines for the Wetterling Act).

The CSCPA also enacted two amendments to Federal education laws. One of these is an amendment to the Higher Education Act of 1965 which requires institutions of higher education to advise the campus community where it can obtain the information about registered sex offenders provided by the State (pursuant of 42 U.S.C. & 14071(j)), such as the campus law enforcement office, a local law enforcement agency, or a computer network address. The other is a FERPA amendment which makes it clear that FERPA does not prevent education institutions from disclosing such information.

Pursuant with Tennessee Code Annotated, Title 40, Chapter 39, Section 40-39-201, die Tennessee College of Applied Technology Murfreesboro is furnishing its students with the current website for tracking the Location of registered sex offenders:

http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp. The information contained in the registry has been provided to Registering Agencies and the Tennessee Bureau of Investigation by the offender and is based upon information provided by the offender. The Tennessee Bureau of Investigation cannot guarantee the accuracy of this information. It should be noted that offenders may have moved without notification. Therefore, this information should not be used in any manner to injure, harass, or commit a criminal act against any person named in the registry. Any such action could subject you to criminal prosecution.

Clery Act

Clery Act statistics and information are published on our school website prior to October 1 each year.

<http://www.tcatmurfreesboro.edu/jeanne-clery-act-0>