STUDENT HANDBOOK
2017 - 2018

2468 Technology Center Drive
Jackson, Tennessee 38301 (731) 424-0691
FAX (731) 424-0807
Website: www.tcatjackson.edu

A Tennessee Board of Regents Institution
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TENNESSEE COLLEGE OF APPLIED TECHNOLOGY JACKSON
2468 Technology Center Drive
Jackson, Tennessee 38301 (731) 424-0691
FAX (731) 424-0807
Website: www.tcatjackson.edu

LEXINGTON EXTENSION CAMPUS
230 S. Broad Street
Lexington, Tennessee 38351 (731) 967-1795
FAX (731) 967-0087

MCWHERTER INSTRUCTIONAL SERVICE CENTER
2046 North Parkway
Jackson, TN 38301
731-424-0691

HENDERSON/CHESTER COUNTY INSTRUCTIONAL SERVICE CENTER
1449 White Avenue
Henderson, TN 38340
731-424-0691

HUMBOLDT HIGHER EDUCATION INSTRUCTIONAL SERVICE CENTER
1751 Main Street
Humboldt, TN 38343
731-424-0691

The Tennessee College of Applied Technology Jackson is accredited by the
Commission of the Council on Occupational Education.
This office is located at 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350
Telephone: 770-396-3898, 800-917-2081 / FAX: 770-396-3790
www.council.org
The Tennessee College of Applied Technology Jackson is one of 27 Colleges of Applied Technology and 13 community colleges under the Tennessee Board of Regents system. The Tennessee Board of Regents (TBR) is Tennessee’s largest higher education system, governing 40 post-secondary educational institutions with over 200 teaching locations.

VISION

The Tennessee College of Applied Technology Jackson will be a leader in the Tennessee College of Applied Technology (TCAT) system in delivering excellent workforce development activities that will be of benefit to our entire service delivery area. We will forge mutually-beneficial partnerships with industry, business and other educational institutions and will become a critical component of our region’s economic development activities. Our instructional programs will be innovative in their use of technology to enrich our student’s overall learning experience. We will value the talents of our students, faculty and staff and will strive to contribute positively to overall wellbeing of our service delivery area’s quality of life.

Our College will be characterized by:

- Excellence in instruction, to be evidenced by above peer-average completion, placement and licensure exam pass rates, as well as positive feedback from our alumni and the business and industry in our service delivery area. Integration of technology into our instructional programs, faculty members who excel in their discipline, along with superior staff support will result in a quality educational experience for all of our students.

- An outstanding faculty and staff who demonstrate effective teaching and communication skills, leverage new technologies and innovative teaching strategies, which will enable each student to reach their maximum level of learning. We will fully support each faculty and staff member’s own educational attainment aspirations. We firmly believe in the “life-long learning” concept.

- An organizational structure and leadership philosophy that will reflect our belief in the importance of accountability, a sense of “community”, and will value the contributions of each individual staff and faculty member. We will carefully evaluate and assess the results and outcomes of all our processes – academic and business. Our budgeting and financial systems will provide for efficient and effective operations of this College.

We are committed to providing a challenging and invigorating educational experience for all of our students. We will leverage all of our resources to develop the technical and job readiness skills that our graduates will need to be productive in a technology-driven society.

People are at the center of all that we do – our students, our staff and our area employers. We will continue to grow, provide quality services and strive for excellence.
MISSION

The Tennessee College of Applied Technology Jackson serves as the premier supplier of workforce development throughout our service area.

The College fulfills this mission by:

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

Revised December 2015
TENNESSEE BOARD OF REGENTS

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ACCREDITATION

The Tennessee College of Applied Technology Jackson is accredited by the Commission of the Council on Occupational Education.

This office is located at
7840 Roswell Rd., Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898, 800-917-2081/ FAX: 770-396-3790
www.council.org.
FACULTY AND STAFF

Administrative Staff
Jeff Sisk, Ed.D., University of Memphis .................................................................................. President
John Hodgson, M.S., University of Memphis ........................................................................... Assistant Director
Jason Rushing, Ed.D. Trevecca University .............................................................................. Lexington Campus Coordinator
Vacant ........................................................................................................................................ Coordinator of Student Services
Paula Terry, MSN, BSN, ........................................................................................................ Practical Nursing Program Director (Interim)
David Waller ........................................................................................................................... Coordinator of Physical Facilities
Lois Ward, A.S., Jackson State Community College ............................................................. Coordinator of Fiscal Services

Support Staff and Paraprofessional
Cassandra Anderson, M.B.A., Webster University ................................................................. Student Services-Records & Reports
Susan Dean ............................................................................................................................... Academic Support
Sarah Mullins, A.S., Jackson State Community College ......................................................... Financial Aid Assistant
Debbie Lancaster ..................................................................................................................... Extension Campus Specialist (Lexington)
Jennifer Lowery, B.S., University of Tennessee at Martin ...................................................... Student Services-Testing Center Manager
Brenda Matheny ....................................................................................................................... Accounting Clerk (Bookstore)
Tina McMurry, B.S., Union University ..................................................................................... Student Services-Counselor
Susan Mullins, A.S., Jackson State Community College ........................................................ Accounts Receivable
Cindy Palmer, B.B.A., Mississippi State University ................................................................. Financial Aid Officer
Penny Roland, Diploma, West Tennessee Business College ...................................................... Student Services-Admissions
Ken Riddell, B.S., Union University ....................................................................................... IT Network Administrator
Thomas Sutton ........................................................................................................................ Maintenance (Jackson)
Britney Ward, B.S., University of Memphis ........................................................................... Financial Aid Coordinator
Sherry Winberry, A.S., Jackson State Community College ..................................................... HR/Administrative Assistant to President

Faculty
Steve Adams, A.S., Jackson State Community College ........................................................... Tool & Die (McWherter Center)
Lori Akins, B.S.N., University of Tennessee at Martin ............................................................ Practical Nursing (Lexington)
Mike Blackwell ........................................................................................................................ Collision Repair Technology
Randall Blakely ........................................................................................................................ Truck Driving
Ronnie Bush, Diploma, TCAT Whiteville .................................................................................. Automotive Technology
John Byrum, B.S., University of Memphis ............................................................................... Computer Information Technology
Anita Ozier, CST, B.S., Union University ................................................................................ Surgical Technology
Gary Carter, Diploma, TCAT Jackson ...................................................................................... Heating, Ventilation, Air Conditioning & Refrigeration
Meredith Cooper, B.S.N., Louisiana Tech ............................................................................ Practical Nursing
Annette Edwards, M.S., University of Tennessee at Martin and Knoxville ......................... Administrative Office Technology
David Dean, Diploma, TCAT Jackson ..................................................................................... Welding Technology
Jeff Presson, B.S. Bethel University ......................................................................................... Industrial Maintenance Technology
Randall Green, A.S., Florida Key Community College ............................................................. Industrial Electricity (Lexington)
Wendy Hopper, M.Ed., Vanderbilt University ........................................................................ Administrative Office Technology (Lexington)
Regina Horner, M.A., University of Memphis ......................................................................... Computer Information Systems (Lexington)
Rhonda Moses, B.S.N., University of Tennessee at Martin ..................................................... Practical Nursing (Parsons)
Dan Rodenbaugh ..................................................................................................................... Drafting and CAD Technology
Jimmy Rogers ............................................................................................................................ Truck Driving
Rodney Russell, Diploma, TCAT Jackson ................................................................................ Welding Technology (Lexington)
Sam Tolley, A.S., State Tech Institute Memphis ........................................................................ Machine Tool Technology (Lexington)
Paula Terry, M.S.N., RN, Western Governor’s University ........................................................ Practical Nursing (Humboldt)
Karen Larsen, M.S., University of Memphis ........................................................................... Administrative Office Technology & (Humboldt)

Health Information Management
Rebekah White-Williams, M.S., Union University ................................................................. Technology Foundations
Part Time Faculty/Staff

**Machine Tool**
Larry Adkisson, Certificate, *TCAT Jackson* .................................................................McWherter Center

**Welding**
Hunter Creasy, Diploma, *TCAT Jackson* ....................................................................................Jackson

**Practical Nursing**
Kara Courtright, A.S.N., *Jackson State Community College* ..................................................Lexington
Jordan Presley, B.S.N., RN, *Austin Peay State University* ......................................................Jackson
Fran Whitehead, A.S.N., *Glocaster County College* ...............................................................Henderson
Savannah Rushing, B.S.N., RN, *University of Tennessee at Martin* .......................................Humboldt
GENERAL INFORMATION

Advisory Committee
Interested business and community leaders play an integral part in the operation of the Tennessee College of Applied Technology Jackson through their participation in the General Advisory Committee of the college and individual program occupational craft advisory committees. These committees assist in advising on the latest equipment, methods, and technologies in the workplace.

Affirmative Action Policy
The Tennessee College of Applied Technology Jackson is an equal opportunity institution that offers employment and admission to all qualified persons without regard to race, sex, color, religion, age, national origin, handicap or veteran status. Students will have an employment objective and be able to benefit from training. Special accommodations for handicapped persons include designated handicapped parking and handicapped-equipped restroom facilities in the administration building. Procedures for filing grievances concerning discrimination of any type can be found in this handbook.

Americans with Disabilities Act
The Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in all employment practices—including job application procedures, hiring, firing, advancement, compensation, training, and other terms and conditions of employment. It is the policy of TCAT Jackson to provide disabled students/employees with reasonable accommodations. Reasonable accommodation is any modification or adjustment to a job or work/training environment that will enable a qualified employee with a disability to perform. TCAT Jackson will make all reasonable accommodations needed in order to benefit from the educational programs for any individual with a documented disability. Documentation required may include statements from physicians, counselors, psychologists, or other professionals providing treatment. The Assistant Director is the ADA officer for the Tennessee College of Applied Technology Jackson.

Disclaimer Statement
Tennessee College of Applied Technology Jackson provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty that are qualified for teaching at the college level. The acquisition and retention of knowledge by any student is, however, contingent upon the student's desire and ability to learn and his or her application of appropriate study techniques to any course or program. Thus, TCAT Jackson must necessarily limit presentation of student preparedness in any field of study to that competency demonstrated at that specific point in time at which appropriate measurements were taken to certify course or program completion.

Fraud, Waste or Abuse
State law requires that the Tennessee Board of Regents (TBR) system provide a means by which students, employees, or others may report suspected or known fraud, waste or abuse. In addition, the Tennessee Board of Regents is committed to the responsible stewardship of our resources.

Whether you are part of TBR management, a TBR institution employee, a student, or an interested citizen, we encourage you to report known or suspected fraud, waste or abuse by employees, outside contractors, or vendors.
Actions to Report

Activities such as the following, either known or suspected, should be reported:

- Theft or misappropriation of funds, supplies, property, or other institutional resources
- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Improper and wasteful activity
- Falsification of reports to management or external agencies
- Pursuit or acceptance of a benefit or advantage in violation of the Board's conflicts of interest policy
- Authorization or receipt of compensation for hours not worked

Reporting Options

Several options are available to all TBR employees, TBR institution employees, students and others for reporting known or suspected fraud, waste or abuse.
You may report your concerns:

- To your supervisor or an institution official
- TBR Office of System-wide Internal Audit
  - Phone: (615) 366-4441
  - Email: reportfraud@tbr.edu
  - Website: http://tbr.edu/reportfraud
- Tennessee Comptroller's Hotline for Fraud, Waste or Abuse
  - Phone: 1-800-232-5454
  - Website: http://www.comptroller.tn.gov/hotline

If you are a supervisor or TBR official and you receive a report of fraud, waste or abuse, contact TBR System-wide Internal Audit at (615) 366-4441 for further assistance. For additional information, see TBR Policy 4:01:05:50, Preventing and Reporting Fraud, Waste, or Abuse at www.tbr.edu.

Investigations

Internal Audit has reporting responsibility to the Audit Committee of the Tennessee Board of Regents. This reporting relationship enables Internal Audit staff to independently and objectively review matters involving any level of administration.

When the Office of Internal Audit receives allegations of dishonesty or other irregularity by an employee, outside contractor, or vendor, Internal Audit staff are required to conduct an investigation.

Supervisors should not attempt to conduct investigations nor alert suspected employees of an impending investigation.

The objectives include verifying the facts, maintaining objectivity and confidentiality, determining responsibility for any irregularities, and recommending corrective actions to help ensure that similar actions do not occur in the future.

Protection under State Law

State law provides protection for individuals by prohibiting discrimination or retaliation of any kind against employees who report, in good faith, allegations of fraud, waste or abuse or for cooperating with auditors conducting an investigation. Internal Audit working papers, including allegations of fraud, waste...
or abuse and the individual reporting information to Internal Audit are confidential under T.C.A. § 10-7-504(a)(22), unless subject to court action requiring disclosure. If there is a separate legal obligation to investigate the complaint (e.g., complaints of illegal harassment or discrimination), anonymity or complete confidentiality cannot be guaranteed. T.C.A. § 49-14-103(b) directs that a person who knowingly and willingly retaliates or takes adverse action of any kind against any person for reporting alleged wrongdoing pursuant to the provisions of this part commits a Class A misdemeanor.

**Be Reasonably Certain!**

Before making allegations of fraud, waste, or abuse, be reasonably certain of any claims. Such allegations could seriously and negatively impact the accused individual's life and adversely affect the working environment of the department.

T.C.A. § 39-16-502, False Reports, states that it is unlawful to make a false report if:

- The offense or incident reported did not occur;
- The person has no information relating to the offense or incident reported; or
- The information relating to the offense reported is false.

**Additional Reporting Procedures**

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 on line at http://www.tbr.edu/contact/default.aspx?id=2936. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public.

Complaints regarding accreditation can be made by contacting the Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, Georgia 30350, telephone: 1-800-917-2081 (www.council.org).

**Gramm-Leach-Bliley Act**

The Tennessee College of Applied Technology Jackson abides by the provisions of the Gramm-Leach-Bliley Standard for Safeguarding Customer Information Rule (GLBA). A copy of the GLBA program may be obtained from the Assistant Director's office for a nominal copying charge.

**Limited English Proficiency (LEP) Guideline G-130**

This guideline advises the Tennessee Board of Regents (TBR) System Office and its constituent institutions, as recipients of federal funds, of the obligation under Title VI of the Civil Rights Act of 1964 to take reasonable steps to provide meaningful access to persons with Limited English Proficiency (LEP). The Department of Justice defines persons with LEP as "those individuals who have a limited ability to read, write, speak or understand English."

**Non-Discriminatory Statement**

The Tennessee College of Applied Technology Jackson does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: John Hodgson, 2468 Technology Center Drive, Jackson, TN 38301, 731-424-0691.
Record Confidentiality
All personally identifiable records (by name, identifier or characteristics) directly related to a student or former student shall be kept confidential unless the student signs a consent form. Such confidential records include, but are not limited to, grades, class enrollment and attendance, disciplinary records, admission records, student grievances, complaints or appeals.

The institution may disclose directory information consistent with this policy to any person requesting such information without the consent of the student. Each institution must publish in its catalog/student handbook the information, which shall be considered directory information, which shall be limited to the following:

1. Name 6. Dates of attendance
2. Address 7. Participation in officially recognized activities and sports
3. Telephone number 8. Degrees and awards received
4. Date and place of birth 9. Most recent previous educational institution attended
5. Major field of study

Students have the right to opt-out of the directory information at any time during their training. Please contact the Student Services Office to complete the necessary form.

Privacy Rights Act Public Law 93-380
The Tennessee College of Applied Technology Jackson follows 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.

School Performance
The Tennessee College of Applied Technology Jackson graduation rates, median debt of students who completed the program, and other important information, may be found on our website at https://tcatjackson.edu/future-students/gainful-employment-disclosures.

Selective Service
The United States Selective Service requires all 18-year-old men (including U.S. citizens living abroad and non-citizen immigrant males 18-25 residing in the U.S.) to register. See Student Services for more information or visit www.sss.gov.

Sex Offender Registry
The Federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code, a “sexual offender” means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or another country, or in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. A “sexual offense” means the commission of acts including, but not limited to, aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.
Both acts designate certain information concerning a registered sexual offender as public information; and therefore, amend and supersede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

Any information collected by the TBI may be obtained at https://www.tn.gov/tbi/topic/sex-offender-registry-search.
ADMISSION INFORMATION

Admission Requirements - General

TCAT Jackson is dedicated to the ideals, principles and policies of Title VI of the Civil Rights Acts of 1964. Some programs may have additional admission requirements. General requirements are:

- Prospective students must be a minimum of 18 years of age.
- The admission of high school students requires special agreement between the Tennessee Board of Regents and the local Board of Education.

Admission Requirements – Allied Health Programs

- Obtain a passing score on the HESI® exam.
- Complete the required application in a timely manner.
- Submit evidence of a regular high school diploma or high school equivalency diploma.
- Upon acceptance into a health occupation program, provide evidence of a recent physical examination by a licensed physician or nurse practitioner.
- Completion of a satisfactory background check and drug screen (required by the TCAT Jackson clinical agencies).
- Report to orientation and enrollment upon notification of acceptance.

Application Requirement

Prospective students are urged to apply at any time. Steps in the application process are as follows:

- Attend a Pre-Admission session (all non-allied health occupations).
- Complete an application and file it with TCAT Jackson’s Admissions Counselor.
- Provide immunization records.
- File for financial aid, Free Application for Federal Student Aid, at www.fafsa.gov or have a financial plan for attending the college.

Immunization Requirements - General

Effective July 1, 2011, all full time students must provide proof of the receipt of their first MMR (measles, mumps and rubella) vaccine prior to the first day of class. This is a two-dosage vaccine. Proof of receipt of both doses of the MMR vaccine will be required for a student to enroll in their second trimester. Students must also provide proof of immunity or two doses of varicella (chickenpox) if born in or after 1980.

The MMR and Varicella regulation is written by the Tennessee Department of Health (official Rules and Regulations of the State of Tennessee, Chapter 1200-14-01.29 (4), Immunization Against Certain Diseases Prior to School Attendance in Tennessee). Please see someone in the Student Services Department for further help or clarification if needed.

Registration

Students who wish to continue in their preferred programs must register (pay tuition fees) for the next trimester on designated registration dates. Students are not considered registered until all fees are paid.
Policy on Student Transfers and Prior Credit Awards
TCAT Jackson students requesting to transfer to another program within the college must first discuss the request with the Coordinator of Student Services. The Coordinator of Student Services may approve the transfer request, if space is available in the program. Relevant courses completed in the original program, including Technology Foundations, can be applied for credit in the new program.

Previous educational training and/or experience at other accredited institutions will be evaluated (via official transcript) by the Student Services Coordinator and the receiving program’s instructor. TCAT Jackson reserves the right to require a competency test to validate the competencies learned/earned at another (non-TCAT) institution. The student will then be enrolled in training at the student’s proficiency level.

Training completed at other Tennessee Colleges of Applied Technology (verified via official transcripts) will be accepted and relevant course credit will be applied to the student’s TCAT Jackson training program and the student’s transcript.

Transfer Agreement for College Credit
Students who have completed diploma level programs may be able to receive credit at Tennessee community colleges and technical institutes. Those students seeking to articulate credit must satisfy certain requirements as established by the community college or technical institute. Students should check with the community college or technical institute for specific program to program articulation agreement.
STUDENT RESPONSIBILITIES

All TCAT Jackson students are responsible for obtaining a Tennessee College of Applied Technology Jackson handbook and being familiar with its contents. Students are responsible for following the policies, processes, and guidelines as well as knowing and complying with due dates, such as payment of fees, registration, and graduation.

- You are responsible for providing proof of two doses of the MMR vaccine and the varicella immunization.
- You are responsible for knowing and complying with due dates, such as payment of tuition, books, and supplies.
- You are responsible for communicating with your instructor about your progress and attendance.
- You are responsible for informing your instructor if you are going to be late or absent.
- You are responsible for supplying current address and phone number to the Records Office.
- You are responsible for having all WIOA, Vocational Rehabilitation, TRA or Scholarship information in the business office prior to registration.
- You are responsible for sending your grades to your WIOA or Vocational Rehabilitation counselors.
- You must be aware and comply with the deadlines for application or re-application for aid. Each student must re-apply for each academic year. Students are responsible for following up on all paperwork turned into the Financial Aid Office to insure its receipt by that office.  
  **NOTE:** It is not the responsibility of the Financial Aid Office to locate students and ask for paperwork needed to complete their financial aid award.

Attitude

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

Class Schedule

All classes operate Monday through Friday beginning promptly at 8:00 a.m. and dismissing at 2:30 p.m. Evening classes are from 5:00 p.m. – 9:00 p.m. Each instructor will inform students as to their specific break and lunch schedules. Note: Health Occupation Program class hours may vary when involved in off-campus clinical training.

Conduct

All students are expected to act as responsible adults by demonstrating proper work habits, maintaining a sincere, cooperative attitude, and conducting themselves in an acceptable manner. Alcoholic beverages, drugs (unless prescribed by a physician), gambling, theft, profanity/offensive language, and insubordination are prohibited. Students are expected to obey all rules and regulations. Unacceptable conduct will be just cause for dropping a student from the program.

Dress Code

Most employers will not employ persons with inappropriate appearance. The administration at TCAT Jackson takes the position that each student is here for the sole purpose of preparing for a career in a technical field. Presenting a work-like and neatly dressed appearance makes the task of finding and securing employment easier. Many visitors come to the campus every day. Many are potential employers from the community.
Students are expected to maintain appropriate appearance and behavior at all times. Each student’s attire must comply with professional standards of the field in which he/she is training. Any clothing that pictures or advertises illegal substances, racial slurs, gang-related involvement or that is violent, profane or suggestive in nature is unacceptable. Dress should not be of an obscene, lewd, or indecent fashion to where it unreasonably disturbs others in the training environment (ex. short shorts, short skirts, dresses, or slits in dresses more than four inches above the knee; transparent material clothing, saggy pants and midriff tops are unacceptable). Prescribed clothing may be required in some courses. No tank tops, undershirts, midriff tops, pajama bottoms, or sweat suits will be permitted. Shorts must be knee length. All clothing must be sized to fit, neither skintight nor sagging. Pants must be worn at the waist, no bagging or sagging. If pants have belt loops a belt must be worn. No do-rags or bandanas may be worn. Hats or caps, if permitted by the program instructor, are allowed as long as they contain no offensive writing or symbols and must be worn correctly. (Bill of cap in front.)

TCAT Jackson’s aim is to make the educational experience as much like a well-managed industrial establishment as possible.

Housekeeping
Each training group will be responsible for keeping their shop area clean and orderly at all times.

Inter-Shop Visiting
Trainees will not visit other shops without permission from the instructor.

Messages and Telephone Calls
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. Telephone messages will be taken for emergency phone calls only. Students are not allowed to use any TCAT Jackson telephones without permission from your instructor or Student Services.

Minors on Campus
In order to maintain a safe and effective learning environment, students, faculty, and staff may not leave minor children unsupervised on campus at any time. It is not the intent of this policy to prevent children from visiting the campus, when in the company of an adult. However, children are not permitted in classrooms or office areas.

Safety
The Occupational Safety and Health Act, P.L. 91-596 of 1970, requires all persons to understand the safety and health requirements of their specific area of employment. Safety instruction is an integral part of the total instructional program and becomes the student’s responsibility to adhere to the safety and health requirements taught. In some areas of training, safety glasses, protective clothing, and protective footwear are required. At all times and in all training areas, proper school attire is a must for all students. Proper work area maintenance and cleanliness is also considered as part of the safety and health training. The student should accept safety instruction as part of the occupation for which he/she is being trained. The knowledge and practice of good safety practices will not only protect you but your fellow workers as well. Each student must pass all safety tests to program standards prior to performing activities in the shop.
Use of Tools and Equipment
Specific shop rules for use of equipment and tools must be observed at all times. Students are responsible for the proper use and care of all equipment. Tools and equipment lost or carelessly damaged may be replaced or repaired by the student. Damage to any of the college's equipment must be reported to the instructor immediately.
ACADEMIC RETENTION, ATTENDANCE AND COMPLETION

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

I. Student Attendance

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

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

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

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

a. Five (5) tardies - Student will be given a written warning by instructor.

b. Six (6) tardies - Student will be placed on probation by the president or the president’s designee.

c. Seven (7) tardies - Student will be referred to the president, and may be suspended.

4. An attendance record for each student shall be maintained in the student information system.

5. When a student misses three (3) consecutive days without contacting the college, that student will be presumed to have withdrawn from the college.

II. Exceptions for Suspension due to Student Attendance

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

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

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

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

1. Skill Proficiency
2. Theory/Related Information

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

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

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

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

IV. Readmission from Suspension for Grades or Attendance

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

B. Criteria that the president will consider in assessing candidacy for readmission are as follows:

1. Assessment of the candidate’s willingness to address those deficiencies that contributed to the prior suspension, and
2. Assessment of the likelihood that the readmitted student may succeed in pursuing his or her training objective.

Source: Statute(s)
T.C.A. § 49-11-401 et seq.
T.C.A. § 49-8-101 et seq.

Revisions:
Completion Requirements
Satisfactory completion may be achieved by demonstrating proficiency based on occupational entry requirements. A certificate of completion may be awarded to any preparatory student who reaches a payroll job proficiency level and to any supplemental student who completes his objective for upgrading his skills and knowledge. A diploma may be awarded to each preparatory student who demonstrates satisfactory proficiencies in a complete course of study. Diplomas will be mailed no later than four (4) weeks from completion date.

Exit Interview
Students are required to complete an exit interview with the Student Services’ office on their last day of enrollment. Failure to complete the exit interview requirements may result in a delay in the completion of a student’s academic transcript.

Graduation Ceremonies
Graduation ceremonies are held annually usually during the month of August. Each student is strongly encouraged to participate in this occasion when the student’s family and friends, as well as TCAT Jackson faculty and staff, are given the opportunity to recognize the accomplishments of each graduate. The Student Services Office will notify students of deadlines leading up to the event and associated graduation fees.
STUDENT SERVICES

The Office of Student Services provides a support mechanism to enable students to successfully complete their program of choice.

- **Educational**
  Counselors assist the applicant in selecting an area of training based upon his/her abilities, interest and goals.

- **Personal Counseling**
  Individual counseling services are available to students who are experiencing personal, academic, attitude, or financial problems.

- **Job Placement**
  Instructors will assist the student in finding employment upon completion of training. The instructors maintain very close contact with business and industry. Placement of graduates is a primary concern of each of the instructors, counselors and the administrative staff. The student must also fully participate in the job-seeking process. TCAT Jackson will maintain close communication with the employers in the local and surrounding communities.

- **Follow-Up**
  An effort is made to keep in touch with the graduate after he/she enters employment to determine his/her success and to make the training more relevant to the needs of new trainees and industry. All graduates are requested to keep the school informed as to their employment and to any change in employment. Employer surveys are mailed to each year’s graduates in further effort to improve program curriculum.

**Book Store**

Jackson campus bookstore hours are 7:45 a.m. till 12:30 p.m. Monday through Friday. The bookstore will have extended hours to accommodate students’ needs on orientation day. During the first week of classes students are asked to buy books and supplies during these hours. Change for vending machines may be obtained during bookstore hours. Lexington Extension campus bookstore hours are 8:00 a.m. till 12:00 noon Monday through Friday.

Students who are on programs such as WIOA, Vocational Rehabilitation, Veterans Administration Rehabilitation, TRA, lottery scholarship, etc., need to make all charges for books and/or supplies by dates established by the college’s bookstore. For scholarships such as Ayers Foundation, BEST, or any other agency that sends money to the college on a student’s behalf, prior to the beginning of a trimester, specific cut-off dates will be posted on campus each trimester.

**Cell Phones and Pagers**

As a common courtesy to your instructor and fellow students, and to cultivate an environment conducive to learning, the classroom setting must remain free from all distractions. Therefore, during class hours, the use of electronic devices (cellular phones, pagers/beepers, etc.) is strictly prohibited. Said devices must be turned off. You are only allowed to use these devices during lunch or other authorized break times. In the event of an extreme emergency, you should first notify your instructor so you can be excused from the classroom. Any emergency calls received by TCAT Jackson for you, will be provided to your instructor and transferred to your training area. Only the faculty member or President may override this policy and grant permission for an electronic device to be turned on during instructional hours.

  - First violation – warning
  - Second violation – student will not be allowed to have cellular phone/pager on campus
  - Subsequent violations may result in your termination.
Health
The school will keep on file a health record form on each student. This form gives information about your previous health record, name of your family physician, and persons to notify in case of emergency. Should you become injured or ill, we will render immediate first aid. If you are able, we will send you and someone to accompany you to the emergency room of your choice. If you are unable to move, we will send you via ambulance. The student will assume all cost.

Insurance - Student
The following website is available to compare various health care exchange and marketplace options, www.TBRstudentHIX.com. For the TCAT Accident Plan, you may either select an Accident specific plan under the Optional Coverages or there are some student health insurance plans that include an accident provision. Students are encouraged to shop both ways to see what rates/coverages work best for their individual circumstances. Practical Nursing and Surgical Technology students will be required to purchase liability insurance before entering the clinical phase of their training. Complete information can be obtained from the Student Services Office.

Orientation
New students participate in orientation the first week of class that acquaints him/her with policies/procedures of the institution. This orientation process is an ongoing program, which involves development of work, attitudes, habits, and behavior that help the student to use most effectively the resources available to him/her at the college.

Student IDs
Students may request a TCAT Jackson identification card (ID). The ID card will feature your first and last name, color photo, and an expiration date. A $5 fee will be charged to replace an ID.

The ID card will:
- Identify you as a TCAT Jackson student.
- Allow you to obtain discounts from area business.
- Admission to college and area events.

Student Organizations
SkillsUSA
All full time enrolled students at the Tennessee College of Applied Technology Jackson are members of SkillsUSA. SkillsUSA is a national nonprofit organization serving teachers, high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health occupations. More information can be found at www.skillsusa.org. Students who are interested in participating in SkillsUSA competitions can contact the Student Services Office.

National Technical Honor Society
An international society recognizing student achievement, providing scholarship opportunities, and career opportunities to students in career and technical educational fields.

Student Lounge
A student lounge is available on the main Jackson campus and the Lexington Extension campus. Students may utilize this area at breaks and lunch. Check with your instructor regarding student lounge locations if attending a satellite campus.
**Student Projects**

Every live work project brought into the school by a student must be properly approved and accompanied by a properly processed work order. Full-time students who have been enrolled for at least three months and who are in good standing with the school are eligible to have live work orders approved. The student must furnish all materials used on private projects. A fee of $5.00 is assessed for each work order. An additional fee may be assessed for complex projects involving extensive labor, as determined by the college's President.

**Student Records**

Educational and financial aid records are maintained on all students enrolled. The class roll is maintained by the instructor and is the official record for all students in a class. It is the official school record in matters pertaining to entrance dates, completion dates, and attendance. These records are the property of TCAT Jackson and are stored in the Office of Records. Electronic records are routinely backed up and stored at an off-site location. All student records are kept confidential and may only be released by written consent of the student and/or court order. Students may review personal records by making a written request to the Records Office. Copies of records may be obtained by making a written request and identifying the item to be copied. TCAT Jackson will strive to comply with the student's request.

**Traffic and Parking Rules**

- **Parking Regulations**
  1. The school requires registration in the Student Service's office for any vehicle driven to campus by a student, faculty, staff member, or any other person authorized to use campus facilities. The school also requires such persons to display a parking permit on their vehicles.
  2. Painted lines, markings, and other visible signs will be used to designate authorized parking areas for the above named.
  3. Inability to locate an authorized parking space on campus will not excuse improper parking.
  4. Improperly parked vehicles may be towed at the owner's expense and/or tagged with a yellow violation sticker.
  5. Vehicles parking in spaces designated for the handicapped must display a State of Tennessee issued handicapped license plate. The fine for disabled handicapped parking violations is established by State law and will increase as needed to remain in compliance with State law. This rule supersedes all rules or notices regarding fines for disabled handicapped parking violations at any TBR institution.

- **Traffic Regulations**
  The responsibilities and duties of drivers of motor vehicles on campus include, but are not limited to, the following:
  1. Obeying all state and local laws regarding the operation of motor vehicles in addition to these regulations;
  2. Observing the maximum speed limit of 10 miles per hour on campus;
  3. Exercising reasonable care under all circumstances and avoiding reckless driving of any kind;
  4. Obeying all traffic signs;
  5. Yielding right of way to all pedestrians at all times.
  6. Reporting all traffic accidents occurring on campus which involves injury to persons or property to the school’s President or his/her designee.
  7. Refraining from littering from a vehicle.

The school does not assume any responsibility for the security of or loss or damage to any vehicle or its contents while on campus.

- **Penalties for Violations of Traffic and Parking Regulations**
  1. The school may set and impose fines for violation of traffic and parking regulations. Information concerning fines will be available through the President’s office.

Tennessee College of Applied Technology Jackson
2. 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.

3. A citation for any traffic or parking violation may be appealed to the President or his or her designated authority in accordance with procedures established by the school.

4. The fine for disabled handicapped parking violations is established by State law and will increase as needed to remain in compliance with State law. This rule supersedes all rules or notices regarding fines for disabled handicapped parking violations at any TBR institution.

Transcripts
An accurate record of each student's work and accomplishment is kept by the college. Periodic ratings become a part or his/her permanent college record. Transcripts are available to the student, or to persons or agencies authorized by the student upon written request.

Visitors
Visitors are welcome at the school, provided their intention is not to disrupt student or school activity. Visitors must first check in through the front office. If someone comes to your classroom or shop area to visit you, please ask him or her to check in at the front office.
**CAMPUS SAFETY**

**Campus Security**
In support of the Crime Awareness and Security Act of 1990, the Tennessee College of Applied Technology Jackson makes every effort to provide a crime-free campus. An electronic security system provides protection for buildings and equipment during periods of non-occupancy. Students are encouraged to report any criminal activity to their instructor and the Student Services Office. In the event of criminal action during periods of occupancy, the local police authorities will be called. The college compiles annual statistics on crimes committed on campus each year. These statistics are available on the website, [https://tcatjackson.edu/about/safety-and-security](https://tcatjackson.edu/about/safety-and-security), and discussed with students during new student orientation.

**Earthquake Emergency Procedure**
Because earthquakes strike without warning, life-protecting actions must be taken immediately at the first indication of ground shaking. There may not be time for notification or detailed instruction. Students, faculty, and staff must learn how to react immediately and appropriately.

The first indication of a damaging earthquake may be a gentle shaking. You may notice the swaying of plants and light fixtures or hear objects wobbling on shelves. Or, you may be jarred first by a violent jolt (similar to a sonic boom). Or, you may hear a low (and perhaps very loud) rumbling noise. A second or two later, you’ll really feel the shaking; and, by this time, you’ll find it very difficult to move from one place to another.

**Guidelines:**
- At the first sign of ground shaking, the instructor will give the command, “Earthquake! Drop and Cover!”
- Quickly move away from windows, shelves, hazardous chemicals or heavy objects and furniture that may cause injury.
- Persons will immediately take cover under desks or tables and turn away from windows. If there is no desk or table, kneel near an inside wall or corner.
- Bend head close to knees; cover head with elbows and clasp hands firmly behind the neck. The head should be protected at all times (e.g. under a desk, covered with elbows, book or jacket, etc.).
- If outside, students and faculty should move to an open space away from buildings and overhead power lines. Lie down or crouch low to the ground. Keep looking around to be aware of dangers that may demand movement.
- Remain in a sheltered position for at least 60 seconds after the ground stops shaking. Instructors will then evacuate students.

**Emergency Alert and Rapid Notification System**
The college has an Emergency Alert and Rapid Notification System that allows TCAT Jackson to alert students with emergency notifications and other pertinent messages. The notification system communicates via voice calls through home or cell phones, text messages or email.

**Fire Evacuation**
Immediately upon hearing the fire alarm given via the school-wide communication system, instructors and students will evacuate the school using the nearest fire exit not impeded by fire. Evacuation routes are displayed in each training area. Each instructor will take a roll call once his or her students are assembled at least 100 feet from the building. If any student is missing, the school administration will be notified and a search/rescue team formed to find the missing student.
The President’s office will notify emergency aid agencies of the threatening situation. All school employees not assigned students will evacuate the building and assemble in front of the school to assist in rescue or traffic control functions.

**Inclement Weather**

Inclement weather, especially winter ice and snow, occasionally make it difficult for students to attend school. The Tennessee College of Applied Technology Jackson examines weather and road conditions and will announce a decision regarding cancellation of classes for broadcast by all Jackson radio and TV stations. The school will also attempt to notify as many radio stations as possible in cities outside of Jackson. Occasionally it is impossible to notify a station because of weather related problems. It is suggested that students listen to a Jackson station when in doubt. Announcements regarding cancellation of classes are normally called in by 6:00AM for the day classes and 4:00PM for evening classes. Any changes to the regular schedule will be listed on our webpage at [www.tcatjackson.edu](http://www.tcatjackson.edu) and also on the Jackson campus main phone message (731-424-0691).

The Tennessee College of Applied Technology Jackson 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 Jackson are made independent of other local schools’ decision.

**Tornado Shelter Plan**

In case of a TORNADO WARNING, it will be the responsibility of the school administration to warn all personnel in the school via the school-wide communications system. When the tornado warning has been lifted, the all-clear notification will be given by the school administration.
TUITION AND FEES

Maintenance Fees
All full-time students, whether residents or non-residents of Tennessee will pay maintenance and other fees according to the fee schedule below. Students enrolling or completing between the trimester's original beginning and ending dates will pay a prorated fee for the trimester based upon the following fee schedule.

Tennessee Colleges of Applied Technology
2017 – 2018
Fee Schedule
Effective Fall Trimester, 2017
TRIMESTER SCHEDULE

<table>
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<th>Clock Hours</th>
<th>FY 17-18 Maintenance Fee</th>
<th>Trimester SAF</th>
<th>Trimester TAF</th>
<th>Trimester TOTAL</th>
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<tr>
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<td>$183.00</td>
<td>$10.00</td>
<td>$41.00</td>
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</table>

Special Academic Fees:
**Practical Nursing Students will be required to pay a $100 per trimester clinical fee. (Effective 10-1-2005)
**Welding Students will be required to pay a $100 per trimester lab fee. (Effective 9-1-09)
**Truck Driving Students will be required to pay a $300 lab fee. (Effective 9-1-09)

Student Expenses
All students must provide the following as required by the area of training in which enrolled:
- Texts, workbooks, paper, and pencils.
- Tools, if needed for program.
- All parts and materials used on personal projects.
- Uniforms and other personal items required by specific occupational areas.
Textbooks and materials that students have to purchase become the property of the students and no refund will be made on any textbooks and materials purchased.

Personal Items
The Tennessee College of Applied Technology Jackson requires students to furnish some of the supplies and equipment needed to participate in their choice of training program.

The student agrees to the following:
1. To obtain all items when instructed by the instructor, or to be terminated from TCAT Jackson immediately.
2. TCAT Jackson is not responsible for any injury students receive while using their own personal items.
3. TCAT Jackson is not responsible for the loss of any personal items belonging to students.
Refund Policy

A refund (if applicable) will automatically be calculated and processed for any student that withdraws during the refund period. All refund checks are mailed directly to the student from the TCAT Jackson Business Office. All materials, books, and supplies purchased from the bookstore by the student become the property of the student and are non-refundable.

Eligibility for Refunds¹
1. Change in a full-time student’s schedule which results in reclassification to a part-time student;
2. Change in a part-time student’s schedule which results in a class load of fewer hours;
3. Voluntary withdrawal of the student from the school;
4. Cancellation of a class by the school; or
5. Death of the student
6. Students administratively dismissed will not be eligible for refunds.

Calculation of the Refund¹
1. Full Refund
   a. 100% of fees will be refunded for classes cancelled by the school.
   b. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.
   c. 100% of fees will be refunded in the case of death of the student during the term.
2. Partial Refunds
   a. A refund of 75% may be allowed if a program is dropped or a student withdraws within the first 10% of the class hours.
   b. A refund of 50% may be allowed if a program 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 has been completed.

Refunds and Financial Aid²

In most instances when a student has charged their maintenance and technology access fees to their Federal Pell grant and withdraws prior to completing 60% of their scheduled hours for the payment period, the amount of Federal Pell Grant earned by the student will not cover the amount of Maintenance and Technology Access Fees earned by the school. This will occur when the TBR refund policy determines that the college has earned a larger percentage of the fees than the Return of Title IV Funds calculation.

In these instances, the college will require payment of the difference from the student. A “HOLD” may be placed on the student’s account until full payment or satisfactory repayment arrangements are made with the college. The student may not be allowed to register for class or receive official copies of transcripts until the outstanding balance on their account is paid.

¹ TBR Guideline No. TCAT-080, 08/17/2000 & Guideline No. B-060, 02/02/2016
² Financial Aid Handbook for Tennessee Board of Regents Tennessee Colleges of Applied Technology, 03/2017
TBR/TCAT JACKSON POLICIES

Alcohol and Illegal Drugs

[34 CFR §668.46(b)(8) & (b)(9)] (All Campuses)

TCAT Drug and Alcohol Prevention Information (Employee Handbook 2016)

TCAT students and employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use of or being under the influence of illicit drugs and/or alcohol on any TCAT campus, property owned or controlled by the TCAT, or as part of any TCAT activity.

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

1. The maintenance of an environment in which students can learn and be safe,
2. Help for students whose development or performance is threatened by abuse of drugs or alcohol,
3. The enforcement of policies and laws regarding possession or use of drugs or alcohol on campus.

(Employee Handbook 2016)

A. Penalties for Violation

1. Legal Sanctions under Federal, State or Local Law

Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver or sell, controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved; the number of prior offenses, if any; whether death or serious bodily injury resulted from the use of such substance; and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to $4,000,000, supervised release, any combination of the above or all three. These sanctions are doubled when the offense involves either: (1) distribution or possession at or near a school or college campus; or (2) distribution to persons less than 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to $10,000 may be assessed for simple possession of “personal use amounts” of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two (2) years the minor’s senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. 39-17-417. (21 U.S.C. 801, et. Seq; T.C.A. 39-12-417) It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his or her employment), or consume alcoholic beverages, wine or beer, such offenses being classified as Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than $2,500, or both. (T.C.A. 1-3-113 and T.C.A. 57-5-301) It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21), such offense being classified a Class A misdemeanor. (T.C.A. 39-15-404) The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than $50, or both. (T.C.A S39-17-310)

2. Students

In addition to penalties students may be subject to under local, state or federal law, students violating this policy will be subject to disciplinary action, including, but not necessarily limited to:

a. Probation
b. Suspension

Tennessee College of Applied Technology Jackson
c. Expulsion from school

3. Employees

In addition to penalties employees may be subject to under local, state or federal law, employees violating this policy will be subject to disciplinary action, including but not limited to:

a. Probation
b. Suspension
c. Demotion
d. Termination

As a condition of employment, employees, including student employees, must abide by the terms of this policy and must notify their supervisor of any criminal drug statute or alcohol abuse conviction for a violation occurring in the workplace no later than five days after such conviction.

B. Dissemination of Policy

1. Employees

a. The human resources office will provide new employees with a copy of this policy, as part of the new employees’ orientation. New employees will sign orientation forms acknowledging that the policy was disseminated as part of their orientation.
b. The human resources office will send e-mail copies of this policy annually to all employees with e-mail access. Supervisors of employees without e-mail access will distribute paper copies to those employees.

2. Students

a. A copy of this policy will be included in the TCAT “Student Handbook” and on the college’s webpage. Returning students will receive a copy during the fall of each year.
b. The student services and enrollment management office will provide new students with a copy of this policy, as part of the new students’ orientation.

C. Violations

1. Supervisor Notification of Human Resources

Any supervisor becoming aware of an employee violation of this policy, whether by virtue of notification by an employee of a conviction or by other means, will immediately notify the Office of the Assistant Director.

2. Employees Funded by Federal Grants

The Assistant Director will notify the appropriate sponsor or granting agency within ten days after the college receives actual notice of an employee conviction.

Policy Statement Addressing Substance Abuse Education

[34 CFR §668.46(b)(10)]

A. General

Drug and Alcohol Awareness

The TCAT is committed to raising the awareness of students and employees of the health risks associated with the use of illicit drugs and the abuse of alcohol.

What Is Addiction?

Tennessee College of Applied Technology Jackson
When a drug user can’t stop taking a drug even if she/he wants to, it’s called addiction. The urge is too strong to control, even if you know the substance is causing harm.

Addiction is a chronic, often relapsing, brain disease that causes compulsive drug seeking and use, despite harmful consequences to the addicted individual and to those around him or her. Although the initial decision to use drugs or alcohol is voluntary for most people, the brain changes that occur over time challenge an addicted person’s self-control and hamper his or her ability to resist intense impulses to use drugs or alcohol.

Addiction can become more important than the need to eat or sleep. The urge to get and use the drug can fill every moment of a person’s life. The addiction replaces all the things the person used to enjoy. A person who is addicted might do almost anything—lying, stealing, or hurting people—to keep taking the drug. This could get the person arrested.

Addiction is a disease, just as diabetes and cancer are diseases. Addiction is not simply a weakness. People from all backgrounds, rich or poor, can get an addiction. Addiction can happen at any age, but it usually starts when a person is young.

Statement of Health Risks

Abusing drugs or alcohol interferes with the body’s normal functioning. Because drugs directly affect many parts of the brain, abuse can lead to problems with learning, sleeping and emotional health. Abuse can also lead to permanent damage of vital organs such as the brain, heart and liver and be manifested by heart attack, stroke, blood clots, lung damage, liver damage, cancer and sudden death.

Individuals who suffer from addiction often have one or more accompanying medical issues, including lung and cardiovascular disease, stroke, cancer, and mental disorders. Imaging scans, chest X-rays, and blood tests show the damaging effects of substance abuse throughout the body. For example, tests show that tobacco smoke causes cancer of the mouth, throat, larynx, blood, lungs, stomach, pancreas, kidney, bladder, and cervix. In addition, some drugs of abuse, such as inhalants, are toxic to nerve cells and may damage or destroy them either in the brain or the peripheral nervous system.

Even small doses of drugs and alcohol can significantly impair judgment and coordination. This is especially true in a person’s ability to safely drive a vehicle or operate other machinery. Moderate doses may increase incidents of aggressive acts like spouse or child abuse.

High doses can cause respiratory depression and death.

Fetal alcohol syndrome is a common problem of babies and infants born to mothers who drink alcohol during pregnancy. These infants can have mental retardation and irreversible physical abnormalities. Children born to alcoholic parents are at a greater risk of becoming alcoholics.

(Employee Handbook 2016)

A synopsis of those health risks is presented below.

B. Alcohol

Alcoholism is a complex, progressive disease that interferes with health, social and economic functioning. Untreated alcoholism results in physical incapacity, permanent mental damage and/or premature death. Alcohol is involved in one-third of all suicides, one-half of all traffic accidents and one-fourth of all other
accidents and is involved in over 50% of all arrests. Alcohol is the third leading cause of birth defects involving mental retardation. Use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Drinking is implicated in cancer, heart disease, gastrointestinal disease and other illnesses. Alcoholism has been estimated to reduce life expectancy by twelve years. Alcohol Beverage can damage all body organs, leading to liver, heart and digestive problems, circulatory system interference, change in personality, reproductive problems and central nervous system disorder such as poor vision, loss of coordination, memory loss, loss of sensation, mental and physical disturbances and permanent brain damage. The physical and psychological changes that occur as a result of addiction to alcohol can pave the way for addiction to pharmacologically similar drugs.

C. Illicit Drugs

The use of illicit drugs results in many of the health risks that are involved with alcohol use. Illicit drug use increases the risk of mental deterioration, death from overdose, physical and mental dependence or addiction, hepatitis and skin infections from needle use, psychotic reactions, inducement to take stronger drugs, brain damage, danger of flashback phenomenon, hallucinations, unconsciousness, deep depression, distortion of time and space, permanent damage to lungs, brain, kidneys and liver, death from suffocation or choking, anemia, amnesia, AIDS and other infections. If used excessively, the use of alcohol and drugs singly or in certain combinations may cause death.

D. Counseling, Treatment and Rehabilitation Programs

The Assistant Director along with Human Resources will assist students and/or employees by providing information concerning treatment resources in the surrounding area and assisting individuals in making initial contact with treatment providers. Regular employees may also use the Employee Assistance Program (EAP) by calling 1-855-437-3486 or on the web at http://www.here4tn.com/. Information concerning the EAP is available in the Office of Human Resources.

Prevention Assistance

Drug and alcohol addiction are preventable diseases. Effective education and outreach programs can lead to reduced instances of abuse. Abuse can be prevented if one never uses drugs.

It is the policy of the college to prohibit the illegal use, abuse, manufacture, possession, sale, or distribution of alcoholic beverages or any controlled substance, including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana on college-owned, controlled, or leased property. Such use, solicitation, sale or distribution is prohibited during any school-related activity, including off-campus trips. All students are subject to applicable federal, state and local laws related to this matter. In addition, any violation of this policy will result in disciplinary actions as set forth in the Student Conduct Policy and Disciplinary Sanctions section of this Handbook. Students are also subject to arrest and prosecution by civil authorities for violation on campus.

College personnel will seek to identify abuse problems and provide immediate intervention and assistance. The college will assist any individual whose mental or physical health is threatened by the use or abuse of alcohol or drugs. The college counselor can refer individuals to community resource centers for abuse counseling and rehabilitation. (Employee Handbook 2016)

The Office of Student Services has a listing of additional resources available.

| JACOA | Pathways of Tennessee, Inc. | Pathways Henderson County |
| jacoa.org | 238 Summar Drive | 759 West Church Street |
| 900 E. Chester Street, Jackson, TN 38301 | Jackson, TN 38301 | Lexington, TN |
| (731) 423-3653 | (731) 541-8200 | (731) 968-8197 |

Tennessee College of Applied Technology Jackson
Campus Violence Policy
(Employee Handbook 2016)

This policy is adopted by Tennessee College of Applied Technology Jackson (TCAT-Jackson) (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 located at https://policies.tbr.edu/policies/sex-discrimination-and-sexual-harassment-0

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 TCAT-Jackson and the conduct has a reasonable connection to the institution;

C. All third parties with whom TCAT-Jackson 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 of former spouses;
2. Live together or have lived together;
3. Are related by blood or adoption;
4. Are related or were formally related by marriage; or,
5. Are adult or minor children of a person in a relationship described above.
Domestic Violence—includes, but is not necessarily limited to:

1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
2. Placing the accuser in fear of physical harm;
3. Physical restraint;
4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
5. Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – TCA § 36-3-601

D. Sexual Assault—the nonconsensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser’s, the accused’s, or any other person’s intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser’s, the accused’s, or any other person’s intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.

E. Sexual Misconduct—for the purposes of this policy, “sexual misconduct” is defined as dating violence, domestic violence, stalking, and sexual assault.

F. Stalking—a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Harassment – means conduct directed toward the accuser that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose– TCA § 39-17-315

III. Prohibition of Sexual Misconduct

Sexual misconduct is a form of sex discrimination prohibited by Title IX. TCAT-Jackson 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. TCAT-Jackson strictly prohibits these offenses. Any allegation of sexual misconduct as defined herein will be investigated and adjudicated according to this policy.

IV. Immediate Actions a Victim Should Take

A. In the immediate aftermath of a sexual assault, domestic violence, dating violence or similar event, the most important thing is for the victim to get to a safe place.
B. When a feeling of safety has been achieved, the victim should seek medical attention, regardless of his or her decision to report the crime to the police. It is very important for the victim of sexual assault to seek medical attention immediately so that the victim can be screened for sexually transmitted diseases/pregnancy/date rape drugs, obtain emergency contraception,
and receive treatment for any physical injuries.

C. A victim has the right to accept or decline any or all parts of a medical exam. However, critical evidence may be lost or missed if not collected or analyzed.

D. Valuable physical evidence can be obtained from the victim and the victim’s clothing. A victim should make every effort to save anything that might contain the offender’s DNA.

Therefore, a victim should not:
1. Bathe or shower;
2. Wash his/her hands;
3. Brush his/her teeth;
4. Use the restroom;
5. Change clothes;
6. Comb hair;
7. Clean up the crime scene; or
8. Move anything the offender may have touched.

E. Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.

F. Victims of sexual misconduct are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators.

V. Reporting Sexual Misconduct

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

The following provisions detail the confidentiality options available to individuals.

A. Reporting Confidentially

If a victim chose to report an incident of sexual misconduct in a confidential manner, the victim can report the incident to the following agency who employs licensed counselors and is required by Tennessee State law to maintain confidentiality of a victim:

Sexual Assault CENTER Counseling & Education
101 French Landing Dr.
Nashville, TN 37228
(615) 259-9055
24-hour hotline: 1-800-879-1999
http://www.Sacenter.org/

W.R.A.P.
http://wraptn.org
1-800-273-8712
512 Roland Avenue
Jackson, TN 38301
(731) 668-0411

The Sexual Assault Center (S.A.C.) opened its doors in 1978. Today, we are the only place in Middle Tennessee that is exclusively dedicated to providing counseling to child and adult sexual assault victims. In addition, we have programs that educate students on how to recognize and prevent sexual assault. Our counselors are specialists in the field and have worked with more than 20,000 survivors since we opened our doors. Approximately half of our clients are children. With treatment, clients can begin to heal – moving beyond trauma into living healthy, productive lives. We take a holistic approach and work with the entire family. Beyond individual treatment, we offer group therapy sessions for children, teens, men, women, and families of survivors.
B. Filing an Institutional Complaint

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

1. The College shall not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

2. Before a Complainant reveals any information to an employee, the employee must ensure that the Complainant understands the employee’s reporting obligations.

3. If the Complainant wants to tell an employee what happened but also maintain confidentiality, the employee must advise the Complainant that the College will consider the request, but cannot guarantee that it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the Complainant’s request for confidentiality.

4. An institutional complaint can be filed directly with either or both of the following:

   Title IX Coordinator                     Student Services Coordinator
   John Hodgson                             Jackson, TN 38301
   2468 Technology Center Drive            2468 Technology Center Drive
   Jackson, TN 38301                       Jackson, TN 38301
   john.hodgson@tcatjackson.edu            (731) 424-0691, Ext. 102
   (731) 424-0691, Ext. 143

C. Filing a complaint with local law enforcement.

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

Main Campus: Jackson
Madison County Sheriff’s Office, 546 E. College Street, Jackson, TN 38301
(731) 423-6000

TCAT-Jackson – Lexington Extension Campus
Henderson County Sheriff’s Office, 170 C Justice Center Drive, Lexington, TN 38352
(731) 968-7777

TCAT-Jackson – Humboldt Higher Education Instructional Service Center
Humboldt City Police Department, 1421 Osborne Street, Ste. 2, Humboldt, TN 38343
(731) 784-1322

TCAT-Jackson – Henderson/Chester County Instructional Service Center
121 Crook Ave, Henderson, TN 38340, (731) 989-2201

VI. Role of Title IX Coordinator

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

1. Investigation or oversight of investigations of allegations related to Title IX;
2. Coordination and oversight of educational programs including mandatory training for new students and employees and awareness campaigns for current students and employees;
3. Coordination with local law enforcement on matters related to allegations related to sexual misconduct;
4. Coordination and oversight of training for anyone involved in responding to, investigating, or adjudicating sexual misconduct;
5. Coordination and oversight of training for employees related to their responsibility when they are aware of sexual misconduct;
6. Coordination and oversight of annual training for investigators, decision makers, hearing officers and hearing committee members on the issues related to sexual misconduct and on how to conduct an investigation and hearing process that protects the safety of Complainants and promotes accountability; and
7. Attending appropriate training annually on topics related to responding to or investigating allegations of sexual misconduct.

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

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

VII. Investigation Requirements and Procedures

A. All proceedings will include a prompt, fair, and impartial investigation and result. The College will provide the Respondent and Complainant equitable rights during the investigative process.
B. Subject to the Institution's Confidential Policy, all complaints of sexual misconduct shall be presented to the Title IX Coordinator for investigation and appropriate disposition.
C. Mediation between the Complainant and Respondent will never be considered an appropriate resolution in sexual misconduct cases.
D. Initiating an investigation

1. Immediately upon receipt of a complaint, the Title IX Coordinator shall communicate with the Complainant to identify and implement any reasonable interim measures. Absent good cause, within three (3) business days of receipt of a report of sexual misconduct the Title IX Coordinator or designee shall attempt to get a written statement from the Complainant that includes information related to the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. The Complainant should be encouraged to complete a complaint form and submit a detailed written report of the alleged incident.
2. When the Complainant chooses not to provide a written complaint, the Title IX Coordinator or designee will still investigate and take appropriate action.
3. In addition to immediate interim measures, the Title IX Coordinator shall consult with the Complainant during the pendency of the investigation and consider what, if any, administrative measures may be necessary.
4. Complaints made anonymously or by a third party will be investigated to the extent possible.
5. After consultation with TBR General Counsel, if the Title IX Coordinator determines that the
complaint contains an allegation of sexual misconduct, the Title IX Coordinator shall follow the procedures set forth in this policy to investigate and adjudicate the complaint.

6. The Title IX Coordinator may appoint a qualified, sufficiently trained person to investigate the allegations made in the complaint.

7. Only one person shall be identified as the investigator for a complaint.

8. Investigations shall be conducted by officials who do not have a conflict of interest or bias for or against the Complainant or Respondent.

9. If the Complainant or Respondent believes the assigned investigator has a conflict of interest, that party must submit a written explanation of the reason for that belief to the College’s President. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The President will determine if the facts warrant the appointment of a different investigator and respond to the party in writing within three (3) business days, absent good cause. The decision of the President shall be final.

E. What the investigation should and should not entail

1. Once the investigator receives the complaint, the investigator shall notify the Complainant in writing of his/her rights and request a meeting.

2. The investigator shall also notify the Respondent in writing of the complaint and his/her rights and request a meeting with the Respondent.

3. The investigator shall notify the Complainant, Respondent and all individuals interviewed during the investigation that retaliation is strictly prohibited and may be grounds for disciplinary action. In addition, the investigator shall advise all interviewees that they should contact the investigator immediately if they believe they are being retaliated against.

4. The investigation shall include interviews with both the Complainant and Respondent, unless either declines an in-person interview.

5. The Complainant and Respondent shall be provided with the same opportunities to have others present during an interview, including the opportunity to be accompanied by the advisor of their choice to any related meeting or proceeding.

6. The College will not limit the choice of advisor for either the Complainant or Respondent; however, the investigator may limit the participation of advisors during the investigation.

7. The investigation shall include interviews with relevant witnesses identified by the Complainant and Respondent or any other potential, relevant witness made known to the investigator via other means.

8. The investigation shall include the gathering and reviewing of any documentary, electronic, physical, or other type of relevant evidence.

9. The investigator is expected to request a list of relevant witnesses and evidence from Complainant and Respondent and take such into consideration.

10. The investigator shall not consider any evidence about the Complainant’s prior sexual conduct with anyone other than the Respondent. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

VIII. Outcome of Investigation and Determination of Appropriate Action

A. Upon completion of the investigation, the investigator shall prepare a written report that includes the allegations made by the Complainant, the response of the Respondent, corroborating or non-corroborating statements of the witnesses, review of other evidence obtained, and conclusions that may be drawn from the evidence gathered.

B. It is the responsibility of the investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given to information received during the course of the investigation.
C. The report shall be delivered to the Assistant Director.
D. After review of the report, the decision maker shall make a determination based on a preponderance of the evidence presented as to whether or not a violation of this policy occurred.
E. The decision maker’s determination shall be communicated in writing simultaneously to the Complainant and Respondent, along with notice to the parties of their right to request an institutional hearing on the determination that a policy violation did or did not occur.

IX. Timeframe for conducting the investigation

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

X. Institutional Hearing

A. Either party may request an institutional hearing on the determination that a policy violation did or did not occur by providing written notice of the request to the investigator within ten (10) business days of receipt of the decision maker’s decision.
B. If a request is not received within ten (10) days, the decision maker’s determination is final.
C. The hearing shall be held before a hearing committee. The President of the College shall appoint individuals to serve on the hearing committee. All hearing committee members shall receive, at a minimum, annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
D. If the Complainant or Respondent believes that any hearing committee member has a conflict of interest, that party must submit a written explanation of the reason for that belief to the. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The Assistant Director will determine if the facts warrant the appointment of a different committee member and respond to the party in writing within three (3) business days, absent good cause. The decision of the Assistant Director shall be final.
E. If such a hearing is requested, every reasonable effort shall be made to conclude the hearing and resolve the appeal, including any appeal to the President within thirty (30) days following the College’s receipt of the party’s request for a hearing.
F. The parties to the hearing may not engage in formal discovery.
G. Each party is entitled to have an advisor of choice available; however, the advisor may not participate in the proceeding other than to render advice to the party.
H. The College will not limit the choice of advisor for either the Complainant or Respondent.
I. The Complainant and Respondent shall be timely notified in writing of all meetings relevant to
J. The chair of the hearing committee shall control the procedures of the hearing with due consideration given to the parties’ requests related to procedures such as, but not limited to, limitations on cross-examinations, recesses so the parties may consult with their advisors, and scheduling of hearings. The chair of the hearing committee shall conduct the proceedings in a manner that does not allow the Respondent to directly question the Complainant in person.

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

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

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

XI. Appeal of Hearing Decision to the President

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

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

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

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

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

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

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

C. If the Respondent is a student, the College will follow the procedures for disciplining students as described in TBR Policy 3:02:00:01 and TCAT-Jackson’s Student Conduct Policy found in the Student Handbook. If the Respondent is an employee, the College will follow the procedures related to disciplining employees as described in applicable employee policies.

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

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

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

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

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

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

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

XIII. Interim Measures

A. In situations that require immediate action because of safety or other concerns, the College will take any reasonable administrative action that is appropriate. Examples of such interim actions include, but are not limited to:

B. Providing an escort to ensure that the Complainant can move safely between classes and activities;

C. Ensuring that the Complainant and Respondent do not attend the same classes;

D. Providing references to counseling services;

E. Providing references to medical services;

F. Providing academic support services, such as tutoring; and

G. Arranging for the Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant’s academic record.

H. These remedies may be applied to one, both, or multiple parties involved.

I. Student Respondents may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation. The College shall follow TBR Policy 3:02:00:01 and TCAT Jackson’s Student Conduct Policy, Student Handbook/Catalog, http://tcatJackson.edu/document-center, before placing a student Respondent on interim suspension.

J. Employee Respondents may be, consistent with Human Resource policies, placed on administrative leave pending the outcome of the matter.

XIV. Education and Prevention Programs

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

1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;

2. Defines what behavior constitutes domestic violence, dating violence, sexual assault and stalking;

3. Defines what behavior and actions constitute consent to sexual activity in the State of Tennessee;

4. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault and stalking against a person other than the bystander; and

5. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.

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

A. Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual misconduct and will provide each victim with a written explanation of her/his rights as a member of the College as located at http://tcatJackson.edu/campus-
violence-policy.
B. Additionally, in the Tennessee court system, a victim of domestic violence, dating violence, sexual assault and stalking has the following rights: the right to confer with the prosecution, right to be free from intimidation, harassment and abuse throughout the criminal justice system, the right to be present at all proceedings where the defendant has the right to be present, the right to be heard, when relevant, at all critical stages of the criminal justice process as defined by the General Assembly, the right to be informed of all proceedings, and of the release, transfer or escape of the accused or convicted person, the right to a speedy trial or disposition and a prompt and final conclusion of the case after the conviction or sentence, the right to restitution from the offender and the right to be informed of each of the rights established for victims. Information related to these rights may be found at http://www.tndagc.com/vr.htm.
C. Protection from abuse orders may be available through http://www.tncourts.gov/programs/self-help-center/forms/order-protection-formsand additional information related to such orders may be found at http://tncoalition.org/resources/legal-resources.html.
D. The College does not publish the name of crime victims nor maintain identifiable information regarding victims in the Daily Crime Log or in the release of timely warnings.

XVI. Resources for Victims of Sexual Misconduct.
The resources listed below are not exhaustive or limited to victims who wish to make an official report or participate in an institutional hearing, police investigation or criminal prosecution. However, in cases where a victim wishes to maintain complete confidentiality, the victim should review carefully Section IV above related to the limits on the College’s ability to maintain confidentiality.
A. On Campus Resources

<table>
<thead>
<tr>
<th>Office</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Title IX Coordinator</td>
<td>2468 Technology Center Dr. Jackson, TN 38301</td>
<td>(731) 424-0691, Ext. 102 <a href="mailto:John.Hodgson@tcatJackson.edu">John.Hodgson@tcatJackson.edu</a></td>
</tr>
<tr>
<td>Student Services Coordinator</td>
<td>2468 Technology Center Dr. Jackson, TN 38301</td>
<td>(731) 424-0691, Ext. 143</td>
</tr>
</tbody>
</table>
B. On-line Resources:

http://tncoalition.org/- State Coalition Against Rape
http://tncoalition.org/- State Coalition Against Domestic Violence
http://www.thehotline.org/- Website for LGBTQ survivors of sexual or domestic violence and minority women survivors of sexual or domestic violence
http://www.pandys.org/malesurvivors.html-Website for male survivors
http://www.rainn.org – Rape, Abuse and Incest National Network
http://www.ovw.usdoj.gov/sexassault.html - Department of Justice
http://www2.ed.gov/about/offices/list/ocr/index.htmlDepartment of Education, Office of Civil Rights

Retaliation

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

Additional information regarding the following TBR Policies:

6:01:00:00 – Sex Discrimination, Sexual Harassment or Sexual Misconduct
6:02:00:00 - Sex Discrimination and Sexual Harassment
6:03:00:00 – Sexual Misconduct

Computer Operation and Internet Access

As a student of The Tennessee College of Applied Technology Jackson (TCAT-Jackson) and all of its affiliate campuses, access to information technology resources and services has been granted to me, as a privilege, for performing student-related tasks or employee-related duties and responsibilities. At a minimum, the following guidelines must be adhered to:

Downloading/coping files or software for personal use is a violation of the Acceptable Use Policy.

All individuals must refrain from monopolizing their computer systems, creating unnecessary and excessive data, unnecessary computer/internet access, computer disk space, printer paper, or other information technology resources.

No persons are permitted to make any changes to their system without proper authorization in order to gain unapproved internet access. Altering any of the default computer hardware configurations is also not permitted.

Software is protected under copyright laws; therefore, software may NOT be copied, downloaded, or utilized without appropriate authorization. Additional information on copyright infringement is available online TCAT-Jackson’s website and in the Student Handbook.

TCAT-Jackson electronic records sent, received, or stored on personal devices & computers owned, leased, or administered by TCAT-Jackson are the property of the College and the Tennessee Board of Regents. As such, the content of such records, including electronic mail, are subject to inspection by TCAT-Jackson personnel & law enforcement investigators. Users have no reasonable expectation of privacy in the use of these resources & their personal device’s may be confiscated and examined for evidence during an investigation.

It is the policy of TCAT-Jackson that college telephones are to be used for business purposes only. Employees are expected to exercise reasonable discretion in using College desk phones for personal use. Employees/Students are expected to exercise the same discretion in using personal cellular phones as is expected for the use of College phones. Excessive personal calls during the work day, regardless of the
phone use, can interfere with employee productivity and be distracting to others. All individuals are subject to criminal charges for illegal internet actions on their part. Further, students and employees must report to TCAT-Jackson administration any observations of attempted security violations or illegal activities as defined by local, state, or federal laws.

Any person who violates this policy will be subject to appropriate disciplinary sanctions, including dismissal and/or possible prosecution. *(Employee Handbook 2016)*

Any additional guidelines for computer and internet access will be provided by the program instructor.

**Due Process**

Internal complaints, charges or claims shall be handled through the established procedures at the institution. Procedures on various actions are found in this handbook.

**General Regulations on Student Conduct and Disciplinary Sanctions**

TBR Policy 3:02:00:01

**I. Policy Statement**

A. Students enrolled in postsecondary educational institutions are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by nonstudents. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents ("TBR" or "the Board") has authorized the presidents of the institutions and presidents of the colleges of applied technology under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

B. Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the State Board of Regents has developed the following regulations, which are intended to govern student conduct on the several campuses under its jurisdiction. Each institution under the jurisdiction of the TBR is directed to implement policies subject to, and consistent with, these regulations. In student discipline policies, each institution may expand on these regulations, subject to Board approval. In addition, students are subject to all federal, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institutions may enforce their own regulations regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.

C. For the purpose of these regulations, a “student” shall mean any person who is admitted and/or registered for study at a State Board of Regents institution for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution. Finally, “student” shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the regulations governing student conduct. Students are responsible for compliance with the Rules of Student Conduct and with similar institutional policies at all times.

D. Disciplinary action may be taken against a student for violation of the regulations which occur on institutionally owned, leased or otherwise controlled property, while participating in international or
distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution. Institutions may enforce their own regulations regardless of the status or outcome of any external proceedings instituted in any other forum, including any civil or criminal proceeding.

E. These regulations, and related material incorporated herein by reference, are applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the organization.

F. Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. § 10-7-504(a)(4), a student’s disciplinary files are considered “educational records” and are confidential within the meaning of those Acts.

II. Disciplinary Offenses

A. Institutional disciplinary measures shall be imposed, through appropriate due process procedures, for conduct which adversely affects the institution’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 property owned or controlled by an institution.

B. Institutions shall adopt and publish a non-exclusive list, providing notice of offenses for which both individuals and organizations may be subject to disciplinary action. The list may include any appropriate offense given the specific needs of the individual institution, subject to prior review and approval of the Board. Institutions are pre-authorized to implement any or all of the disciplinary offenses, in the form set forth immediately below, without need for prior review or approval by the Board:

1. Conduct Dangerous to Self or Others. Any conduct, or attempted conduct, which constitutes a danger to any person’s health, safety, or personal wellbeing, including, but not limited to, the following:
   a. Physical and/or verbal abuse,
   b. Threats and/or intimidation,
   c. Harm inflicted on self.

2. Hazing. Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;

3. Disorderly Conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations, classrooms, other groups or individuals;

4. Obstruction of or Interference with institutional activities or facilities. Any intentional interference with or obstruction of any institutional, program, event, or facility including the following:
a. Any unauthorized occupancy of facilities owned or controlled by an institution or blockage of access to or from such facilities,
b. Interference with the right of any institution member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by an institution,
c. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of an institution, or failure to comply with any emergency directive issued by such person 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 another including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices;

6. Theft, Misappropriation, or Unauthorized Sale of Property; Any act of theft, misappropriation, or unauthorized possession or sale of institution or school property or any such act against a member of the institution or school community or a guest of the institution or school.

7. Misuse of Documents or Identification Cards. Any forgery, alteration of or unauthorized use of institutional 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 institution;

8. Firearms and Other Dangerous Weapons. Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons;

9. Explosives, Fireworks, and Flammable Materials. The unauthorized possession, ignition or detonation of any object or article which would 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 use and/or possession of alcoholic beverages on institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption;

11. Drugs. The unlawful possession or use of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana), sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property;

12. Drug Paraphernalia. The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property;
13. Public Intoxication. Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance;

14. Gambling. Unlawful gambling in any form;

15. Financial Irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution;

16. Unacceptable Conduct in Disciplinary Proceedings. Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contumacious, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness;

17. Failure to Cooperate with Institutional Officials. Failure to comply with directions of institutional officials acting in the performance of their duties;

18. Violation of General Rules and Regulations. Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;

19. Attempts, Aiding and Abetting. Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (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). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution;

20. Violations of State or Federal Laws. Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;

21. Violation of Imposed Disciplinary Sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the institution;

22. Sexual Battery or Rape. Committing any act of sexual battery or rape as defined by state law;

23. Harassment or Retaliation. Any act by an individual or group against another person or group in violation of TBR policies, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, TBR policies 5:01:02:00,(F), 5:01:02:00, 2:02:10:01 and TBR Guideline P-080;

24. Academic Misconduct. Plagiarism, cheating, fabrication. 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 attribution,

   b. Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. 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.

25. Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession of any key for an institutional facility without proper authorization;

26. Litter. Dispersing litter in any form onto the grounds or facilities of the campus;

27. Pornography. Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value;

28. Abuse of Computer Resources and Facilities. Misusing and/or abusing campus computer resources including, but not limited to the following:
   a. Use of another person's identification to gain access to institutional computer resources,
   b. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems,
   c. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file,
   d. Unauthorized transfer of a computer or network file,
   e. Use of computing resources and facilities to send abusive or obscene correspondence,
   f. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system
   g. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official,
   h. Violation of any published information technology resources policy,
   i. Unauthorized peer-to-peer file sharing;

29. Unauthorized Access to Institutional Facilities and/or Grounds. Any unauthorized access and/or occupancy of institutional facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;

30. Providing False Information. Giving any false information to, or withholding necessary information from, any institutional official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution;

31. Unauthorized Surveillance. Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means;
32. Smoking Violations. Violation of any TBR and/or institutional smoking or other tobacco use rules or policies.

C. Disciplinary action may be taken against a student for violations of the foregoing regulations which occur at or in association with enrollment at an institution governed by the State Board of Regents for any academic period. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters. Conduct occurring while a student is registered or enrolled at the institution, but not discovered until after the awarding of a degree is actionable under these provisions and may result in the retroactive application of a disciplinary sanction. Should a student withdraw from the institution with disciplinary action or academic misconduct action pending, the student’s record may be encumbered by the appropriate institutional office until the proceedings have been concluded.

III. Academic and Classroom Misconduct
A. The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, 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 institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.

B. 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 institutional disciplinary procedures, the instructor has the authority to assign an appropriate grade for the exercise or examination, proportional to the nature and extent of academic misconduct. Disciplinary sanctions will be imposed only through the appropriate institutional student disciplinary processes.

C. Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary sanction, through appropriate institutional academic misconduct or grade appeal procedures. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.

D. Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

IV. Disciplinary Sanctions
A. Institutions shall adopt and publish a policy, providing notice of potential disciplinary sanctions applicable to both individuals and organizations. The policy may include any appropriate sanction, given the specific needs of the individual institution, subject to prior review and approval of the Board. Institutions are preauthorized to implement any or all of the sanctions, in the form set forth in sub-section (2) below, without need for prior review or approval by the Board. Upon a determination that a student or student organization has violated any of the disciplinary offenses set forth in these regulations, institutional disciplinary policies, or the general policies of an institution, disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institution or school officials.
B. Definition of Sanctions:

1. Restitution. Restitution may be required in situations which involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organization is obligated by the appropriate judicial authority to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any such payment in restitution shall be limited to actual cost of repair, replacement or financial loss;

2. Warning. The appropriate institutional official may notify the student or student organization that continuation or repetition of specified conduct may be cause for other disciplinary action;

3. Reprimand. A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these regulations and provides notice that that any further violation(s) may result in more serious penalties;

4. Service to the Institution or Community. A student, or student organization, may be required to donate a specified number of service hours to the institution performing reasonable tasks for an appropriate institution office, official(s), or the local community. The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing institutional property);

5. Specified Educational/Counseling Program. A student or student organization may be required to participate in specified educational or counseling program(s) relevant to the offense, or to prepare a project or report concerning a relevant topic;

6. Apology. A student or student organization may be required to apologize to an affected party, either verbally or in writing, for the behavior related to a disciplinary offense;

7. Fines. Penalties in the form of fines may be imposed against a student or student organization whenever the appropriate institutional authority deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action;

8. Restriction. A restriction upon a student’s or student organization’s privileges for a period of time may be imposed. This restriction may include, for example, denial of the ability to represent the institution at any event, ability to participate in institution or TBR sponsored travel, use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges;

9. Probation. Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these regulations. Any student or organization placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon extracurricular activities, or any other appropriate special condition(s). Any conduct in further violation of these regulations while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action;

10. Suspension. Suspension is the separation of a student or student organization from the institution for a specified period of time. Suspension may be accompanied by special conditions for readmission or recognition;

11. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student’s admission, or a student organization’s recognition to the institution. A student or organization that has been expelled may not enter institution property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;

12. Revocation of Admission, Degree, or Credential;

13. Interim Suspension. As a general rule, the status of a student or student organization accused of violation of these regulations should not be altered until a final determination has been made in regard to the charges. However, interim suspension, pending the completion of
disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, any other member of the institution its guests, property, or substantial disruption of classroom or other campus activities. In any case of interim suspension, the student, or student organization, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension;

14. Housing Probation. Continued residence in campus or student housing may be conditioned upon adherence to these regulations as well as institutional housing regulations. Any resident placed on housing probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon the activities of the resident, including any other appropriate special condition(s);

15. Housing Suspension and Forfeiture. A resident suspended from housing may not reside, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended resident shall be required to forfeit housing fees (including any unused portion thereof and the Housing Deposit). A suspended resident must vacate the housing unit. Housing suspension shall remain a part of the student resident’s disciplinary record.

C. The president of each institution is authorized, at his or her discretion, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

V. Traffic and Parking

A. General: Institutions governed by the TBR shall adopt institutional policies governing traffic and parking on their respective campuses. The purpose of these regulations shall be to facilitate the orderly and efficient flow of traffic on those campuses, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space. Institutional policies enacted in compliance with this rule shall be subject to prior review and approval of the TBR. Once adopted, such policies shall be published, at least annually, and, as appropriate, through signage, traffic/parking handbooks, student/faculty handbooks and institutional websites.

B. Registration of Automobiles/Permits/Decals: TBR institutions shall adopt policies regarding the registration of vehicles and/or the issuance of decals and/or permits on campus, and/or the alternate use of campus access fees in lieu of registration of individual vehicles for the purpose of effective enforcement of campus traffic and/or parking regulations. Reasonable fees/costs may be assessed in association with the vehicle registration, permit, or decal issuance process. Any fees/costs associated with registration of vehicles or the issuance of permits/decals, together with appropriate information sufficient to justify the fee/cost amount, shall be submitted for review and approval by the TBR prior to implementation at any institution, pursuant to the requirement set forth in TBR policy.

C. Parking: TBR institutions shall adopt policies with regard to parking on institution owned, operated, or controlled sites. Those policies shall reflect the physical availability and limitations of parking facilities at institution owned, operated, or controlled sites. TBR institutions are further authorized to adopt appropriate parking zones or designated parking systems for faculty, staff, students, residents of campus housing, visitors, and other appropriate groups. Institutions may also establish a schedule of hours for enforcement for parking regulations at their various campus sites. Reasonable fees/costs may be assessed in association with the issuance of parking decals or passes as set forth in section (2) above. Any fees/costs associated with parking permits/decals, together with appropriate information sufficient to justify the fee/cost amount, shall be submitted for review and approval by the TBR prior to implementation at any institution, pursuant to the requirement set forth in TBR policy.
D. Traffic: TBR institutions shall adopt policies with regard to motor and other vehicular traffic on institution owned, operated, or controlled sites. Those policies shall reflect the nature of traffic patterns, roads, and physical limitations of the particular institution owned or controlled site. TBR institutions are further directed to adopt and publish a traffic code reflecting the traffic rules and offenses for that institution’s sites. Such violations may include, but are not limited to, all traffic offenses provided under state, county, or municipal ordinance applicable to the locality of each institutional site. Adoption of such policies shall be subject to prior review and approval by the TBR. Once adopted or amended all traffic and parking regulations shall be affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.

E. Fines/Penalties: TBR institutions shall have the authority to adopt appropriate fines and/or disciplinary sanctions for violations of the traffic and parking regulations established pursuant to sections (3) & (4) above. Fines may be set as determined necessary at each institution, but shall not exceed the amounts provided for by the higher of state law, county, or municipal ordinance for the same offense. Such fines are subject to the prior review and approval of the TBR, pursuant to the requirement set forth in TBR policy. Proposed fines shall be submitted to the TBR together with information sufficient to justify the fine. Such information shall include consideration of state/county/municipal fines for the same offense, fines for the same offense at similarly situated institutions, association to enforcement costs at the institution, and/or the unique traffic/parking considerations at each institution. Once adopted or amended, all fines shall be affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.

F. Appeals: Institutions shall establish an appropriate system of due process associated with any traffic/parking codes or fines, consistent with the due process requirements set forth in TBR System wide Rule 0240-02-03-.06 below, wherein persons cited for violation of institutional traffic/parking regulations may contest their citations. Institutions are authorized to establish alternative or multiple methods/bodies for hearings and/or for the resolution of such matters.

VI. Disciplinary Procedures

A. General: Institutions governed by the TBR, in the implementation of TBR regulations pertaining to discipline and conduct of students, shall insure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law. In furtherance of this mandate, all TBR institutions shall enact policies setting forth the disciplinary procedures for the institution. All such policies shall be enacted in compliance with this rule, TBR Policy 3:02:01:00, applicable state and federal law. All policies adopted pursuant to this rule shall be subject to prior review and approval by the Board of Regents. Once adopted or amended, all disciplinary procedures shall be affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.

B. TUAPA: All cases which may result in: (a) suspension or expulsion of a student, or student organization, from the institution, for disciplinary reasons or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA), T.C.A. § 4-5-301 et seq., and shall be processed in accord with the Uniform Contested Case procedures adopted by the Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of in accord with institutional procedures or waives all right to contest the case under any procedure. These procedures shall be described in the institution’s policy.

C. Institutional Procedures: For matters not subject to the requirements of TUAPA, each institution shall include in its policies a description of the procedures applicable at each level of a
student/organizational misconduct, student housing violation or traffic/parking violation proceeding, including procedures for the initiation, investigation, resolution and/or prosecution of a violation applicable at each level, including appeal(s). This policy shall also set forth minimum requirements for advance notice of charges/violations as well as the time, date, and place for any procedure or hearing.

D. Institutional Hearings: For matters not subject to the requirements of TUAPA, institutions shall establish a body or bodies, with authority to hear student/organizational misconduct, student housing violations, or traffic/parking violations. Such body may be constituted as determined by the institution and may consist of one (1) individual or a committee. Authority may be vested in a single entity or in separate bodies.

E. Minimum Requirements of Due Process for Institutional Hearings: Institutional hearing bodies and procedures governing discipline in cases of student/organizational misconduct, student housing violations and/or traffic/parking violations may be structured in any manner deemed appropriate given the organizational structure of the individual institution, but shall include the following minimal procedural components:

1. The student shall be advised, in writing, of the breach of regulation(s) of which she/he is charged;
2. The student shall be advised of the time, date, and place of the hearing allowing reasonable time for preparation;
3. The student shall be advised of the following rights applicable at the hearing:
   a. The right to present his or her case,
   b. The right to be accompanied by an advisor,
   c. The right to call witnesses in his or her behalf,
   d. The right to confront witnesses against him or her, and
   e. The student shall be advised of the method and time limitations for appeal, if any is applicable.

Students subject to any disciplinary sanction are entitled to a due process hearing unless that right is waived by the student after receiving written notice of the available procedures.

F. Interim Suspension Hearings: Hearings conducted with regard to interim suspensions imposed pending the outcome of a disciplinary investigation or proceeding shall be conducted consistent with the minimum requirements of due process applicable to an institutional hearing, taking into account the need for a timely hearing. The evidence presented at the hearing shall be limited to that which is relevant to the basis asserted for imposition of the interim suspension.

G. Alternative Resolution Procedures: Institutions are authorized to establish alternative or multiple methods/bodies for hearings and/or for the resolution of disciplinary matters, with the consent of all relevant parties. Alternative resolution methods may include, but are not limited to, mediation, diversion programs, and/or negotiated resolutions.

H. The president of each institution is authorized, at his or her discretion, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any finding or sanction imposed to a lesser finding or sanction, or to rescind any previous finding or sanction, in appropriate cases.

Student Grievance Procedure

Purpose

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

I. Scope and Limitations

Any student who believes he or she has been treated unfairly or inequitably with regard to the terms or conditions of his/her enrollment may utilize these procedures.

1. Students must present their concerns in writing within five business days (excludes holidays and weekends) 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.

E. Allegations of sexual harassment or racial discrimination shall be processed in accordance with procedures outlined in TBR Guideline P-080, Discrimination & Harassment – Complaint and Investigation Procedure.

F. In matters of disciplinary offenses or academic and classroom conduct, 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. 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.

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

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

II. Process

It is the philosophy of the Tennessee Colleges of Applied Technology that many complaints or concerns can be resolved through open and clear communications. It is also the intent of the Tennessee Colleges of Applied Technology that conflict resolution be resolved at the lowest level possible. Therefore, the first step of resolution will be an informal meeting of the TCAT Instructor, Coordinator of Student Services and the complainant in an attempt to resolve the concern.

1. If a resolution cannot be reached through informal discussion, the student may file a written complaint with the Office of Student Services. The Student Services Coordinator and/or Assistant Director 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. The student’s written complaint should include:

   a. A statement of the grievance and the facts upon which it is based;
   b. Dates of the occurrences;

Tennessee College of Applied Technology Jackson
c. Attempts made to resolve the grievance;
d. The remedy or corrective action sought;
e. Signature of the aggrieved student and the date of the written grievance.

2. If the student is not satisfied with how the Student Services Coordinator and/or Assistant Director attempted to resolve the issue, the student may appeal to the Director within five (5) business days (excludes holidays and weekends) of receipt of the Student Services Coordinator’s letter.

   a. The Director may discuss the matter with the student and the Student Services Coordinator, any other personnel he/she feels appropriate and/or establish an ad hoc committee to hear the complaint and make a recommendation to the Director.

   b. The Director will provide a written decision to the student within five (5) business days (excludes holidays and weekends) of receipt of the appeal.

5. If the grievance is not settled at the institutional level, an appeal may be made within five (5) business days (excludes holidays and weekends) of the TCAT Director’s decision to the institution’s accrediting agency at:

   Contact: Council on Occupational Education
            780 Roswell Road, Building 300, Suite 325
            Atlanta, GA 30350
            Telephone: 770.396.3898/Fax: 770.396.3790
            Website: www.council.org
Sexual Harassment Policy
Title VI/VII of the Civil Rights Act of 1964 as Amended by Title IX of the Educational Amendments of 1972

Based on institutional beliefs and requirements of the law, TCAT Jackson does not tolerate any form of sexual or racial harassment and it will not discriminate on the basis of sex in its educational activities and employment practices. Please contact the Assistant Director for more information.

Smoking and Tobacco Use Policy

In accordance with the laws of the State of Tennessee (Public Chapter 410, “Non-Smoking Act), the following smoking policy applies to all persons at TCAT-Jackson: Smoking will not be permitted in any administrative or faculty office, shop, classroom, school vehicle, or laboratory at any time. All smoking must be done in designated outside areas. All buildings and the main breezeway between the shop areas are smoke-free environments.

Benches and other picnic tables placed in certain areas of the campus are for non-smoking breaks only. Compliance with this policy is mandatory. Please place trash in the proper waste containers, not on the ground or in the graveled or paved areas.

A person who knowingly smokes in an area where smoking is prohibited by the provisions of this part shall be subject only to a civil penalty of fifty dollars ($50).

The department supervisor, and instructor of each program may permit smoke breaks as he/she may deem appropriate, but the smoke breaks shall not interfere with the daily schedule or college policy and shall not infringe upon the rights of non-smokers nor be permitted in an area that will present a safety hazard.

Student violations for use in non-designated areas will result in the following: 1st time – written warning; 2nd time – one day suspension; 3rd time - termination.

Designated areas:
- Jackson - The three designated areas are the gazebos located near the east side, west side, and south side parking areas.
- Lexington - The designated areas are the gazebos located outside of CIS/CIT, back exit door of Machine Tool and the side exit of Welding.
- Humboldt/McWherter Center (JSCC facilities) – Tobacco use of any kind is not permitted.
- Henderson/Chester County – Follow guidance of program instructor.

Receptacles will be provided for this purpose and all persons are expected to properly dispose of their cigarette butts. The use of electronic or e-cigarettes will be treated the same as traditional tobacco products and allowed only in designated smoking areas. No smokeless tobacco of any sort may be used during class or lab time or inside any TCAT-Jackson building or within 30 feet of a building entrance. (Reference TBR Policy 3:05:01:01)
FINANCIAL AID

The purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult or impossible to attend the College. The College adheres to a nationally established policy and philosophy of financial aid for education. The basis of this policy is that students and parents have the primary responsibility for financing an education. Financial aid programs are intended to supplement the efforts of the family. It is the belief of the Tennessee College of Applied Technology Jackson that no qualified student should be denied the opportunity of an education because of financial need, provided that the need is determined to be real and the student is willing to work with the Financial Aid Office. To demonstrate financial need, students must file the Free Application for Federal Student Aid (FAFSA). The information reported on the FAFSA is used in a formula, established by the US Congress, to calculate a student’s Expected Family Contribution (EFC), an amount the student and student’s family is expected to pay toward the student’s education. The EFC is used by the Financial Aid Office to determine a student’s financial need.

As a recipient of financial aid, you have an ethical responsibility to complete required forms honestly and accurately, and to adhere to all financial aid rules, regulations, and guidelines.

Financial Aid Awards are calculated on an academic year basis. An academic year is for a 12 month period beginning each September 1 and ending each August 31. Renewal of financial aid is not automatic; students must file a FAFSA each year.

All interested students are encouraged to apply for financial aid. To qualify, the individual must meet the eligibility requirements specified by the particular program desired. In general, you are eligible for Federal and/or State aid if you meet the following requirements:

1. You are enrolled as a regular student in an eligible program.
2. You are a U.S. citizen/national or an eligible non-citizen.
3. You are making satisfactory academic progress in your course of study and meeting attendance standards.
4. You are not in default on a Federal Perkins/ National Direct Student Loan, Federal Family Education Loan, Federal Plus Loan, Federal Direct Student Loan, Income Contingent Loan or a Consolidation Loan, and you do not owe a refund or repayment on a Pell Grant, Supplemental Educational Opportunity Grant, Tennessee Student Assistance Award, Wilder-Naifeh Technical Skills Grant and/or a Byrd Scholarship or have documented satisfactory repayment arrangements if in default or owe a refund/repayment.
5. You are registered with the Selective Service if you are required to register.
6. Have not been convicted of any offense involving possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid, unless successfully completed an approved drug rehab program or completed the time of ineligibility.
7. Have a signed statement of educational purpose saying that the student will use the money only for expenses related to attending The College (Usually collected on the FAFSA).
8. Have a high school diploma, a high school equivalency diploma or approved Home School certification. Students without a high school diploma, a high school equivalency diploma, or approved Home School certificate may be eligible for some forms of State aid and should inquire about their status with the financial aid office.
Application Deadlines

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

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

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

- Fall term deadline - November 1st
- Spring term deadline – March 1st
- Summer term deadline - June 1st

**Tennessee Student Assistant Award** - Students who’s FAFSA is filed and processed on or before March 1st will be given priority in determining awards. Applications processed after March 1st will be considered in the order that they are processed to the extent that funds are available after making awards to students who met the priority deadline.

**Additional Rules and Requirements for the Wilder-Naifeh Technical Skills Grant**

Eligibility: To be eligible to receive funds from the Wilder-Naifeh Technical Skills Grant (WNTSG) a student must meet the following eligibility requirements in addition to those listed above.

- Must be a Tennessee resident for one year prior to the application deadline date. State residency is determined using TBR promulgated rules; TBR Rules 02402-2
- Must not be incarcerated
- Must meet the enrollment requirements for both the school and the program (Do not have to have a high school diploma or a high school equivalency diploma if not required for enrollment in the school or program. Also, a student that possesses a bachelor’s degree or higher may be eligible for the WNTSG)
- Must be enrolled in a program leading to a certificate or diploma. Continuing education and supplemental certificate programs are not eligible.
- Must have never completed a certificate or diploma program with Wilder-Naifeh Technical Skills Grant funding.

**Note:** Students may enroll as full-time or part-time. There is no income limit for eligibility. Students may receive the WNTSG for all coursework required for completion of the certificate or diploma.

**Calculation of WNTSG Award:** The maximum WNTSG award may vary from year to year. This amount is subject to availability of funds from the Tennessee Education Lottery Scholarship program. The WNTSG funds will be paid each term in the academic year. The amount of the award will be prorated based on the number of scheduled hours for each term. The amount of the award will be rounded to the nearest whole dollar.

Receipt of student financial aid from other sources will not reduce the WNTSG award as long as the student’s total aid does not exceed the total cost of attendance. In the event that a student’s total aid exceeds the cost of attendance, the school shall, to the extent it does not violate applicable federal regulations, reduce the excess by reducing the student’s WNTSG.
Retention of WNTSG Award: To continue to be eligible for WNTSG funds a student must meet the following requirements.

- Continue to meet all eligibility requirements as stated above
- Reapply each year using the FAFSA by the application deadline date
- Maintain continuous enrollment (unless a leave of absence or military mobilization leave is granted)
- Maintain enrollment status during the term (unless a change in status is granted)
- Maintain satisfactory progress according to standards used for financial aid purposes. Students must meet grade and attendance requirements as well as the 133.33% timeframe requirement.

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

Applying for Assistance
General Procedures for applying

- Complete and submit the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) to determine eligibility for financial assistance. Students should complete the FASFA via the Internet at www.fafsa.ed.gov. You will need to include our Federal School Code #013895 on the FAFSA. If you do not have access to the Internet, you can call the US Department of Education at 1-800-433-3243 and request that a paper application be mailed to you; or you may come to the Student Services Office for access and assistance in completing application on-line.

Available Financial Aid

Federal Pell Grant

A Federal Pell Grant is an award to help undergraduates pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's or professional degree. The amount of Pell Grant received is calculated based on the student’s expected family contribution. A student can only receive Federal Pell Grant funds for 100% of the program length.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Work-Study Program (FWS)

The FWS program provides part-time jobs for students who have financial need. Students will generally work on-campus after class in staff support jobs.

Tennessee Student Assistance Award (TSAA)

The Tennessee Student Assistance Award is a state grant program that awards students based on the cost of tuition and the need of the student.

Wilder-Naifeh Technical Skills Grant (WNTSG)

The Wilder-Naifeh Technical Skills Grant is a part of the Tennessee Education Lottery Scholarship Program. The WNTSG is a grant that is available only to Tennessee residents that attend a Tennessee College of Applied Technology.
TN Promise and TN Reconnect

These state scholarships are available to eligible individuals by completing the Free Application for Federal Student Aid (FAFSA), [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The TN Promise is for graduating high school seniors and the TN Reconnect is for independent students.

Scholarships

TCAT Jackson offers various scholarships. Available scholarships along with the criteria and application deadlines located in the Office of Financial Aid.

Appeals Process and Guidelines

**Appeal and Exception Process for Wilder-Naifeh Technical skills Grant:** The Institutional Review Panel (IRP) is established for the purpose of hearing appeals from decisions denying or revoking an applicant's WNTSG award. The following items are allowed to be appealed to the IRP:

1. Denial of a Change in Status request
2. Denial of a Leave of Absence request
3. Denial of Reinstatement of eligibility after a change in grade
4. Denial of Reinstatement of eligibility after the grade for an incomplete course is reported.

The IRP members will be designated by the college's President and may be composed of, but not limited to, the following: two faculty members, two students, one administrator and one support staff. An alternate will be designated for an IRP member who is personally involved in a particular case or is otherwise unable to attend. No school official rendering a decision to deny or revoke a WNTSG award shall participate in the appeal process.

**IRP Appeals Process and Timeline:** Any student wishing to appeal to the IRP must provide a written appeal within five (5) calendar days of notification of denial. The IRP may review the student's appeal with or without a hearing and shall make a determination no later than fourteen (14) calendar days after the student properly files an appeal. The IRP shall render a written decision no later than seven (7) calendar days after considering an appeal, except for exigent circumstances.

**Appeals of IRP Decisions:** A student seeking an appeal of a decision rendered by the IRP shall submit a request in writing outlining the basis for the appeal with the Tennessee Student Assistance Corporation TELS Award Appeals Panel within fourteen (14) calendar days from the date the decision was delivered to the student.

Tennessee Student Assistance Corporation
TELs Award Panel
404 James Robertson Parkway
Suite 1510
Nashville, Tennessee 37243
Benefit Programs
TCAT Jackson is approved to provide training to students who have been determined eligible for the following benefit programs: Veterans Administration programs, Vocational Rehabilitation, the Workforce Investment Act (WIA) program, and others.

Eligibility determination must be established by agencies outside The College. Eligible students are normally referred to The College by the appropriate program agency.

Veterans Assistance
This program assists eligible veterans and dependents of veterans by providing educational benefits through the Veterans Administration. Appropriate forms to be completed should be obtained from the Financial Aid Office/VA Certifying Official prior to enrollment.

Veterans must submit transcripts/certificates of previous education/training from colleges, technical or vocational schools, military, etc., in order to apply for benefits.

Upon enrollment, veterans should present their DD214 form and their Notice of Eligibility, to the Financial Aid Office/VA Certifying Official where paperwork will be processed and forwarded to the Veterans Administration. Veterans will receive their benefit checks directly from the Veterans Administration approximately six to eight weeks from their enrollment date.

If you are receiving benefits based on your status as a service person, veteran, or reservist you must verify your enrollment at the end of each month in order to receive benefits. Benefits are paid after each month of school is completed. Verification can be done beginning the last day of the month by using the Web Automated Verification of Enrollment (WAVE) at https://www.gibill.va.gov/wave or by calling toll free at 1-877-823-2378 and using your touch tone phone. Both of these systems are available 7 days a week, 24 hours a day.

If you are receiving VEAP or dependents Educational Assistance (Chapter 35), benefits are sent automatically at the end of each month.

Service-members, Veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in the Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

Vocational Rehabilitation Department of Human Services
The Tennessee Department of Vocational Rehabilitation provides funds for students who are physically or mentally impaired and can demonstrate that they may benefit from training. Eligibility should be established prior to enrollment.

Workforce Investment Opportunity Act (WIOA)
Eligible students may receive federal assistance for books and supplies, transportation, and day care services. Students should be assessed and certified by the WIA office prior to their enrollment.
Disbursement
Financial Aid Disbursement
In keeping with federal grant regulations, TCAT Jackson pays federal grant funds in increments called payment periods. Payment periods are defined by regulation and are determined by your program length and academic year. TCAT Jackson will apply a portion of each payment period’s grant funds to pay estimated direct school costs (tuition/fees/books) for the payment period. If there are funds remaining after those costs are paid, you will receive a residual check for the unused portion, which can be used to pay indirect school costs. Since tuition/fee costs are assessed by academic term (trimester) and payment periods may span more than one academic term, tuition/fee costs are estimated on the front-end.

Grant funds normally will be credited to a student’s account or disbursed by check to the student no earlier than the 44th class day of the academic term or the end of the term, whichever comes first. Students may pick up their residual check at the TCAT Jackson Business Office by showing their photo ID.

All disbursements represent payment made in advance of training. Students must successfully complete the hours and weeks in the payment period before they can receive disbursement for subsequent payment periods. In addition, if you withdraw before completing the hours you have been paid for you are at risk for overpayment with the Department of Education and may owe money to the school.

Satisfactory Progress for Financial Aid
A. To make satisfactory progress a student must:
   1. Complete 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.

   2. Must maintain a minimum cumulative passing grade of “C” or higher if specified by the program and as published by the institution. (CFR 668.34.)

B. Satisfactory progress will be evaluated at the expected end of a student’s payment period. If the student fails to make satisfactory progress, the student will be placed on financial aid warning for the next payment period. If the student fails to make satisfactory progress for the next payment period, financial aid will be suspended. There is no 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.

C. Remedial Courses – Any courses considered ‘remedial’ are included in the student’s normal program of study and are included in the students SAP calculation.

D. Program Changes - Changes in program will not affect SAP because a student will then have a new program length and new payment periods.

E. Transfer Credit – Students who receive credit for hours completed for previous education (other institutions, life experience, work credit, dual enrollment, etc.) will have their program length reduced. A student that receives transfer credit will have a maximum timeframe calculated based on the reduced program length.
F. **Repeats**

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

G. **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).

H. **Withdrawals** will not impact a student’s satisfactory academic progress unless they return within 180 days.

Reentry within 180 days – A student who withdraws from a clock hour or credit hour non-term program and reenters within 180 days is considered to remain in the same payment period when he/she returns and, subject to conditions imposed by ED, is eligible to receive FSA funds for which he/she was eligible prior to withdrawal, including funds that were returned under R2T4 rules. The repeated course grade will be counted along with the previously assigned grade. Repeated course hours will count toward total cumulative hours (pace of progression).

Reentry after 180 days and transfer students – Generally, a new payment period is calculated for a clock hour or credit hour non-term program for:

* A student who withdraws and then reenters the same program at the same institution after 180 days, or
* 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.

I. **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.

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.

J. **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.

**Leave of Absence (LOA)**

For rare and unusual circumstances, a student may request a leave of absence (LOA) to continue eligibility for Wilder-Naifeh Technical Skills Grant. An LOA may be approved for documented medical or personal reasons, such as serious extended illness of the student, serious or extended illness or death of an immediate family member, extreme financial hardship of the student or the student’s immediate family, or other extraordinary circumstances that are beyond the student’s control where continued enrollment creates a substantial hardship.
The student must see the Student Services Office/Financial Aid Office to receive the LOA request form. The student must submit the written request in advance for a leave of absence unless an unforeseen circumstance prevents the student from doing so. The student’s signed and dated request must include the reason for the request, beginning and ending dates for the leave and supporting documentation. An approved LOA may be treated as a withdrawal for all other financial aid programs and enrollment. This may cause other financial awards to be recalculated and in some cases, the student may have to return funds already disbursed. These funds must be returned before the LOA can be approved.

The student may be required to complete a re-admission form and a new application for enrollment. The student will be re-admitted, as space is available upon completion of the LOA.

If the student’s request for a Leave of Absence is denied, the student may appeal the decision to the Institutional Review Panel (IRP).

Military Mobilization of Eligible Students:
Members of the United States Armed Services, National Guard, or Armed Forces Reserves receiving a WNTSG who are mobilized for active duty during a term that is already in progress shall be granted a personal leave of absence and shall not have their WNTSG eligibility negatively impacted. A student whose spouse, child, or parent is mobilized for active duty may also request a personal leave of absence. The same provision will apply in these situations.

The student must provide the Student Services Office/Financial Aid Office a copy of their military orders and complete a Leave of Absence request form. The student must also complete a re-admission form and a new application for enrollment when they return from active duty. The student may be re-admitted, as space is available upon completion of active duty.

The student’s WNTSG eligibility will resume as if no break in enrollment has occurred as long as the student re-enrolls within one year following their return from the mobilization. The hours attempted during the term that the leave was granted would not be taken into consideration for purposes of determining satisfactory progress for determining future WNTSG eligibility.

Refunds and Financial Aid
Financial aid is considered to be used first for direct education costs- tuition and fees. Therefore, if a student withdraws and is scheduled to receive a refund of fees, all or part of this refund will be used to reimburse the financial aid programs from which the student received funds. Any student receiving financial aid will not receive a cash refund until all financial aid funds disbursed have been applied back to the respective accounts from which they were issued.

**RETURN OF TITLE IV FUNDS POLICY**
Return of Title IV Funds calculations apply for any student who:
- Withdraws up through the 60% point in each payment period, a prorate schedule is used to determine the amount of Title IV funds the student had earned at the time of withdrawal.
- Withdrawals after the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive, however, the school must determine whether the student is eligible for a Post-withdrawal disbursement.
- Received or could have received a disbursement of Title IV Funds (Pell grants, SEOG, or Stafford Loan)

If both of the above conditions apply to the student, the institution will perform a Return of Title IV funds calculation in addition to the TBR Refund of Maintenance Fee and Technology Fee calculation.
Step 1. Determine Amount of Title IV Aid Disbursed or that Could Have Been Disbursed
In addition to aid disbursed, aid that could have been disbursed is used. Aid that could have been disbursed includes aid that legally could have been disbursed but was not. This would include situations where the school chooses to disburse in increments or chooses to delay disbursement.

Step 2. Determine the Percentage of Title IV Earned by the Student
Divide the clock hours scheduled to have been completed as of the last day of attendance in the payment period by the total clock hours scheduled for the payment period.

If this percentage is greater than 60%, the student has earned 100% of the Title IV aid, proceed to Step 4.

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

Step 3. Determine the Amount of Title IV Aid Earned
Multiply the percentage of Title IV aid earned from Step 2 times the total Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period from Step 1.

Step 4. Determine the Amount of Title IV Aid to be Returned or Disbursed
Compare the amount of Title IV aid earned to the amount of Title IV aid that was disbursed for the payment period.

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

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

Step 5. Determine the Amount of Title IV Aid to be returned by the School
Multiply the institutional charges for the payment period times the percentage of aid unearned. The school is responsible to return the lesser of the amount determined in Step 4 or Step 5.

Note: Maintenance and Technology Access fees are always considered institutional charges no matter how they were paid.

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

1. Pell Grant
2. FESOG

Step 6. Determine the Initial Amount of Title IV Aid to be returned by the Student
Subtract the amount of Title IV aid due from the school from the amount of Title IV aid to be returned. (Amount from Step 5 minus amount from Step 4)

Step 7. Determine the Amount to be returned by the Student to Title IV Loans
Subtract the amount that the school must return to loans from the net loans disbursed to the student to find the amount of Title IV loans the student is still responsible for repaying. Any amount to be returned
to loan by the student is repaid according to the terms of the borrower’s promissory note.

**Step 8. Determine the Amount of Title IV Grant Funds to be returned by the Student**

1. **Initial amount of Title Grant for student to return:**
   Subtract amount from Step 7 from the amount in Step 6.

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

3. **Title IV Grant Funds for student to return:**
   Subtract the protected amount of Title IV Grants from the initial amount of Title IV Grants for the student to return.

The grant funds returned by the student are applied to the following sources, in order, up to the total amount disbursed from that grant program, after subtracting the amount the school will return.*

1. Pell Grant
2. FSEOG

**REPAYMENT OF TITLE IV FUNDS BY THE STUDENT TO THE DEPARTMENT OF EDUCATION**

Within 45 days of notice, the student must make full payment of the amount owed to federal grants. During this initial 45 days, the student must make payment to the school. If the student does not make payment in full during the 45-day period, the student will lose eligibility for additional Title IV funds at any school.

After the 45-day period, the Tennessee College of Applied Technology Jackson will report the amount owed to the Department of Education and the student will be required to make payment arrangements with the Department of Education before being eligible to receive future Title IV assistance at any school.

*Note that the student is not responsible for returning funds to any grant program to which the student owes $50.00 or less.*

**APPLYING THE RETURN OF TITLE IV FUNDS POLICY AND THE TBR REFUND OF MAINTENANCE AND TECHNOLOGY ACCESS FEE POLICY**

In most instances when a student has charged their maintenance and technology access fees to their Pell grant and withdraws prior to completing 60% of their scheduled hours for the payment period, the student will owe payment to the school. This will occur when the TBR policy determines that the school has earned a larger percentage of the fees than the Return of Title IV Funds calculation.

In these instances, the school will require payment of the difference from the student. A “HOLD” will be placed on the student’s account until full payment is made to the school. The student will not be allowed to apply for re-admission, register for class, or receive official copies of transcripts until the outstanding balance on their account is paid.

*Examples of TBR refund calculations and Return of Title IV Funds calculations are available, upon request, from the Financial Aid Department.*

Any questions concerning Federal Financial Aid or Lottery Scholarship should be directed only to the Financial Aid Department at the main campus in Jackson.
Tennessee College of Applied Technology Jackson  
**ACADEMIC CALENDAR**  
**2017 - 2018**

<table>
<thead>
<tr>
<th><strong>Fall Trimester 2017</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>September 5</td>
<td>Fall Trimester Begins – First day of class</td>
</tr>
<tr>
<td>October 12 - 13</td>
<td>Student Break</td>
</tr>
<tr>
<td>November 23 - 24</td>
<td>Thanksgiving Holiday – TCAT Jackson closed</td>
</tr>
<tr>
<td>December (to be announced)</td>
<td>Registration for the Spring Trimester</td>
</tr>
<tr>
<td>December 19</td>
<td>Fall Trimester Ends</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Spring Trimester 2018</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3</td>
<td>Spring Trimester Begins – First day of class</td>
</tr>
<tr>
<td>January 15</td>
<td>Martin Luther King Holiday - TCAT Jackson closed</td>
</tr>
<tr>
<td>March 12 through 16</td>
<td>Student Spring Break, Staff In-service</td>
</tr>
<tr>
<td>March 30 – April 2</td>
<td>Student Holiday</td>
</tr>
<tr>
<td>April (to be announced)</td>
<td>Registration for the Summer Trimester</td>
</tr>
<tr>
<td>April 24</td>
<td>Spring Trimester Ends</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Summer Trimester 2018</strong></th>
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</thead>
<tbody>
<tr>
<td>May 1</td>
<td>Summer Trimester Begins – First day of class</td>
</tr>
<tr>
<td>May 28 - 29</td>
<td>Memorial Day Holiday- TCAT Jackson closed</td>
</tr>
<tr>
<td>June 25 through July 6</td>
<td>Student Summer Break</td>
</tr>
<tr>
<td>August (to be announced)</td>
<td>Registration for the Fall Trimester</td>
</tr>
<tr>
<td>August 24</td>
<td>Summer Trimester Ends</td>
</tr>
</tbody>
</table>

**NOTE:** The Tennessee College of Applied Technology Jackson may extend the ending dates of instruction if instructional days are lost due to inclement weather, power outages, etc. Subject to change.