



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
— MCKENZIE —

# 2015-2016 Student Handbook

Includes:  
Course Catalog  
And  
Financial Aid Handbook

**Main Campus:**  
16940 Highland Drive  
McKenzie, TN 38201  
Phone: (731) 352-5364  
Fax: (731) 352-3258

8250 Hwy 22  
Dresden, TN 38225  
Phone: (731) 364-0183



[www.tcatmckenzie.edu](http://www.tcatmckenzie.edu)



## Student Handbook/School Catalog

This catalog has been prepared to provide information about education and training opportunities provided by the Tennessee College of Applied Technology McKenzie.  
(TCAT)

It is designed to serve as a guide for new enrollees to the TCAT McKenzie. The catalog is not intended to state contractual terms and does not constitute a contract between the student and the college. TCAT McKenzie students must adhere to all policies and guidelines included in this handbook.

Tennessee College of Applied Technology McKenzie

### Main Campus

16940 Highland Drive  
McKenzie, Tennessee 38201  
731/ 352-5364  
(Fax) 731/ 352-3258  
Website: [www.tcatmckenzie.edu](http://www.tcatmckenzie.edu)

### Extension Campus

8250 Hwy 22  
Dresden, TN 38225

Effective Date

July, 2012

Council on Occupational Education

7840 Roswell Road  
Building 300 Suite 325  
Atlanta, GA 30350  
WATS 1-800-917-2081  
(770) 396-3898  
FAX (770) 396-3790

The Tennessee College of Applied Technology is accredited by the Accrediting Commission of the Council on Occupational Education, and operated by the Tennessee Board of Regents.



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The Tennessee College of Applied Technology McKenzie is one of 46 institutions in the Tennessee Board of Regents System, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system, which is comprised of 6 universities, 14 community colleges and 27 Colleges of Applied Technology. The Tennessee Board of Regents system enrolls more than 80% of all Tennessee students attending public institutions of higher education.

### **MISSION STATEMENT**

The Tennessee Colleges of Applied Technology serve as the premier suppliers of workforce development throughout the State of Tennessee. The Colleges fulfill their mission by:

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

### **VISION STATEMENT**

The vision of the Tennessee College of Applied Technology McKenzie is to be the recognized leader in work-force development and the first source of contact for acquiring the highest qualified and skilled workers. This vision will be attained by:

- Being a working partner with area industry in providing training designed to meet the needs of the 21st century.
- Being supportive of students by providing them with the highest quality training opportunities.
- Being effective in providing students the knowledge, skills, and abilities to be successful.
- Assuring a positive, supportive learning environment in which every student can achieve their personal best, demonstrated by their performance.
- Working with other area educational institutions, especially the public schools, and Jackson State Community College, to provide seamless articulation of learning.
- Being supportive of faculty and staff and providing them with continuing opportunities to improve their professional expertise and excel in their work.

### **PHILOSOPHY**

It is the philosophy of the TCAT McKenzie that each citizen should have the privilege and opportunity to reach his or her maximum potential. Hands-on, individualized instruction

provides each student with the highest quality training possible in the occupational area of his or her choice.

TCAT McKenzie is an equal opportunity institution and ensures equal opportunity for all persons without regard to race, color, religion, sex, national origin, disability status, age, sexual orientation or status as qualified veteran with a disability or veteran of the Vietnam era.

We are here to train our students with real-world work skills that will prepare them for a career in the workforce.

**TENNESSEE BOARD OF REGENTS MEMBERS**

John Morgan, Chancellor

James King, Vice Chancellor

Tennessee Colleges of Applied Technology

**BOARD MEMBERS**

The Honorable Bill Haslam, Governor of Tennessee .....	Nashville
Agenia Clark .....	Nashville
Gregory Duckett.....	Memphis
Barry Gidcomb .....	Columbia
John Farris .....	Memphis
The Honorable Terry Oliver	
Tom Griscom .....	Chattanooga
Jonas Kisber.....	Jackson
Fran Marcum.....	Tullahoma
Paul Montgomery .....	Kingsport
Casey McCullum.....	Athens
John Copeland.....	Cookeville
Richard Rhoda .....	Nashville
Howard Roddy .....	Chattanooga
Emily Reynolds .....	Nashville
Robert Thomas.....	Nashville
Danni Varlan.....	Knoxville



## **CALENDAR OF OPERATIONS**

The Tennessee College of Applied Technology McKenzie operates on a year-round basis, dismissing only for observance of legal holidays, teacher in-services, trimester breaks, or student vacation days.

Full-time classes are scheduled five days a week, six hours per day. Part-time class schedules will vary according to local needs.

## **STUDENT CALENDAR**

This calendar is subject to change at any time prior to or during an academic term due to emergencies, or causes beyond reasonable control of the college, including severe weather, loss of utility services or orders by federal or state agencies.

### **SPRING 2014 TRIMESTER**

January

02	Classes begin
20	Holiday Closing (Martin Luther King, Jr. Day)

March

17--21	No Classes-Staff in-service
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April

18	Administrative Closing Student/Staff
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April

22	Last Day of Trimester
----	-----------------------

### **SUMMER 2014 TRIMESTER**

May

01	Classes begin
26	Holiday Closing

June

23-July 03	No Classes
------------	------------

July

04	Staff Holiday-college closed
----	------------------------------

August

25	Last day of Trimester
----	-----------------------

### **FALL 2014 TRIMESTER**

September

01	Holiday Closing
02	Classes Begin

October

16-17	Students Out
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November

26-29	Holiday Closing
-------	-----------------

December

17	Last day of Trimester
18-31	Student Break

## **PUBLIC LAW 93-380 PRIVACY RIGHTS ACT**

The Tennessee College of Applied Technology McKenzie adheres to the guidelines developed by the Department of Health, Education, and Welfare regarding the privacy rights of parents and students. Access to official records is provided to students and parents of dependent students as they relate to them and limits dissemination of personal identifiable information without the student's consent. Policies concerning dissemination of student records may be obtained in the Student Services office upon request to the Supervisor of Student Services. A copy of the policy may be obtained upon request.

The Tennessee College of Applied Technology McKenzie may disclose directory information to any person requesting such information without the consent of the student. Information considered directory information should be limited to the following:

1. Name
2. Address
3. Date and place of birth
4. Phone numbers
5. Major field of study
6. Dates of attendance
7. Degrees and awards received
8. Most recent previous educational institution attended

Students have the right to refuse disclosure of all or any part of the designated directory information listed above at any time by giving one-day, written notice of all information to be withheld. Student Services has a form, which may be used for this purpose.

The student using a signed consent form as directed in the Tennessee College of Applied Technology McKenzie policies must specifically request release of any other information.

It is the policy of the Tennessee College of Applied Technology McKenzie to forward educational records on request to an institution in which a student seeks or intends to enroll.

## **GRAMM-LEACH-BLILEY ACT**

The TCAT McKenzie will adhere to the guidelines of the Gramm-Leach-Bliley Act, a federal law which was enacted (in compliance with the Federal Trade Commission standards) to safeguard customers' nonpublic financial information. For more information, please contact the College's Manager of Student Services.

## **TCATM HISTORY**

In 1963, the Tennessee General Assembly enacted legislation directing Area Vocational Technical Schools to provide occupational and technical training to citizens and residents including employees and future employees of existing and prospective industries and business in the state. McKenzie Area Vocational-Technical School started its first classes in July 1965. Courses offered were Auto Mechanics, Drafting, and Office Occupations. By August 1965, Industrial Electricity/Electronics, Machine Shop, and Air Conditioning/Refrigeration were also being offered. The name of Area Schools in Tennessee was legislatively changed to Tennessee Technology Centers in July 1995. In June, 2013, the governor signed into legislation a name change to Tennessee College of Applied Technology.

Over the past years, programs have been dropped and added to meet the growing and changing needs of the businesses and industries in our area. Present program offerings include: Administrative Office Technology, Automotive Technology, Computer Information Technology, Bio-Medical Technology, Industrial Maintenance, Machine Tool Technology, Green Electronics Technology, Heating Ventilation Air Conditioning, and Welding Technology.

## **TCATM VISION**

The vision of the Tennessee College of Applied Technology McKenzie is to be the recognized leader in work-force development and the first source of contact for acquiring the highest qualified and skilled workers. This vision will be attained by:

- Being a working partner with area industry in providing training designed to meet the needs of the 21st century.
- Being supportive of students by providing them with the highest quality training opportunities.
- Being effective in providing students the knowledge, skills, and abilities to be successful.
- Assuring a positive, supportive learning environment in which every student can achieve their personal best, demonstrated by their performance.
- Working with other area educational institutions, especially the public schools, and Jackson State Community College, to provide seamless articulation of learning.
- Being supportive of faculty and staff and providing them with continuing opportunities to improve their professional expertise and excel in their work.
- 

## **POLICY STATEMENT**

The course offerings and requirements of the Tennessee College of Applied Technology McKenzie are continually under examination and revision. The catalog presents the offerings and requirements in effect at the time of publication, but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution. TCAT McKenzie reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students to be effective whenever determined by the institution. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

TCAT provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of the school, are trained and qualified for teaching at the Tennessee College of Applied Technology McKenzie level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his/her application of appropriate study techniques to any course or program. As a result, the college does not warrant or represent that any student who completes a course or program will necessarily acquire any specific knowledge or skills, or will be able to successfully pass or complete any specific examination for any course, degree, or license.

For more information about our graduation rates, the median debt of students who completed the programs, and other important information, please visit our website at [www.ttc McKenzie.edu](http://www.ttc McKenzie.edu).

### **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

The Tennessee College of Applied Technology McKenzie is committed to the principles of equal opportunity, equal access, and affirmative action. The contact person at TCAT McKenzie for EEO/AA is the Facilities Manager.

It is the intent of the Tennessee College of Applied Technology McKenzie to comply fully with all parts of Executive Order 11246 dated September 24, 1965, any executive order amending such order, and any other executive order superseding such order. It is also the intent of the School to comply with Title IV of the Civil Rights Act of 1964 as amended, and Title IX of the Education Amendments of 1972.

### **TITLE IX**

It is the policy of TCAT McKenzie not to discriminate on the basis of sex in the education programs or activities which it operates, including employment therein and the admission of students thereto. Title IX of the Education Amendments of 1972 requires TCAT McKenzie, and the regulations issued pursuant thereto (45 C.F.R., Part 86) (and by Section 799A and 845 of the Health Service Act and regulations issued pursuant thereto), not to discriminate in such manner.

### **SPECIAL FACILITIES FOR DISABLED PERSONS**

It is the policy of TCAT McKenzie to provide facilities that are accessible to the disabled. The facilities include but are not limited to curb cuts, restrooms, parking, public telephone service, water fountains, entranceways, and classroom tables as needed. It is also the policy of TCAT McKenzie to eliminate any physical barriers that may exist because of special situations that involve disabled persons.

### **AMERICANS WITH DISABILITIES ACT**

It is the policy of the Tennessee College of Applied Technology McKenzie not to discriminate on the basis of disability in the admission and access to training programs, service, and employment. The College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II of the Act states, in part, that, "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination "in programs or activities

sponsored by the College.” Complaints should be directed to the Facilities Manager at TCAT McKenzie, who is also the ADA contact person at the college.

## **ACCREDITATIONS**

TCAT McKenzie is accredited by the Commission of the Council on Occupational Education located at Council on Occupational Education 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350. The State Office approves the College for the training of veterans for Veteran’s Education. Approval for each individual program is required. The National Institute accredits the Automotive Technology program for Automotive Service Excellence. The International Electronics Technician Articulation Committee certifies the Electronics Technology program. HVAC Excellence, Inc. certifies the HVAC/Refrigeration Technology program.

Students, employees, applicants and other beneficiaries of the Tennessee College of Applied Technology McKenzie are hereby notified that this school does not discriminate in educational programs and activities for qualified applicants or students because of race, color, sex, religion, national origin, disability, age or marital status. Inquiries regarding compliance with these non-discrimination laws may be directed to Title IX, Title VII, Section 504, ADA Coordinator, 16940 Highland Drive, McKenzie, TN 38201, (731) 352-5364.

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 going on line and filling out the form electronically at <http://www.tbr.edu/contact/StudentComplaintForm.aspx>. Under Tennessee’s open records law, all or parts of complaints will generally be available for review upon request from a member of the public. Complaints regarding accreditation can also be made by contacting the Council on Occupational Education (COE) at 7840 Roswell Road, Building 300 Suite 325, Atlanta, Georgia 30350 ([www.council.org](http://www.council.org)).

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

## **ADMISSIONS REQUIREMENTS**

The minimum age for enrollment is 17 with a high school diploma or GED or 18 and legally out of high school.

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

1. Contact TCAT McKenzie to obtain information and an application form. It is also located at the bottom of our student services page, on the web at [www.tcatmckenzie.edu](http://www.tcatmckenzie.edu)
2. Complete application and file it with the College's Student Services Department.
3. To be on the waiting list, we must have application, proof of two doses of MMR, proof of two doses of the Varicella (Chickenpox) Vaccine, transcript from high school or copy of GED, and must have tested in Reading and Math.
4. Discuss primary vocational objectives with a College guidance counselor.
5. If there is an opening in the chosen program, enrollment can be immediate. If there is not an opening, the applicant is placed on a waiting list and selected for enrollment by application date as openings occur. (Once an applicant has been notified that an opening exists and he/she does not enroll, his/her application is discarded.)
6. Each student enrolling is required to take the Basic Skills assessment test to determine the student's level of education in Math, Reading, and Information Retrieval. All students who score below the specified level will be required to attend the Technology Foundations Program for a period of time, as scheduled by the Instructor, for upgrading in those skills, which are needed to be successful in the elected program of training.

## **TRANSFER STUDENTS**

Students transferring to McKenzie from other technical colleges in Tennessee may use acquired competencies to expedite graduation in their chosen field. After evaluating the transfer student's competencies and transcript, the McKenzie instructor determines credit transfer.

Transferring from one program to another is decided based on the best interest of the student. Whenever it is determined a student is not in the proper area, Student Services works with the student to find a more suitable occupational area. This decision is made after careful consultation with the counseling department and the instructor. If there is no opening in the new area of interest, the student will be put on the waiting list for the next opening that occurs.

## **ARTICULATION**

An articulation agreement has been established between the Tennessee College of Applied Technology McKenzie and all TBR Community Colleges across Tennessee. TCAT McKenzie students graduating with diplomas may be eligible for up to 30 hours of college credit.

## **EXPENSES**

### **BOOKS AND SUPPLIES**

Students enrolling in TCAT McKenzie must provide the following items as required for their chosen program:

1. Textbooks, workbooks, paper and pencils.
2. All parts and materials used on personal projects.
3. Uniforms, safety glasses and other personal items as required by specific occupational areas.

## **FEES**

Fees listed in this catalog are subject to change without notice. TCAT McKenzie, in conjunction with the Tennessee Board of Regents, reserves the right to add, delete, or change fees for admission to the school at any time without notice to the public.

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

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

### **PART-TIME STUDENT FEES**

Students enrolling in short-term, part-time or supplemental programs (less than 432 hours per trimester) will be assessed a fee based on the length (number of hours) of the program in which he/she is enrolled. The fee is collectable upon enrollment.

## **FEE SCHEDULE**

Fee amounts are determined prior to the beginning of each school year in July and are effective beginning in September. For more information concerning fees, contact the College.

2013-2014 Fee Schedule (Fees are subject to change without advance notice as directed by TCAT'S governing board.)

1-40 hours.....	\$ 183.00
41-80 hours.....	\$ 247.00
81-135 hours.....	\$ 372.00
136-217 hours.....	\$ 590.00
218-340 hours.....	\$ 878.00
341-432 hours.....	\$ 982.00

In addition, every student will be assessed a non-refundable technology access fee at the beginning of each trimester. This fee is \$41 for students enrolled 1-135 hours and \$67 for enrollments of 136-432

hours. Tuition, fees, and book prices are subject to change without notice. A special \$100.00 per term academic fee will be applied to the Practical Nursing program and the Welding program. Maximum will be \$300 annually.

## REFUND OF MAINTENANCE FEES

### A. Eligibility for refunds:

1. Change in full-time student's schedule, which results in reclassification to part-time student.
2. Change in a part-time student's schedule, which results in a class load of fewer hours.
3. Voluntary withdrawal from school within completion of 20% of classroom hours for the trimester.
4. Cancellation of a class by the school.
5. Death of a student.
6. Students administratively dismissed will not be eligible for refunds.

### Calculation of the refund

1. Full refund:
  - a. 100% of fees will be refunded for classes cancelled by the school.
  - b. 100% of fees will be refunded in the case of death of student during the term.
2. Partial Refunds
  - a. A refund of 75% will be allowed if a course is dropped or student withdraws within the first 10% of the class hours.
  - b. A refund of 50% will be allowed if a course is dropped or if the student withdraws within the first 20% of the class hours.
3. No Refunds
  - a. No refund will be permitted after 20% of the class hours have been completed.
  - b. There will be no refund after the first official day of classes when a minimum fee is collected.
  - c. No refund will be permitted for books or supplies.



## **STUDENT SERVICES**

The primary functions of the Student Services Office are to assist students in program selection, provide enrollment information, offer supportive services, and assist with financial aid.

The Student Services Office provides a program of orientation for new students prior to registration to inform each student of all phases of school life. Orientation includes the information contained within the Student Handbook about school regulations and requirements. New enrollees will sign a checklist sheet to acknowledge that the following items were discussed during orientation:

Student Calendar	Safety	Drug Free Campus
Directory Information	Weather Related Cancellations	Procedures to Terminate
Refund Policy of Maintenance	Release of Liability	Training
Financial Assistance	Smoking Policy	Harassment
Student Accident Insurance	Proper Attitude	Deadly Weapons
Job Placement and Follow-Up	Housekeeping	Student Conduct/Disciplinary
TCAT Staff	Proper Dress	Sanctions
Technology Foundations/GED	Diplomas, Certificates,	Grievance Procedures
Length of Programs (Estimated)	Transcripts	Student Right to Know
Daily Schedule	Telephone	Campus Security Act
Student Attendance	Student Projects	Americans with Disabilities ACT
Reporting of Absences	Permanent Records	(ADA)
Grading Policy	Parking	Internet usage policy

## **GUIDANCE & COUNSELING**

Guidance and counseling are available for the benefit of applicants, students, and graduates of the College. Vocational guidance, personal counseling, and job placement assistance are available to those who desire or need it.

## **JOB PLACEMENT AND FOLLOW-UP**

As an aid in evaluating the effectiveness of course offerings, surveys and student follow-up studies are made to determine if changes need to be made in meeting the individual training needs as well as the training needs of employers. Employers, school personnel, and others are involved in follow-up efforts in order to assess and/or improve ways of serving the needs of each student. Students are strongly urged and encouraged to take a few moments to respond to these follow-up surveys in a frank and candid manner.

## **STUDENT INSURANCE OPTIONS**

Students may purchase insurance through Pearce and Pearce. Please click on the following link [www.studentinsurance.com](http://www.studentinsurance.com). From there just click on the dropdown menus on the left hand side under "STUDENTS." Identify the State (TN) in the dropdown box and then the school (all TCATs are lumped together). All the information, forms, etc. can be found there. All students are encouraged to purchase this insurance, especially those who will be working in shop situations and will be exposed to potentially dangerous materials and equipment.

## **STUDENT ACTIVITIES**

As a part of its total philosophy, TCAT McKenzie strives to develop the whole student. In addition to programs of industry-related, up-to-date technology training, TCAT McKenzie offers its students opportunities to participate in activities designed to expose them to their professional and cultural surroundings. Field trips, site visits, and other extra-curricular activities are encouraged but not required.

## **STUDENT ORGANIZATIONS**

### **STUDENT SENATE**

Two representatives from each program are elected to represent their class on the Student Senate. The Senate plans social activities for the campus and helps raise funds to pay for graduation ceremonies.

### **NATIONAL TECHNICAL HONOR SOCIETY**

The Tennessee College of Applied Technology McKenzie has a chapter of the National Technical Honor Society. Each trimester, instructors nominate students for induction into this elite group. In order to qualify for nomination, a student must be entering at least his second trimester at the TCAT McKenzie, must maintain an A average for the previous trimester and must not have missed more than 22 hours in the previous trimester (for a full-time student). Part-time students may also be considered.

Once the minimum qualifications have been met, the instructor then determines if the student meets the Honor Society values of honesty, responsibility, initiative, teamwork, productivity, leadership, and citizenship.

### **SKILLSUSA**

SkillsUSA is a national non-profit student organization serving students enrolled in career and technical education training programs in high schools and colleges. SkillsUSA's mission is to help its members become world-class workers and responsible American citizens. TCAT McKenzie is one of approximately 13,000 school chapters in 50 states. Skills USA complements technical skill training with instruction in the employability skills that make a well-rounded worker and citizen.

## **FINANCIAL AID**

### **ELIGIBILITY**

The College's Financial Aid Supervisor is in charge of administering all financial aid programs. In order for a student to receive financial assistance from federal or state financial aid programs, he/she must:

1. Complete and submit the Free Application for Federal Student Aid (FAFSA).
2. Be enrolled at least half-time as a regular student in an eligible program. (Refer to federal guidelines for exceptions.)
3. Be a U.S. citizen/national or an eligible non-citizen.
4. In some cases, have financial need.
5. Maintain satisfactory academic progress in accordance with policy.
6. Not be in default on Federal Perkins/National Direct Student Loan, any Federal Family Education Loan Program (Stafford Student Loan, PLUS Loan, Supplemental Loan for Students, Income Contingent Loan, or a Consolidated Loan).
7. Not owe a refund on a Federal Pell Grant, Tennessee Student Assistance Award, Federal Supplemental Educational Opportunity Grant or a Byrd Scholarship.
8. Have a High School Diploma, GED or be beyond the age of compulsory school attendance in Tennessee, and have the ability to benefit from the education or training offered.
9. Must take and pass an independently administered examination approved by the Secretary of Education if without a high school diploma or GED.
10. Male citizens of the U.S. and male immigrant aliens 18-25 years old must be registered with the U.S. Selective Service Systems to be eligible for federal student loans and grants. Men can register at any post office, or register on-line at [www.sss.gov/regist.htm](http://www.sss.gov/regist.htm).
11. 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.

The Financial Aid Supervisor is part of the Student Services Office at TCAT McKenzie. The FA Supervisor is available to all students regarding distribution of information, counseling, and final certification of need, if needed. It is the responsibility of the FA Supervisor to use ethical and equitable practices that ensure fairness and protection, both for federal and state monies, as well as the student and the Tennessee College of Applied Technology McKenzie.

### **AGENCY ASSISTANCE**

Financial Assistance may be available through several programs upon qualification within each agency. The TCAT McKenzie provides support through the collection, copying and relaying of student documentation as per agency.

Agency Participants include:

#### **WORKFORCE INVESTMENT ACT (WIA)**

Funds are available to eligible students. Your career counselor will discuss WIA funds with the student/applicant during the initial interview process.

Families First— Families First (TANF) is Tennessee's welfare reform plan which replaced the AFDC program, on September 1, 1996. The program provides temporary cash assistance, job training, employment assistance, and support services.

### VOCATIONAL REHABILITATION

Vocational Rehabilitation (VR) is a federal and state-funded program that provides services to help individuals with disabilities enter or return to employment. It is designed to assist individuals of work age with physical and/or mental disabilities compete successfully with others in earning a livelihood.

To learn more visit your county representative or visit their website at:

<http://www.tennessee.gov/humanserv/rehab/vrs.html>

### TRADE READJUSTMENT ALLOWANCES (TRA)

Income support payments to individuals who have exhausted Unemployment Compensation and whose jobs were affected by foreign imports as determined by the Department of Labor. Tennessee Opportunity Programs, Inc. (TOPS)-scholarship awarded to students with a farming background.

### VETERAN BENEFITS

Prior to enrollment veterans should contact their VA Representative or access

<https://www.ebenefits.va.gov/ebenefitsportal> in order to determine the type of assistance they would benefit from.

### VETERAN AFFAIRS OR MILITARY

Prior to enrollment veterans should contact their VA Representative or access <https://www.ebenefits.va.gov/ebenefitsportal> in order to determine the type of assistance they would benefit from.

The TCAT McKenzie adheres to VA policy regarding possible loss of benefits during military leave time.

Eligibility for deferment of payment of tuition and fees by certain eligible students receiving US Department of Veterans Affairs or other governmentally funded educational assistance benefits.

### **PLEASE NOTE THAT VA BENEFITS CANNOT BE EXTENDED BEYOND THE LENGTH OF THE PROGRAM.**

Service members, Veterans and dependents of veterans who are eligible beneficiaries of US Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 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 be terminated 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.

## **SCHOLARSHIPS**

The TCAT McKenzie may offer scholarship opportunities to high school students specific to a program of interest or through the Director's Scholarship. These are promoted through the area high schools and applications are available in the respective guidance offices. Occasionally, a scholarship will be designated in honor of a person, civic organization, or other external group. All scholarship applications are submitted to the Student Services office. The Manager and Enrollment Officer, along with the TCAT Director make the final selection.

## **TENNESSEE STUDENT ASSISTANCE AWARD (TSAA)**

Students who submit a Free Application for Federal Student Aid (FAFSA) automatically are applying for TSAA monies. Qualification is made through the TSAC program exclusively based on availability and need. Qualified applicants receive payment for each trimester. The exact distribution date is at the discretion of the Financial Aid Supervisor.

## **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. Repayment of this grant is not required as long as the student completes all scheduled requirements.

## **LIFETIME ELIGIBILITY USED (LEU)**

The amount of Federal Pell Grant funds you may receive over your lifetime is limited by a new federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding you can receive each year is equal to 100%, the six-year equivalent is 600%. If your Lifetime Eligibility Used (LEU) equals or exceeds 600%, you may no longer receive Pell Grant funding. Similarly, if your LEU is greater than 500% but less than 600% you may be eligible to receive some Pell Grant but not the full scheduled award.

**\*\*PLEASE NOTE THAT FEDERAL PELL GRANT CANNOT BE EXTENDED BEYOND THE LENGTH OF THE PROGRAM.**

## **FEDERAL WORK STUDY (FWS)**

This program provides funds that are earned through part-time employment at the school. The program enables eligible students to earn a portion of their educational expenses while attending the Technology College. Students receiving FWS will be paid at least the current federal minimum wage. Work schedules will be determined by the College.

## **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 McKenzie.

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 for the Federal Pell Grant.

1. 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
2. Must not be incarcerated
3. Must meet the enrollment requirements for both the school and the program (Not required to have a high school diploma or GED if not required for enrollment in the school or program. Also, a student that possesses a bachelor's degree or higher may be eligible for the WNTSG)
4. Must be enrolled in a program leading to a certificate or diploma. Continuing Education and supplemental certificate programs are not eligible.
5. Must have never received the Tennessee HOPE scholarship or have 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.**

6. Retention of WNTSG Award: To continue to be eligible for WNTSG funds a student must meet the following requirements
7. Reapply each year using the FAFSA by the application deadline date
8. Maintain continuous enrollment (unless a leave of absence or military mobilization leave is granted)
9. Maintain enrollment status during the term (unless a change in status is granted)
10. Maintain satisfactory academic progress according to standards used for financial aid purposes. Students must meet grade and attendance requirements as well as the 150% timeframe requirement.

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

## **SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID**

To make satisfactory academic progress a student must:

1. Complete 75% of cumulative scheduled hours (pace of completion)
2. Must maintain a minimum passing grade of 'C' as published by the institution
3. Satisfactory academic 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.

## **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. These transfer hours will not be included in cumulative grade average or pace of completion.

## **REPEATS**

Repeating after program completion—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.

**Withdrawals will not impact a student's satisfactory academic progress unless they return after 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.

## **REENTRY AFTER 180 DAYS AND TRANSFER STUDENTS**

Generally, you must calculate new payment periods for a clock hour or credit hour non-term program for:

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.

## **TIME FRAME**

Students are not eligible to receive additional Federal Title IV aid past their program length.

For Example: If your program is 1296 hours, this means you will not be funded past 1296 hours. Students may continue to receive State Financial Aid 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 may take 1728 hours (16 months) to successfully complete the 1296 hours.

**Note: Students receiving the Wilder-Naifeh Technical Skills Grant may not appeal unsatisfactory progress.**

## **PROFESSIONAL JUDGMENT**

Since the formula used to determine eligibility for the Federal Pell Grant is basically the same for all applicants, students who have experienced extenuating circumstances beyond their control may request "Special Conditions" or "Professional Judgment."

There must be rare and unusual reasons for the Financial Aid Supervisor to request a Financial Aid Committee meeting on the student's behalf. In addition, the student must provide adequate documentation to support any adjustments before the committee will meet.

Possible extenuating circumstances could include the following:

1. Divorce or separation of a student, spouse, or parent
2. Death of a spouse or parent
3. Loss of untaxed income of student, spouse or parent
4. Disability of a student, spouse or parent
5. Unusual medical expenses of student, spouse or parent
6. Tuition expenses of student, spouse or parent
7. Loss of job by student, spouse or parent

The Financial Aid Committee's decision regarding special circumstances is final and cannot be appealed.

A financial aid "request for Special Conditions" form can be obtained in the Financial Aid Office.

## **OVER AWARD**

The TCAT McKenzie Financial Aid Office is responsible for completing the yearly educational budget. This budget takes into account all expenses, both educational and essential expenses. It is the responsibility of the student to make known to the FA Supervisor all state or federal monies received. This includes monies, such as mileage, that are not part of the educational contract that could result in an over award situation.



## **RETURN OF TITLE IV AID POLICY**

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

1. Withdraws up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.
2. Withdraws 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.
3. Received or could have received a disbursement of Title IV Funds (Pell grant)

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.

A Return of Title IV calculation is not required if student received or was eligible to receive only FWS. FWS funds are not included in a Return of Title IV calculation.

For Return of Title IV and Maintenance Fee, the scheduled hours must be based on students last day of attendance.

In most instances when a student has charged their maintenance and technology fees to their Federal Pell grant and withdraws prior to completing 60% of their scheduled hours for the academic term, 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 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 may 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 school. 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.

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY MCKENZIE**

**A TENNESSEE BOARD OF REGENTS INSTITUTION**

John Morgan ..... Chancellor  
James King..... Vice Chancellor of TCATs

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY STAFF**  
**Administrative Support**

Brad White ..... Director  
John Penn Ridgeway ..... Interim Assistant Director  
Judy Moore ..... Account Clerk  
Mary K. Dueland ..... Executive Secretary

**Student Services**

Daphne Brown ..... Student Services Coordinator  
Jeruna Cozart ..... Counselor  
Jo Wallace ..... Financial Aid Supervisor  
Sue Berry ..... Admissions and Records Clerk

**Maintenance**

Thomas E. Milam..... Utility Worker  
Kila Palmer ..... Utility Worker

**Instructors**

Dan Townsend ..... Automotive Technology  
Open..... Administrative Office Technology  
Maureen Sledd..... Administrative Office Technology (Weakley County)  
Jon McKinney ..... Computer Information Technology  
Bruce Moore ..... Electronics—Green Technology  
Terry Wilson ..... Heating, Ventilation, Air conditioning/Refrigeration  
John Mehan ..... Industrial Maintenance Technology (Weakley County)  
Bob Donald..... Industrial Maintenance Technology  
James E. Tucker ..... Machine Tool Technology  
Martha Sue Peters ..... Technology Foundations  
Jimmy D. Kee ..... Welding Technology

## Full and Part-Time Staff

Name/Title	Degree/Hours	College/Institution
Dr. Brad White Director	Doctor of Education Educational Specialist Master of Science Associate of Science Bachelor of Science Diploma	University of Memphis University of Memphis University of Tennessee State Tech. Institute of Memphis Murray State University TCAT Paris
John Penn Ridgeway Assistant Director	Masters of Arts in Education Bachelor of Arts in Public Administration	Bethel University University of Tennessee-Martin
Daphne Brown Manager, Student Services	Masters of Arts Bachelors of Science	Bethel University Bethel University
Jeruna Cozart Counselor	Bachelors of Science	Bethel University
Jo Wallace Financial Aid Supervisor	Bachelors of Science	University of Tennessee-Martin
Mary Dueland Executive Secretary	Diploma Certified Tennessee Incident Base Reporter (TIBRS)	TCAT McKenzie
Sue Berry Student Records Coordinator	Diploma Certified Administrative Professional	TCAT McKenzie
Judy Moore Account Clerk II	Diploma	TCAT McKenzie
Dan Townsend Instructor, Auto Technology Instructor, Administrative Office Technology	Diploma ASE- certified (eight areas)	Newbern
Maureen Sledd Instructor, Administrative Office Technology-Weakley County	Associates of Science Diploma	Jackson State TCAT McKenzie
Jon McKinney Instructor, Computer Information Technology	Diploma A+ Certified Network+ Certified Security+ Certified Linux+ Certified LPIC-1	TCAT McKenzie
Bruce Moore Instructor, Electronics Technology	B.S. CET (Certified Electronics Technician) through ETA (Electronics Technicians Association International) Copper Network Cabling and Fiber Optic Network Cabling certified through C-Tech and Leveton Energy Management through C-Tech LLE (Tennessee Limited License Electrician) RESI (Residential Electronic Systems Integrator) ETA NABCEP PV Entry Level ETA PV installer ETA Small wind installer Training for NABCEP solar thermal Training for ETA Alternative Energy Integrator	Bethel College
Terry Wilson Instructor, HVAC/Refrigeration	Diploma EPA section 608 Universal certified NATE Certified in AC service and installation, heat pump service and installation AIR Light Commercial Refrigeration Certified Master HVACR Educator	TCAT McKenzie

<p>Bob Donald Instructor, Industrial Maintenance</p>	<p>(CMHE) Associated Degree in Electronic Engineering from ITT Technical Institute, with honors ETA International Certification Administrator ETA Certification Intelitek Certification Allen/Bradley AC Drives/PLCs Certification OSHA 30 Hour Construction Course Certification Windows XP and IC3 Certification Windows Office Suite Certification NIDA Certification RSLogix 5000 Rockwell Automation AWS Certification EPA Certification Universal NADCA Intro to Die Casting and Process Management Certifications Aquatrol-Cooling Towers and Chilled Loops Certifications American Society of Safety Engineers Certification MAZAK Corporation-CNC Certification Dale Carnegie Effective Speaking and Human Relations Certification Ervin Industries Blast Cleaning Certification American Collid Company Process Control Certification</p>	<p>ITT, Indianapolis, IN.</p>
<p>John Mehan Instructor, Industrial Maintenance, Weakley County Campus</p>	<p>BS AA Certified Machinery and Equipment Appraiser Certified Hydraulic Systems Designer and Trainer (Gelber Industries) Certified Business Analyst Certified Business Consultant Business Enhancement Consultant</p>	<p>Northern Illinois University Lear Siegler Institute</p>
<p>James Tucker Instructor, Machine Tool Martha Peters Technology Foundations Jimmy Kee Instructor, Welding Technology</p>	<p>Diploma NIMS Certified Masters of Science  Diploma Welding Qualification ASME USA Department of Labor Apprenticeship Boiler Makers AWS Certificate Awards AWS District 8 Educator Chattanooga State Technical Community College NextGen- Weld-ED Educator's Training Phase II MOST-Hazard MAT Safety Awareness</p>	<p>TCAT McKenzie  Bethel College  TCAT McKenzie</p>
<p>Thomas Milam Utility Worker Kelia Palmer Utility Worker</p>	<p>Diploma  Diploma EPA Certified</p>	<p>TCAT McKenzie  TCAT McKenzie</p>

## **ADVISORY COMMITTEES**

Advisory committees play an important role at TCAT McKenzie by providing information and recommendations, which may assist the administrative staff in making decisions favorable to the effective operation of the school. Each training program also utilizes occupational advisory committees, which aid the instructional staff in assessing the needs of the students and local industry. These advisory committees assist the instructional staff in keeping abreast of the latest equipment, methods, and technologies in their respective occupational areas.

## **PROGRAM INFORMATION**

Automotive Technology	Administrative Office Technology
Computer Operations Technology	Electronics Technology
HVAC/Refrigeration	Industrial Maintenance
Machine Tool Technology	Technology Foundations
Welding Technology	

## **ON-LINE PROGRAMS**

The Tennessee College of Applied Technology McKenzie offers one of their programs online through the Regents Online Degree Program. Students can work toward a certificate/diploma in the Administrative Office Technology program. For more information contact the McKenzie campus coordinator, Jeruna Cozart at 731-352-7506 or the Tennessee Board of Regents RODP information line at 1-888-223-0023.

## **TECHNOLOGY FOUNDATIONS**

Each student is evaluated upon entering Tennessee College of Applied Technology McKenzie. The student is tested in reading, math, and locating information. Each shop has a different level of proficiency that a student must achieve. Copies of the different levels are available in the Technology Foundations classroom. Professionals in each particular field developed these levels.

If a student does not obtain the necessary score level on the tests for his/her area, he/she will be enrolled in Technology Foundations for one hour each day until the required levels are obtained. The Technology Foundations class is a computer-based course, utilizing Careerready101 of KeyTrain.

## **ADMINISTRATIVE OFFICE TECHNOLOGY**

### **Offered at both the McKenzie and the Weakley County Campuses**

The Administrative Office Technology Program located in Weakley County is designed to provide the student with experiences which will prepare them for a successful career in the business world. Along with the development of clerical skills, students obtain proficiency in keyboarding and the use of applications software and technology to perform a wide variety of office functions. A comprehensive study of computer fundamentals builds familiarity with terminology as well as office skills.

Trainees may select a major area of interest leading to a diploma from those listed below. Within each major area, students also have the opportunity to develop the skills needed for two different certificate levels and three diploma levels.

Students receive up-to-date instruction, realistic work simulations, and experience on today's most widely used office equipment. The program features articulation agreements with Dyersburg State Community College and Jackson State Community College so you may continue your education toward an associate's degree, if you desire.

This program has three areas of concentration: Accounting Assistant Diploma, Administrative Assistant Diploma, and Medical Administrative Assistant Diploma. The program offers two certificate exit points whereby a student may choose to leave the program with acquired training skills: General Office Assistant Certificate, and Office Software Specialist Certificate. Each exit point reached should enable the individual to perform certain tasks that will ordinarily be reflected in the appropriate job description

### **Course objectives (McKenzie campus)**

- To prepare students for entrance into a business career; or having entered such a career, to render more efficient service therein and to advance their present levels of employment to higher levels.
- To alert students of the career opportunities available to them and be informed of the educational and experience requirements necessary for success in these occupations.
- To develop in the student such qualities as good judgment, poise, dependability, loyalty, cooperation, initiative and tact.
- To develop in the student the skill and efficiency in operating modern office equipment. They will not only become computer literate, but will also develop the skills needed to successfully use the computer for completing general clerical tasks.
- To develop in the student the ability to work independently using sound decision-making skills while planning and organizing tasks for efficient and timely completion.
- To develop in the student the self-confidence and interpersonal skills necessary to function successfully as a modern office professional.
- Please note: The Administrative Office Technology program is also offered at TCAT's extension campus located in Martin, Tennessee. The instruction and major tracks are identical to the main campus program.

#### Course objectives (Weakley County campus)

- To prepare students for entrance into a clerical occupation or having entered such an occupation, to provide them with updated skills so that they may advance their present level of employment to a higher level.
- To inform students of the career opportunities available to them and to keep them abreast of the educational and experience requirements necessary for success in these occupations.
- To develop in the students such qualities as good judgment, poise, dependability, loyalty, cooperation, initiative, and tact.
- To develop particular courses or to make changes in the curriculum or skills as the need arises due to the rapidly changing workforce and to the need for job skills to correspond to these changes.
- To develop in the student, the skill and efficiency to operate modern office equipment. To allow them to be computer literate and to develop skills needed to productively use the computer in completing standard clerical tasks.
- To develop in the student the capability to work independently using positive decision making skills while planning and organizing tasks for efficient and timely completion.
- To develop in the student, the self-confidence and interpersonal skills necessary to function successfully as a modern office professional.

This major encompasses a wide variety of training and experience designed to prepare students for the various challenges of today's office. Students selecting this major will have an opportunity to learn all phases of office administration.

Some of the certificate and diploma levels in this program are offered online, through the Regents Online Degree Program. For more information, contact the College's Admissions Counselor.

## **LEVELS OF TRAINING**

Accounting Assistant	Diploma	1296 hours
Administrative Assistant	Diploma	1296 hours
Medical Administrative Assistant	Diploma	1296 hours
Office Software Specialist	Certificate	864 hours
General Office Assistant	Certificate	432 hours

## **COURSE OUTLINE**

### **General Office Assistant Certificate**

Orientation/Safety-6 Hours  
Office Technology Found. -96 Hours  
Keyboarding/Data Entry-90 Hours  
Office Procedures I-120 Hours  
Computer Essentials-120 Hours

### **Office Software Certificate**

Word Processing Apps. -120 Hours  
Spreadsheet Apps. -120 Hours  
Office Procedures II-120 Hours  
Employability Skills-72 Hours

### **Accounting Assistant Diploma**

Accounting-216 Hours  
Payroll-108 Hours  
Computerized Accounting-108 Hours

### **Administrative Assistant Diploma**

Business Communications-108 Hours  
Customer Service Principles -80 Hours  
Financial Functions-100 Hours  
Simulation-144 Hours

### **Medical Administrative Assistant Diploma**

Medical Terminology-72 Hours  
Medical Ethics/Office Pro-90 Hours  
Intro to Medical Insurance-100 Hours  
Electronic Health Records-80 Hours  
Medical Simulation-90 Hours



## **AUTOMOTIVE TECHNOLOGY**

The ASE-certified Automotive Technology Program teaches student to test, diagnose, and service a variety of electronic, semiautomatic, and electrical-mechanical devices and accessories found in automotive vehicles. Mechanical aptitude, communication skills, and an interest in the automotive industry are important to a successful auto technician career.

Automotive technicians are employed in dealerships, custom and specialty shops, fleet maintenance shops, independent garages, and related business and government service and repair facilities. Students completing a certificate are qualified to work in tune-up and minor repair Colleges as service specialists. Diploma graduates work as skilled technicians in the automotive business and industry.

At TCAT McKenzie, the automotive technology courses are designed to prepare students for successful completion of certification by the National Institute for Automotive Service Excellence (ASE). ASE certification is the most respected credential available to the working automotive technician.

### **Course objectives:**

- To train students for entry into and/or advancement in the automotive field.
- To provide additional training to students who are currently employed in the automotive field and need to upgrade their skills.
- To help students develop a good attitude about themselves, their fellow workers and customers with whom they will come in contact.

## Course Awards and Length

A diploma or certificate will be awarded to students depending upon the successful completion of specified units of study.

Course Awards and Length			Instructional units	
Automotive Technician	Diploma	2160 hours	Automotive Industry Safety in the Shop Automotive systems	Fuel Injection Carburetors Emission Control
Electrical/Electronics Technician	Certificate	450 hours	Shop Tools Diagnostic Equipment	Computer Engine Control Clutches
Engine Performance	Certificate	432 hours	Automotive Engines Engine Disassembly Short Blocks	Manual Transmissions and Transaxles
Engine Repair	Certificate	234 hours	Cylinder Head and Values Camshaft and Valve Trains	Manual Trans. And Transaxle Svc.
Transmission/ Transaxle Technician	Certificate	234 hours	Lubricating and Cooling	Drive Shaft and Differential
Manual Drive train & Axle Technician	Certificate	192 hours	Intake and Exhaust Engine Sealing and Assembly	Auto Trans. & Transaxle Auto Trans. & Transaxle Svc.
Steering/Suspension Technician	Certificate	180 hours	Electrical and Electronics Starting and Charging	Four and All Wheel Drive Tires and Wheel
Brake Technician	Certificate	204 hours	Lighting	Suspension
Heating/Air Conditioning Tech.	Certificate	174 hours	Instruments and Accessories Ignition Systems	Steering and Wheel Alignment Brakes
Lubrication Tech.	Certificate	180 hours	Ignition Systems Service Fuel Systems	Drum Brakes Disc Brakes Heating & Air Conditioning
			Work Readiness	Safety and Security Systems

## **COMPUTER INFORMATION TECHNOLOGY**

The Computer Information Technology program is designed to train potential employees who would serve their employers as computer support specialist and would have the skills to keep the computer system upgraded and running without costly outside consultants and service technicians. It will provide student with first-hand knowledge of the software, hardware, and operations of personal computers used in businesses and industry today. CIT features in-depth studies of the major operating systems, troubleshooting, system diagnostics, and configuration of computers and their related peripheral devices.

The program will prepare students for employment in a variety of computer-related positions in business, services, and manufacturing environments. Job opportunities are available in state, federal, and local government offices, medical legal offices, banks, insurance companies, manufacturing and educational institutions. Successful graduates will have the basic skills necessary to become employed as a PC Operator, Information Processing Technician, PC Hardware Technicians, Microcomputer Specialist, Microcomputer Specialist/Networking Technician or a Computer System Specialist in any type of business environment.

Computer Information Technology students use technology found in business and industry. Lab equipment includes personal computers and a variety of peripherals and interface equipment.

Course Objectives:

- To provide experiences designed to teach the skills, knowledge, attitudes, judgment, pose, dependability, loyalty, cooperation, initiative, and personal traits that are essential for job success.
- To provide training in data entry, information processing, computer technology and related subjects with emphasis on the importance of initiative, research, logic and common sense that leads to the successful completion of all assigned work.
- To provide training to upgrade existing skills and knowledge of individuals to prepare them for a higher level of employment.
- To accommodate individual student differences and abilities by permitting students to progress at their competency level.
- To assist students in the selection of one of the areas of training that is compatible to their individual interests and aptitudes by setting up an appropriate CO-OP experience in the field of their choice.

Course Awards Length			Course Outline	
IT Systems Coordinator	Diploma	2160 hours	Orientation & Computer Safety	Basic Networking OSI Layers 7-4
IT Specialist	Diploma	1728 hours	Intro. To Computer Hardware	OSI Layers 3-1 Planning and Cabling
Microcomputer Specialist	Diploma	1296 hours	Intro. To Computer Software PC Hard./Basic Assembly	Routing Basics Dynamic Protocols Distance Vector Protocols Link-State Protocols
Security Specialist	Certificate	864 hours	Operating Systems Technology PC Hardware troubleshooting	LAN Design Basic Switching and VLANs
Desktop Technician	Certificate	432 hours	Operating Sys. Troubleshooting Basic Network Systems Basic Security Practices	Inter-VLAN Routing WAN Basics and PPP Frame Relay and Security ACLs and Teleworker Services IP Addressing and Network Troubleshooting
			Network Fundamentals Network Structure. Using OSI Model Network Hardware and Protocols Routing and Wireless Network Services and Security Network Implementation. Troubleshooting Intro. to Security Security Threats, Risks and Protection Measures	
			Wireless Security. and Access Control Assessments., audits,& Basic Cryptography Linux Installation Linux Commands Linux System Management Linux Networking Linux Security Linux Hardware Support	

## ELECTRONICS TECHNOLOGY

The Electronics Technology program is designed to give students knowledge and skills involved in assembling, installing, and repairing electronic products, components, and equipment. The student will be provided with basic theories, principles, and experiments, as well as hands-on experiences with electronics. The combination of electrical, electronic, and mechanical devices to form new automated systems in manufacturing, product testing, electronic instrumentation and computer-controlled processes has blended the electronic and electrical technician field. A new type of technician versed in electromechanical applications has emerged to assemble, install, test and troubleshoot, calibrate, service, and/or sell a variety of devices and electronic instruments.

Graduates of this program will acquire competencies in the areas of DC circuitry, AC circuitry, RF communications, industrial, instrumentation, digital electronics, microprocessor, interconnection technology (soldering), computer service, service technology, and telecommunications. Students will also learn trade-specific mathematics, safety, and basic repair techniques.

### Course Objectives:

- To develop basic skills such as reading, communication and computation.
- To develop electronics service skills and knowledge sufficient for acceptable job entry performance.
- To develop respect for the rights of fellow workers, managers and customers.
- To develop problem solving skills.

### Course Awards Length

### Course Outline

Electronics Technician-Green Technology	Diploma	2160 hours	Safe Work Practices	Introduction to Digital Circuits
Electronics Technician	Diploma	2160 hours	Introduction to Electricity	Digital Logic Functions
Electronics Technician	Diploma	1296 hours	Multimeters	FLIP-FLOP Circuits
Electronics Technician			Soldering	Memory Circuits
Electronics Technician			Basic D.C. Circuits	A/D and D/A Circuits
Apprentice			Complex Circuits	Microprocessor Circuits
Electronics Tester	Certificate	864 hours	Introduction to AC	Introduction to the PC
Electronics Assembler	Certificate	432 hours	AC Test Equipment	PC Operating System
			RI Circuits	PC Hardware
			RC Circuits	Installing and Upgrading
			Transformers	Introduction to Communication Systems
			Relays and Switches	Telephone Systems
			Introduction to Analog Circuits	Telephone Equipment
			Diode Circuits	Systems Installation
			Transistor Circuits	Network Cabling
			Power Supplies	Work Readiness
			Operational Amplifiers	

## HVAC/REFRIGERATION TECHNOLOGY

This program is designed to serve the student interested in training for the heating, ventilation, air conditioning, and/or refrigeration fields for gainful employment. It also provides for the needs of those students seeking up-dating types of training in various segments of this course. Since the students entering this program are from varied backgrounds and abilities, the Heating, Ventilation, Air Conditioning/Refrigeration Technology program provides individualized training and equal opportunities for every student to develop their technical skills and knowledge at the most expedient rate of time possible.

The primary purpose of the HVAC/R program is to provide the highest quality technical training and job skills for area residents, industrial institutions, and also individual training needs, including those persons already employed in this field. The Environmental Protection Agency's certifications are integrated into the diploma and certificate exits of this program for compliance to Federal laws governing refrigerants.

The philosophy of this program is to provide training, which meets or exceeds industry's standards and to develop the individual's technical competencies and motor-skills, which should enable them to become successfully employed at entry level or higher.

### Course Objectives

The primary objective of this course is to provide any and all necessary training, thus enabling the student to obtain employment in this field at entry level or higher.

This course is designed to provide instruction in the techniques, skills and technical information necessary for entry-level employment. Related math and theory are taught as needed throughout the program. Students become skilled in the utilization of computer equipment used in the industry. There are four diplomas and two certificates that may be awarded. Each student must complete and pass proficiency test for each certificate level with a grade of 80 percent or higher before continuing to the next level.

### Course Awards and Length

A diploma or certificate will be awarded to students depending upon the successful completion of specified units of study.

Heating & A/C Mechanic Helper	Certificate	432 hours
Refrigeration Unit Repairer	Certificate	864 hours
HVAC Technician	Diploma	1296 hours
HVAC/Refrigeration Technician	Diploma	1728 hours
Commer. Ref.&A/C Technician	Diploma	2160 hours
Environmental Controls Technician	Diploma	2160 hours

## **INSTRUCTIONAL UNITS**

Orientation and safety  
Basic Electricity  
Test Equipment  
Fundamentals of refrigeration  
Tools and materials  
Basic refrigeration systems  
Compressor construction  
Electric Motors  
Refrigerants and Environmental effects  
Basic installation techniques  
Servicing domestic hermetics  
EPA certification examinations  
Servicing window unit air conditioners  
Commercial refrigeration systems technologies, applications, service and installations  
Air Conditioning Systems Fundamentals  
Heating and humidification technology  
Heat pumps  
Gas, oil and electric furnaces  
Servicing heat pumps  
Heating cooling calculations  
Basic systems pneumatics and controls  
Commercial air conditioning systems service and installation, controls, applications and instruments

## **INDUSTRIAL MAINTENANCE TECHNOLOGY**

The Industrial Maintenance program provides students with a thorough understanding of the theory and operation of industrial plant and manufacturing systems. Students gain the skills necessary to become technicians and to advance in the field of machine and equipment troubleshooting and repair. Instruction consists of both classroom and practical application work involving machine shop, electricity, mechanical power transmission, hydraulics, pneumatics, and programmable logic controllers.

Industry is in need of individuals who are capable of performing a variety of plant maintenance responsibilities. Technical achievements have created new skill demands as methods and equipment have increased the potential of industry to manufacture products and deliver services more efficiently. Industrial maintenance work is characterized by variety because each equipment repair job presents a different problem requiring the knowledge to diagnose and repair.

Industrial Maintenance technicians install, diagnose, and repair industrial equipment, including motors, motor controls, programmable logic controllers, and electrical, pneumatic and hydraulic devices.

### Course objectives:

- The student will observe appropriate safety rules during all laboratory activities.
- The student will maintain an honest and courteous demeanor at all times.
- The student will maintain a good attendance record.
- The student will display sufficient technical skills and knowledge to meet the needs of local industry.
- The student will display pride in his/her work.

### Course Awards and Length

Industrial Maintenance Technician	Diploma	1728 hours
Residential Limited Licensure	Certificate	1296 hours
Industrial Maintenance Apprentice	Certificate	864 hours
Electrician Helper	Certificate	432 hours
Maintenance Mechanic	Certificate	432 hours

### Course Outline

Safety/Orientation  
 Technology Foundations  
 Industrial Mechanics  
 Basic  
 Pneumatics/Hydraulics  
 Industrial Electrical  
 Cooperative Education  
 Programmable Controls  
 (Elective)  
 Welding (Elective)  
 HVAC (Elective)  
 Machine Tool (Elective))  
 Work Readiness



## **MACHINE TOOL TECHNOLOGY**

Almost every product made by American industry contains metal parts or is manufactured by machines made of metal parts. Machining workers who use a wide variety of machines tools cut many of these parts to precise dimensions. TCAT McKenzie's Machine Tool Technology program prepares students for jobs in the metalworking industry as machinists. Students must enjoy precision work, must be analytical, work well in teams, have good manual dexterity and have spatial aptitude (visualization skill). Typical tasks include setting up machines, operating controls and checking accuracy in the process of manufacturing metal parts for motors, machinery, tools, dies, gauges, etc. Technical information is covered in lecture and demonstrations; practical application takes place in the laboratory. The Machine Tool Technology program is a technical diploma program focusing on hands-on machine shop experience. Over one million persons are employed as machinists, tool and die makers, instrument makers, machine tools operators, set-up and layout persons. There are many advancement opportunities for the experienced machinist. Many become foreman; others may, with specialized training, become tool and die makers. Machine Tool is the basic background for quality control, metallurgy, programming CNC equipment, and many other machine related fields. Course objectives:

- To assist the student in developing correct work habits and techniques for operating the machine tools and other equipment used in the machining trades.
- To assist the student in developing initiative, good judgment, and correct attitudes, for accepting individual responsibility for Machine Tool Technology work.
- To help the students acquire a respect for the skill and craftsmanship needed by the machine tool and allied industries, in order to compete in today's industrial world.
- To present a variety of experiences and problems that will help the student develop the ability to cope with all practical problems facing a trainee of this trade.
- To acquaint the student with all the machine tools, and processes required in Machine Tool Technology work.
- To familiarize students with the different types of materials and supplies used in the trade.
- To teach the skills and related technology required for the student to perform all basic operations on the machine tools.
- To make accident prevention and safety a part of the student's training.
- To reach blueprint reading and principles of mechanical devices, relating to manufacturing and machining processes.

## Course Awards and Length

A diploma or certificate will be awarded to students depending upon the successful completion of specified units of study.

Machinist 1	Diploma	2160 hours
General Machinist	Diploma	1728 hours
Machine Set-up Operator	Certificate	864 hours
Production Machine Tender	Certificate	432 hours

## Course Outline

### TRIMESTER 1

Orient./Safety/Work  
Readiness  
Technology  
Foundations  
Fractions and  
Decimals  
Metric/English  
Measurements  
Basic Algebra  
Practical Geometry

### TRIMESTER 2

Basic Trigonometry  
Advanced Geometry  
and Trig.  
Engineering Drawings  
Measure/Inspect  
Manufact. Materials  
and Processes  
Lathe Competency  
Mill Competency

### TRIMESTER 3

Advanced Conventional  
Machining  
CNC Programming

### TRIMESTER 4

Set-up CNC Lathe  
Set-up CNC Mill  
EDM Sinking Machine

### TRIMESTER 5

Operate CNC Lathe  
Operate CNC Mill  
CAD/CAM Programming  
Wire EDM

## **WELDING TECHNOLOGY**

Students will learn to perform the welding and cutting processes used in today's industrial setting. The mission of the course is to provide the technical instruction and skill development for the student to become gainfully employed in the welding field. The highly individualized instruction provides for both classroom instruction and practical work experience using hand tools and welding equipment. The major emphasis of the course is placed on electric arc, oxyacetylene, plasma, and GTAW welding. Welding is one of the most common and dependable methods of joining metal parts such as airplanes, autos, household appliances, barges, buildings, boilers, missiles, pipelines, storage tanks, and tugs. The skilled welder is able to plan, layout, and work from drawings or other specifications to meet specified requirements using any or all of the welding properties of steel, stainless steel, cast iron, brass, bronze, aluminum, nickel, along with other metals and alloys. An experienced welder may qualify as a welding technician, supervisor, or foreman.

Course objective:

- Developing basic academic skills such as reading, math, and interpersonal skills
- Developing welding theory skills acceptable for entry-level into a position requiring welding skills
- Developing a hands-on welding skills, that demonstrates knowledge of proper welding procedures
- Developing student work ethics consistent with employer standards
- Developing welding safety skills and knowledge of general shop safety
- Developing print reading for welders; skills acceptable for entry-level

## Course Awards and Length

A diploma or certificate will be awarded to students depending upon the successful completion of specified units of study

Combination Welder	Diploma	1296 hours
Gas Metal Arc Weld./Adv. SMAW	Certificate	864 hours
Shielded Metal Arc Welder Basic	Certificate	432 hours

## Course Outline

Basic Safety	Flame Cut/Oxyacetylene
Introduction & Shop	Blueprint Reading-Welding
Safety	Soldering Flat Position
Plasma Arc Cutting	MIG Welding-Flat
Oxyacetylene Brazing	MIG Welding-Vertical
Basic Math/Welders	Equipment/Maintenance
MIG Welding-Horizontal	TIG Welding-Stainless
MIG Welding-Over-Head	TIG Welding Equipment
TIG Welding-Mild Steel	ARC Welding/SMAW
TIG Welding-Aluminum	SMAW6010-Pipe 1 G
Equipment/Maintenance	SMAW6010-Pipe 5G
Welding Fabrication	SMAW 7018-Pipe 5G
SMAW 6010-Pipe 2 G	Skill and Code Testing
SMAW 7018-Pipe 1 G	Ferrous and Non-Ferrous
GTAW Root Pass 1G-26	Casting, Hardfacing
56	And Metallurgy
Work Readiness	

A special fee of \$100.00 will be added each trimester to Welding tuition to help offset the cost of materials.



# STUDENT POLICIES

## **INFORMATION DIRECTORY**

### SERVICE

Career Counseling  
Bills, Fees, Charges  
Academic Calendar  
Campus  
Class Attendance  
Counseling  
Technology Preparation  
Job Placement  
Financial Aid  
Insurance-Students  
Probation  
Student Senate  
Transcripts  
Veterans' Affairs  
Withdrawal from College

### OFFICE

Student Services  
Business Office  
Student Services  
Student Services or Director  
Instructors  
Student Services  
Technology Foundations Instructor  
Student Services  
Student Services  
Student Services  
Student Services  
Student Services  
Student Services  
Student Services  
Instructor and Student Services

## **RELEASE OF LIABILITY**

Tennessee College of Applied Technology McKenzie and/or its agents are released from responsibility for accidents, which may occur during travel or activities involved in training conducted away from the college. These are activities such as field trips, seminars, workshops, etc.

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY MCKENZIE**

**DAILY SCHEDULE**

CLASS	CLASS BEGINS	BREAK	LUNCH	BREAK	CLEAN-UP BEGINS	CLASS ENDS
TECHNOLOGY FOUNDATIONS	7:45	9:00 9:10	11:00 11:30	1:25 1:35	2:20	2:25
MACHINE TOOL TECHNOLOGY	7:45	9:00 9:10	11:00 11:30	12:55 1:05	2:05	2:25
INDUSTRIAL MAINTENANCE— McKenzie	7:45	9:30 9:40	11:30 12:00	1:05 1:15	2:10	2:25
Weakley County Campus	7:45	10:00 10:10	11:30 12:00	1:30 1:40	2:10	2:25
ELECTRONICS TECHNOLOGY	7:45	9:35 9:45	11:00 11:30	1:10 1:20	2:10	2:25
AUTOMOTIVE TECHNOLOGY	7:45	9:45 9:55	11:30 12:00	1:15 1:25	2:05	2:25
WELDING TECHNOLOGY	7:45	9:30 9:40	11:30 12:00	1:05 1:15	2:05	2:25
ADMINISTRATIVE OFFICE TECHNOLOGY McKenzie & Weakley County	7:45	9:50 10:00	12:00 12:30	1:25 1:35	2:20	2:25
COMPUTER INFORMATION TECHNOLOGY	7:45	10:00 10:10	12:00 12:30	1:30 1:40	2:20	2:25
HVAC/REFRIGERATION	7:45	9:45 9:55	11:30 12:00	1:30 1:40	2:05	2:25



**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY MCKENZIE**  
**POLICIES**

**CLASS SCHEDULES**

All classes will start at 7:45 a.m. and end at 2:25 p.m. Class breaks and lunch periods will be observed as shown on the class schedule in this Handbook. Students are not permitted to leave the classroom without permission from the instructor.

**RECORDS**

Student progress, attendance, training evaluations, and other records which may be pertinent to successful employment are maintained on each student and are filed in the Student Services Office.

**PROGRESS AND ATTENDANCE**

Students are expected to maintain satisfactory attendance and to progress in an appropriate manner toward their training objectives. Toward those ends, the following retention procedures are specified.

**STUDENT ATTENDANCE**

The nature of the programs at this College is such that it is necessary for every student to attend regularly. Absences are only to be used for emergency situations.

1. If a student is absent for a total of 24 hours in a 72-day period of instruction, the instructor will refer the student to the Student Services Office to be placed on probation for the remainder of the trimester.
2. Absences in excess of 42 hours within a 72-day period of instruction result in suspension. A student is considered tardy if not in the classroom at the designated time for class to start.
3. A student is also considered tardy if they leave before the scheduled time for them to dismiss. Students will be charged lost time for all tardies with a minimum of 30 minutes.

Tardies will be handled as follows:

- 4 Tardies – documented warning by instructor
- 5 Tardies – documented probation by Supervisor of Student Services or Counselor
- 7 Tardies – Suspension

Students who enroll after a 72-day period of instruction begins will not have 42 hours of absences before suspension. These days will be subtracted from the 72 and the time prorated to determine the hours, which a student could be absent without suspension.

Documented military leave or jury duty absences will not be counted for dismissal purposes. It is the student's responsibility to provide documentation to the instructor and Student Services

prior to absences for either military leave or jury duty. See page 15 regarding possible loss of military educational benefits.

### **ABSENCES**

If a student must be absent, the instructor should be notified through a phone call to the College at 352-5364. All absences and tardies are documented with an explanation. If a student is absent for more than two (2) days without notifying the Tennessee College of Applied Technology McKenzie, the student is subject to being dropped from the class. If a student returns, clearance for admission must be made through the Student Services Office.

### **STUDENT PROGRESS**

1. This policy provides minimum criteria for evaluating student achievement relating to identified occupational competencies, in compliance with this policy, to define retention standards of the institution.
2. Evaluations are recorded for each student at the end of 72 days of instruction that comprise a term. Those evaluations include the following scale of progress:  
**A=100-93    B=92-85    C=84-77    D=76-70    F=69-0**
3. The term grade report will reflect each student's progress in the following categories:  
Skill Proficiency, Related Information, Worker Characteristics
4. A student must maintain a "C" or better average for the 72-day period of instruction. Failure to do so will result in suspension at the end of the term.

## **READMISSION FROM SUSPENSION**

The Director may consider for readmission the applicant who has been suspended. Criteria that the director 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/her training objective.

## **EXCEPTIONS**

1. In individual cases of extenuating circumstances the Director may make exceptions to suspension due to absences. Such exceptions should be fully documented.
2. Additional retention standards for specific programs may be maintained by the Tennessee College of Applied Technology McKenzie pursuant to accreditation or licensing requirements.

## **REGISTRATION**

Although students remain within the system continuously, registration during each period (trimester) is mandatory. Special efforts are made to provide two opportunities for the students to continue enrollment through pre-registration at the end of the trimester and regular registration, on the first day of each trimester. All exceptions to the following steps are presented to the Student Services Manager.

## **CONTINUING STUDENT REGISTRATION**

Students are required to register (or pre-register) each trimester. All students both full-time and part-time must be registered by the first day of the trimester. Students, who return before their termination takes place, will be allowed to re-enroll with the days missed counting as absences. If the student has not enrolled (full-time or part-time) by the third day into the trimester, they risk termination and must request re-enrollment through the Enrollment Counselor and will be permitted to do so as space becomes available

## **PROBATIONARY REGISTRATION**

Students, who have been in attendance violation, but were approved to remain in class by the Director, are allowed to pre-register or register for the next trimester. However, the student is placed on probationary status for that trimester.

The amount of emergency hours and tardies is reduced to the probationary amount. (for example, the maximum number of hours a full-time student can miss is 24). If the student goes over that amount of hours or tardies, they are terminated and must sit out a full trimester before returning. Otherwise, probation is lifted for the subsequent trimester.

## **CANCELLATION OF CLASSES DUE TO ROAD CONDITIONS**

After listening to weather reports on local radio and television stations, a final decision by administration will be made as to whether or not classes will be cancelled. This decision will be made as early as possible. Local radio and television stations will be notified at that time. Students should listen for announcements. If the College closes, any opportunity for make-up work will be subject to the current policy, designated by your instructor.

1. Road conditions may vary throughout our service area
2. No student should drive in dangerous conditions
3. A student's emergency leave should be reserved for an emergency of this nature.

**\*Please note\*** If classes are not cancelled, any student who misses will be charged for time missed.

If the TCAT McKenzie is making alterations in the daily schedule as a result of the weather, the following radio and television stations will be notified:

WBBJ-TV Channel 7 Jackson

WSMV-TV Channel 4 Nashville ([www.wsmv.com](http://www.wsmv.com)) Snowbird

WCMT Radio 101.7 Martin

## **WEATHER LINE**

Students can call 731-393-9050 for school delay/closing information. Information will be updated by 7 a. m. additionally; this number can be accessed on our school website by clicking the "Weather Alert" link on the navigation bar.

[www.ttcckenzie.edu](http://www.ttcckenzie.edu)

## **SAFETY**

Each student will receive instruction in safety upon enrolling, including internet procedures and usage. Strict safety precautions will be observed and practiced at all times. No student will be permitted to use any machine or training equipment without permission from the Instructor. Tennessee State Law requires that safety glasses will be worn at all times in certain areas. Students will be informed of the policies, which apply to their training area by their Instructor. Safety equipment, as required, must be worn at all times, as prescribed by the Instructor. There is no state insurance or hospitalization for students in case of accident while in training. Accident insurance is available at a very inexpensive rate and should be purchased by each student. 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.

## **BLOODBORNE PATHOGENS**

Bloodborne pathogens are bacteria and viruses present in human blood and body fluids that can cause disease in humans. The two major ones are HIV and Hepatitis B. These pathogens can be transmitted through bodily fluids such as blood, semen, vaginal secretions, amniotic, spinal or synovial fluids. If you come in contact with any of these fluids or suspect that you have, you should practice Standard Precautions. This means to treat all bodily fluids as if they are

contaminated. Steps you should take if you come in contact with any bodily fluid such as those mentioned above and including, urine, feces, mucus or vomit:

1. Find your instructor or a staff member who has been trained in Standard Precautions.
2. Do not touch any bodily fluids unless wearing personal protective equipment, including gloves, gown and mask.
3. Immediately wash your hands and/or face with water
4. Notify your primary care physician or the health department the same business day.

## **HEPATITIS B**

Hepatitis B virus may be found in blood and can be spread through contact with infected blood or blood products. You can get Hepatitis B by injecting drugs with a dirty needles used by someone who is infected with hepatitis B virus. You can even get it by sharing razors or toothbrushes with an infected person. Hepatitis B is also spread through certain body fluids of an infected person, such as semen and vaginal secretions, and can be spread by having sex with someone who has the disease. Hepatitis B affects more than 1 million people in the United States. It can be serious and even fatal, causing such illnesses as liver cancer.

## **TOBACCO USE POLICY**

This policy promotes a healthy and safe environment conducive to learning for all students, faculty, staff and visitors. It covers all tobacco use at the Tennessee College of Applied Technology McKenzie.

All tobacco must be used in designated areas only. TCAT's main campus has three gazebos designated for tobacco use. Our Weakley County campus has one gazebo designated for tobacco use. Tobacco use is not permitted in any shop, classroom, laboratory, or storage area. Usage of tobacco products must be at least 50 feet, or more, from any main entrance.

Tobacco use will not be permitted for students at times other than the regular breaks and lunch periods.

All students will be expected to place their tobacco waste in receptacles, provided for this purpose in tobacco-use areas, in order to maintain a neat appearance and healthy environment of the facility.

Smoking in any form through the use of tobacco products (pipes, cigars and cigarettes) or "vaping" with e-cigarettes, etc. is only permissible in the designated areas. E-cigarettes are not FDA-approved cessation devices; this means it still falls under the category of smoking.

## **ATTITUDE**

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

## **BOOKS AND SAFETY EQUIPMENT**

All students are expected to purchase all books and required safety equipment as directed by the Counselor or Instructor. A student's enrollment will not be complete until all books and safety equipment have been purchased. All items purchased by the student become that student's personal property.

## **HOUSEKEEPING**

All waste paper, cups, cigarette butts, and other refuse must be placed in receptacles, which are provided. No drinks or food will be permitted in the classrooms. Each student group will be responsible for keeping their shop area clean and orderly at all times. Salvageable material should be separated from the waste as directed by the Instructor. A clean training area helps make a safe training area.

## **DRESS**

All students should dress and groom themselves as they would if they were working in the business or industry for which they are training. Businesses and individuals who employ students from the Tennessee College of Applied Technology McKenzie have helped develop dress guidelines. Failure to comply could result in student being sent home. Guidelines are as follows:

1. Students should keep their shirttail in at all times where safety is a factor.
2. Wear shoes suitable for the training area and keep them looking neat. For safety reasons, sandals, fabric tennis shoes, or sneakers are not acceptable in shop training areas.
3. Students should avoid extremes in hair length where safety is a factor.

## **TOOLS AND EQUIPMENT**

Students are responsible for proper use and care of tools and equipment. Any tool lost or carelessly damaged will be replaced by the student.

## **STUDENT PROJECTS**

All projects must be selected with the approval of the Instructor and must fit into the training program. The student must furnish all material used on private projects.

## **LOBBY**

The chairs in the lobby are reserved for College of Applied Technology McKenzie visitors. The lobby is not to be used as a student lounge.

## **TELEPHONE CALLS**

Students are not permitted to use the Office phones except for emergencies or employment contacts. Students should instruct their families and friends to call only in case of emergency. A public phone is provided for outgoing calls. Cell phones must be turned off inside all classrooms and shop areas. Students are free to use cell phones during breaks and lunch.

## **VISITORS**

All visitors must have permission from the Office to visit any individual or training area. Visitors are invited and encouraged to visit the Tennessee College of Applied Technology McKenzie.

## **DIPLOMAS, CERTIFICATES, TRANSCRIPTS, AND RECORDS**

Students will be given a diploma or a certificate for completion of a training program (Your Instructor will explain the difference between a diploma or certificate). A transcript of completed training will be prepared and supplied upon written request by the student. A permanent record of each student's training will be kept. Assistance in finding suitable employment for students will be provided for those who have made satisfactory progress.

Requests for transcripts may be submitted to Student Services. Please include name, current mailing address (where we can mail your transcript), social security number, date of attendance, program of study and current phone number.

## **PROCEDURES FOR TERMINATING TRAINING**

Every student should talk to the Instructor and the Student Services Manager before terminating training. The procedure is as follow:

1. First talk with your Instructor. Explain why you are leaving and what your plans are for the future.
2. Contact Student Services for a termination form and have exit interview. There is certain important information that will be needed for records.
3. If a student leaves without notifying the Instructor and without having a termination interview with the Counselor, a certificate or diploma will not be awarded, nor will assistance be given in getting employment for the student. Student are not eligible for re-enrollment until this has been completed.
4. If you have received financial aid, including but not limited to Pell or military benefits, you must contact the Financial Aid Officer in order to be eligible for benefits as of the day of termination.

## **TCAT MCKENZIE PARKING AND TRAFFIC POLICY**

### **GENERAL**

These regulations are established by Tennessee College of Applied Technology McKenzie. They are applicable to all students, faculty, staff, and visitors on the TCAT McKenzie campus. Students are required to obey these regulations as a condition of attendance at TCAT McKenzie, and faculty and staff (HEREINAFTER REFERRED TO AS STAFF) members are required to obey them as well.

The purpose of these regulations is to facilitate the safe and orderly conduct of school business and provide parking facilities in support of this function within the limits of available space.

The Assistant Director at TCAT McKenzie is responsible for implementation and enforcement of these regulations.

TCAT McKenzie shall have no responsibility for loss or damage to any vehicle or its contents operated or parked on its campus.

Regulations are enforceable seven (7) days a week, twenty-four (24) hours a day, including holidays and breaks.

### **VISITORS**

Definition: Persons not connected with the school that occasionally has business or other reasons to be on campus.

Visitor parking is available in any marked or open parking area.

### **VEHICLE OPERATION**

- All persons operating a vehicle on school property must be properly licensed operators.
- Pedestrians have the right-of-way at all times.
- The maximum speed limit is 10 mph.
- Traffic control signs, devices and traffic directions will be obeyed.
- All persons operating vehicles are responsible for maintaining control of the vehicle, safe operation of the vehicle and observance of traffic control signs, barriers, and devices.
- Operating a motor vehicle in any area other than intended for motor vehicles is prohibited.
- All accidents must be reported to Assistant Director.



- Bicycles operated on campus will be controlled under the same regulations and conditions that apply to motor vehicles.

## **VIOLATIONS**

The following examples shall constitute violations of these regulations:

- In a no-parking zone
- In unauthorized area
- In loading zone (including loading dock)
- Blocking dumpster
- In fire lane
- Blocking or obstructing traffic, street, sidewalk, driveway, fire hydrant, building entrance or exit, or another vehicle
- Parked wrong way on one-way street
- Parked in handicapped space
- Parked outside lines or appropriately marked space
- Unauthorized use of a Handicapped plate or placard.

## **MOVING**

- Exceeding posted speed limit
- Excessive speed for existing conditions
- Failure to obey traffic control sign
- Operating a vehicle without a valid operator's license
- Driving off of parking lot or street
- Reckless driving and/or racing
- Failure to yield right-of-way to a pedestrian crossing
- Leaving scene of accident
- Wrong way on one-way street
- Following too closely
- Operating mechanically unsafe vehicle
- Driving while under the influence of alcohol or narcotics
- Operating vehicle causing loud or unnecessary noise, such as loud mufflers, horns, P.A. systems, excessively loud radio and /or music systems, etc.

## **ENFORCEMENT-PARKING**

- A. The TCAT McKenzie Assistant Director is responsible for enforcement of all parking and traffic violations.
- B. Penalty for rules violations may include towing a vehicle, barring a vehicle from the premises for a period of a few days to a full semester.
- C. Vehicles parked in a fire lane, designated handicapped parking space, reserved parking space, or in such manner as to impede the flow of traffic or disrupt the orderly affairs of

the school may be towed and/or barred from the campus. A fine of \$25.00 may be levied for parking in a handicapped area.

D. Penalties may be appealed to the Director of the institution.

## **POLICY ON DRUG-FREE CAMPUS**

### **POLICY**

It is the policy of Tennessee College of Applied Technology McKenzie (TCAT) that the unlawful manufacture, distribution, possession, use or abuse of alcohol and illicit drugs on the TCAT campus, on property owned by TCAT, or as part of any activity of TCAT is strictly prohibited. All employees and students are subject to applicable federal, state and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions as set forth in the TCAT Student Handbook.

### **LEGAL SANCTIONS**

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, 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. 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 under 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 years the minor's senior, and the adult knew 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. 39-17-417).

### **TENNESSEE COLLEGE OF APPLIED TECHNOLOGY MCKENZIE SANCTIONS**

Tennessee College of Applied Technology McKenzie will impose the appropriate sanction(s) on any employee or student who fails to comply with the terms of this policy.

### **STUDENTS**

Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

1. Termination;
2. Suspension;
3. Mandatory participation in and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program;
4. Referral for prosecution;
5. Probation;
6. Warning;
7. Reprimand

## **HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL**

There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortions, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS, and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death.

## **DRUG AND ALCOHOL PREVENTION AND POLICY ON DRUG-FREE CAMPUS**

Drug and/or alcohol abuse can affect one's physical and emotional health as well as social life and everyday living. Long-term abuse can destroy a health body and mind. This College has a drug-free policy and a prevention program to assist students and staff members who have problems with alcohol or drug abuse. Student Services personnel are available to assist and make referrals to appropriate agencies, which assist persons with this problem. Every effort will be made to respond effectively to the use and abuse of alcohol and drugs by the College's population. Tennessee College of Applied Technology McKenzie expects all students and staff members to comply with the rules and local and state laws relating to alcoholic beverages and drugs. The Omnibus Drug Initiative Act of 1988 requires that all grantees receiving grants from a federal agency certify that they will maintain a drug-free workplace.

It is the policy of Tennessee College of Applied Technology McKenzie Tennessee College of Applied Technology McKenzie (TCAT) that the unlawful manufacture, distribution, possession, use or abuse of alcohol and illicit drugs on the TCAT campus, on property owned by TCAT, or as part of any activity of TCAT is strictly prohibited. All employees and students are subject to applicable federal, state and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions as set forth in the TCAT Student Handbook.

## **LEGAL SANCTIONS**

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, 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. 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 years the minor's senior, and the adult knew 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. 39-17-417).

## **TENNESSEE COLLEGE OF APPLIED TECHNOLOGY MCKENZIE SANCTIONS**

The Tennessee College of Applied Technology McKenzie will impose the appropriate sanction(s) on any employee or student who fails to comply with the terms of this policy.

Students

Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

1. Termination;
2. Suspension;
3. Mandatory participation in and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program;
4. Referral for prosecution;
5. Probation;
6. Warning;
7. Reprimand

## **HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL**

There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organ damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortions, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS, and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death.

## **DRUG AND ALCOHOL COUNSELING, TREATMENT AND REHABILITATION ASSISTANCE**

This document is presented as an educational and informational resource. It is not designed to provide services for persons in crisis or in need of mental health services. For immediate emergency assistance call 911 or go to your nearest emergency room.

## **CRISIS RESOURCES**

Persons in crisis should call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255). If the crisis is life threatening, dial 911.

## **NATIONAL SUICIDE PREVENTION LIFELINE (FOR VETERANS)**

Veterans can call the Lifeline number, 1-800-273-TALK (8255), and press "1" to be routed to the Veterans Suicide Prevention Hotline.

Counseling Treatment Rehab Programs

A Abater Addiction Helpline  
1-800-300-1304

Employee Assistance Program  
1-800-308-4934  
for TN State Employees only

Carey Counseling Center  
19410 Main St W Huntingdon, TN 38344  
(731) 986-4411

Paris Professional Associates  
2555 E Wood St  
Paris, TN 38242  
(731) 641-4545  
26 Miles

Vines Men's House  
2233 Buchanan Rd  
Buchanan, TN 38222  
(731) 644-7186  
~26 Miles

Pathways of Tennessee  
4039 Highland St  
Milan, TN 38358  
(731) 723-1327  
~32 Miles

Drug Abuse Prevention  
116 S Rosemary Ave  
Camden, TN 38320  
(731) 584-4407  
~38 Miles

Alcohol Abuse & Drug Rehab  
Jackson  
Jackson, TN 38343  
(731) 512-3558  
~48 Miles

Jackson Professional Associates  
1869 Highway 45 Byp Ste 5  
Jackson, TN 38305  
(731) 660-0880  
~57 Miles

Alcohol Abuse Drug Rehab  
Murray  
Murray, KY 42071  
(270) 753-6317  
~59 Miles

Fidelity Search Enterprises  
1029 Campbell St Ste 105  
Jackson, TN 38301  
(731) 422-9911  
~64 Miles

West Ky. Drug & Alcohol Intervention  
Service  
1301 Princeton Dr.  
Mayfield, KY 42066  
(270) 247-4212  
~68 Miles

Alcohol Abuse Drug Rehab  
Mayfield  
Mayfield, KY 42066  
(270) 247-8136  
~68 Miles

Substance Abuse Solutions  
110 Arbor Ridge Dr.  
Mayfield, KY 42066  
(270) 804-7306  
~68 Miles

Purchase Area Drug Screening  
Route 45  
Mayfield, KY 42066  
(270) 804-7012  
~68 Miles

Better Way Outreach Plus, A Inc.  
327 Pease Ave  
Dyersburg, TN 38024  
(731) 288-0856  
~79 Miles

Alcohol Abuse & Drug Rehab  
Dyersburg  
Dyersburg, TN 38024

(731) 285-2331  
~79 Miles

The Counseling Center  
806 Poplar St  
Benton, KY 42025  
(270) 252-1211  
~84 Miles

Alcohol A Abuse Accredited Drug Detox  
Rehab  
Treatment 24 Hour Helpline

The Watershed  
Dickson, TN 37055  
(615) 441-4931  
~98 Miles

Mental Health-Mental Retardation  
Services  
1530 Lone Oak Rd  
Paducah, KY 42003  
(270) 442-1804  
~100 Miles

Joseph L Freidman Substance Abuse  
1405 S 3rd St  
Paducah, KY 42003  
(270) 442-9131  
~100 Miles

Alcohol Abuse Drug Rehab  
Paducah  
Paducah, KY 42003  
(270) 575-6791  
~100 Miles

Behavioral Management LLC  
2607 Jackson St  
Paducah, KY 42003  
(270) 442-2223  
~100 Miles

West Kentucky Drug Screen Inc.  
1700 Kentucky Ave Ste 114  
Paducah, KY 42003  
(270) 575-9823

~100 Miles

Paducah Professional Associates  
125 S 17th St  
Paducah, KY 42001  
(270) 443-0096  
~102 Miles

Gibson Recovery Center  
1206 Ward Ave  
Caruthersville, MO 63830  
(573) 333-3350  
~103 Miles

Solutions Of Savannah Inc.  
85 Harrison St  
Savannah, TN 38372  
(731) 925-2767  
~104 Miles

Tennessee Valley Teen Challenge Inc.  
1450 Florence Rd  
Savannah, TN 38372  
(731) 926-2555  
~104 Miles

Gibson Recovery Center  
300 Powell Ave  
New Madrid, MO 63869  
(573) 748-5524  
~106 Miles

Buffalo Valley Inc.  
221 S Maple St  
Hohenwald, TN 38462  
(931) 796-1231  
~109 Miles

Buffalo Valley Inc.  
501 S Park St  
Hohenwald, TN 38462  
(800) 447-2766  
~109 Miles

Centerstone  
912 Summertown Hwy  
Hohenwald, TN 38462  
(931) 796-5916

~109 Miles

**\*\*Please contact the Student Services Office for a list of Drug and Alcohol Counseling and Treatment Centers in our area.**



## **HARASSMENT-SEXUAL AND RACIAL GUIDELINES**

Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Educational Amendments of 1972. Other types of harassment are prohibited by applicable law. An institution or school may be held liable pursuant to Title VII and/or lose federal funds pursuant to Title IX for failure to properly investigate and remedy claims of sexual or racial harassment.

- A. Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when one of the following criteria is met:
  - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course, or activity;
  - 2. Submission to or rejection of such conduct by an individual is used as a basis for employment decision, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or
  - 3. Such conduct has the purpose of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile, or offensive work or educational environment. Whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurred.
- B. Generally, racial harassment is defined as any person's conduct, which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong.
  - 1. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin. Title VII requires employers to take prompt action to prevent bigots from expressing their opinion in a way that abuses or offends their co-workers.
- C. Generally, harassment on the behalf of religion, handicap, or other protected status includes any conduct which has the purpose or has the reasonably foreseeable effect of interfering with an individual's academic efforts, employment, or participation in institutionally sponsored activities. Such harassment also includes any activity that creates an intimidating, hostile, or demeaning environment.
  - 1. Guideline P-080 describes procedures intended to protect the rights of the aggrieved party as well as the party against whom an allegation of harassment is lodged, as required by state and federal laws. Each charge must be properly investigated and, when warranted, appropriate disciplinary action taken against the individual charged. The Office of General counsel will always be consulted prior to investigation.

The designated Equal Employment Opportunity/Affirmative Action Officer for TCAT McKenzie is the Manager of Student Services at the school. That person is responsible for receiving harassment complaints from applicants, employees, and students. That office is located in the Student Services Offices of TCAT McKenzie.

### **AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURES**

The Tennessee College of Applied Technology McKenzie, has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S Department of Justice regulations implementing Title II of the Americans with Disabilities Acts. Title II states, in part, that no “otherwise” qualified disabled individual shall, solely by reason of such disability, to be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs or activities sponsored by TCAT McKenzie.

Complaints should be directed to the Manager of Student Services, TCAT McKenzie, 16940 Highland Drive, McKenzie, TN 38201.

### **ADA COMPLIANCE EFFORTS**

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint is filed within 30 days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow a filing of the complaint. The investigation shall be conducted by the Manager of Student Services and others designated by the TCAT McKenzie for such purpose. These rules contemplate informal but thorough investigations affording all interested persons and their representatives, if any, and opportunity to submit evidence relevant t a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Manager of Student Services and a copy forwarded to the complainant no later than 90 days after its filing.
5. The Manager of Student Services shall maintain the files and records at TCAT McKenzie relating to the complaints filed.
6. The complainant can request a reconsideration of the case in circumstances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 30 days to the Director of TCAT McKenzie.
7. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that The Tennessee College of Applied Technology McKenzie complies with the ADA in implementing the program.

The designated Equal Employment Opportunity/Affirmative Action Officer for TCAT McKenzie is the Manager of Student Services of the College. That person is responsible for receiving harassment complaints from applicants, employees, and students. That office is located in the Student Services Offices of TCAT McKenzie.

#### **TENNESSEE STATE LAW REGARDING FELONY FOR POSSESSION OF DEADLY WEAPONS**

It shall be unlawful for any person to possess or carry, whether openly or concealed, any gun, shotgun, rifle, pistol, dynamite cartridge, bomb, grenade, mine explosive device, bowie knife, dirk, dagger, slingshot, leaded cane, switch-blade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or Tennessee College of Applied Technology McKenzie-sanctioned ceremonial purposes, in any public or private College building or bus, on any public or private College campus, grounds, recreation area, athletic field, or other property owned, used or operated by any board of education, College, or university, board of trustees, regents or directors for the administration of any public or private educational institution.

“Switch-blade knife” means any self-operating knife containing a blade or blades, which open automatically by the release of a spring or a similar contrivance.

“Weapon of the like kind” includes razors except those used solely for personal shaving, and any sharp pointed or edged instrument except unaltered nail files, clips, and tools used solely for preparation of food, instruction, and maintenance.

Any person who violates the provisions of this act shall be guilty of a felony and upon conviction shall be punished by imprisonment for a period of not less than one (1) year nor more than five (5) years and fined an amount not to exceed two thousand five hundred dollars (\$2,500).

#### **POLICY ON INFECTION CONTROL OF ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)**

It is the policy of the school to set forth necessary precautions to protect the right of prospective and current students, faculty, and staff of TCAT McKenzie who are victims of Acquired Immune Deficiency Syndrome (AIDS) and to provide reasonable protection against transmission while recognizing legitimate concerns of unaffected students, faculty, and staff who will necessarily be thrust into varying degrees of close contact with victims.

#### **SCOPE**

It is the general position of TCAT to permit students diagnosed as having AIDS to participate fully in classes and activities to the degree to which they are physically capable. Similarly, employees diagnosed as having AIDS will, as a general rule, be permitted to continue their employment to the degree to which they are physically capable. This statement is based upon

information published by the U.S. Public Health Service, Department of Health and Human Service, which indicates that the causative virus of AIDS is transmitted primarily through intimate, sexual contact or through shared intravenous needles. However, precautions should be taken when an individual may have a high risk of exposure to bites or human bodily fluids.

In recognition of the concerns of unafflicted members of the campus community regarding possible disease transmission, TCAT will reserve the right to review individual circumstances of people with AIDS who are students and employees. These circumstances would include but not necessarily be limited to classes involving close personal contact such as those providing mouth-to-mouth resuscitation and training experience or employment in certain areas such as health care, campus security, laboratory research, day care centers for young children, and food preparation. In the event a person with AIDS develops open skin lesions, uncontrolled diarrhea, or other evidence of clinical deterioration of his/her disease to the extent that the possibility of transmission of the disease might be increased, TCAT officials will review the individual circumstances in consultation with medical authorities. Advice and opinions of medical personnel will be weighed heavily in making decisions regarding individuals diagnosed as having AIDS. Appropriate action in such cases will be taken when necessary to protect the public health. The likelihood of preventive or protective action to protect other students, employees, or members of the public from infection will understandably increase as the likelihood of exposure of those persons to the bodily fluids of a person with AIDS increases.

The causative agent of AIDS is human T-cell lymphotropic virus type III (HTLV-III). People who have been exposed to the virus are currently identified by the presence in their blood of antibody to HTLV-II. Some individuals with positive antibody tests are completely asymptomatic, some have relatively mild manifestations of infection (sometimes known as AIDS-related complex, or ARC), and some exhibit the disease known as AIDS. Individuals in the latter group are profoundly ill and have a limited life expectancy. Insofar as is currently known, all patients with positive antibody tests, whether symptomatic or not, are considered to harbor the virus and to be potentially infectious to others.

## **ADMISSION OF STUDENTS AND/OR EMPLOYMENT OF INDIVIDUALS WITH AIDS**

Students and employees will not be required to respond to questions about the existence of AIDS, ARC, or positive antibody tests.

Consideration of the existence of AIDS, ARC, or a positive HTLV-III antibody test will not be part of the initial admission decision of students or generally the employment decision of those applying for work at TCAT McKenzie.

## **SCREENING FOR HTLV-III INFECTION**

TCAT McKenzie will not undertake programs of screening students or employees for antibody to HTLV-III virus.

## **MANAGING STUDENTS AND EMPLOYEES WITH POSITIVE ANTIBODY TESTS OF HTLV-III**

Students and employees who have AIDS, or a positive HTLV-III antibody test, whether they are symptomatic or not, will be allowed to attend classes or work in an unrestricted manner as long they are physically able.

The access of students and employees with AIDS, ARC, or a positive HTLV-III antibody test to any campus facility including but not limited to the student union, cafeteria, snack bar gymnasium, recreational facilities, or other common areas will not be restricted.

During new student and employee orientation, all students and employees will be informed of their responsibility, if they know themselves to be HIV-positive, to report this fact to the Office of Student Service (if a student) or to the Director's Office (if an employee) in order to obtain consultation for their own and others' protection. The same responsibility rests upon students and the staff, who develops asymptomatic infection, ARC, or AIDS at any time during their course of study or employment.

## **PRIVACY RIGHTS OF STUDENTS AND STAFF WHO ARE VICTIMS OF AIDS**

TCAT McKenzie will exercise reasonable effort to insure protection of the privacy rights of those persons reporting to have the AIDS virus but only to the extent that it can be done without endangering the health of others. Knowledge of a positive HTLV-III antibody status will be limited to those with a necessity to have this information. College officials will provide to health care workers, security officers, lab workers, day care workers, and others having increased likelihood of exposure to the bodily fluids of an AIDS victim such information as available and necessary, possibly including the identity of the victim, for the purpose of enabling those individuals to avoid or take protective measures against the possibility of infection.

Because of the communicable nature of AIDS, those persons who have tested positive to the virus will be reported to the local public health authorities.

## **STUDENT CONDUCT AND DISCIPLINARY SANCTIONS POLICY STATEMENT**

Students enrolled in postsecondary educational institutions including the Tennessee Colleges of Applied Technology are citizens of the state, local and national governments, and of the academic community, and are, therefore, 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 non-students. In recognition of the special relationship that exists between the institution or school and the community which it seeks to serve, the Tennessee Board of Regents has authorized the directors of the Tennessee College of Applied Technology McKenzie, under its jurisdiction, to take such action, as may be necessary to maintain campus conditions and preserve the integrity of the Tennessee College of Applied Technology McKenzie and their educational environment.

Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Tennessee Board of Regents has developed the following regulations which are intended to govern student conduct on the several campuses under its jurisdiction, and which regulations may be expanded or supplemented by each College subject to Board approval. In addition, students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the College's pursuit of its educational objectives, the Tennessee College of Applied Technology McKenzie may enforce their own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these Regulations may subject a student to disciplinary measures by the College, whether or not such conduct is simultaneously violative of state, local or national laws.

### **DISCIPLINARY OFFENSES**

1. Generally, through appropriate due process procedures, College disciplinary measures shall be imposed for conduct which adversely affects the College's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community or which endangers property or persons on property owned or controlled by a College.
2. Individual or organizational misconduct which is subject to disciplinary sanction shall include, but not be limited to, the following examples:
  - a. Conduct dangerous to others. Any conduct which constitutes a serious danger to any person's health, safety or personal well-being, including any physical abuse or immediate threat of abuse.
  - b. Hazing. Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical 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.

- c. Disorderly conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups of individuals.
- d. Obstruction of or interference with College activities or facilities. Any intentional interference with or obstruction of any school activity, program, event, or facilities, including the following:
  - 1. Any authorized occupancy of school or school controlled facilities or blockage of access to or from such facilities.
  - 2. Interference with the right of any school member or other authorized person to gain access to any school or school controlled activity, program, event or facilities.
  - 3. Any obstruction or delay of a campus security officer or any school official in the performance of his/her duty.
- e. Misuse of or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or authorized use of property belonging to the school including, but not limited to, fire alarms, fire equipment, elevators, telephones, school keys, computer resources, library materials and /or safety devices: and any such act against a member of the school community or a guest of the school.
- f. Theft, misappropriation, or unauthorized sale of College property. Any act of theft, misappropriation, or sale of school property or any such act against a member of the school community or a guest of the school.
- g. Misuse of documents or identification cards. Any forgery, alteration of or unauthorized use of school documents, forms, records of identification cards, including the giving of any false information, or withholding necessary information in connection with a student's admission enrollment or status in the school.
- h. Firearms and other dangerous weapons. Any possession of or use of firearms or dangerous weapons of any kind is prohibited.
- i. Explosives, fireworks, and flammable materials. The unauthorized possession, ignition or detonation of any object or article which could cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks.
- j. Alcoholic Beverages. The use, possession, distribution, sale or manufacture of alcoholic beverages or public intoxication on property owned or controlled by the College, at a school-sponsored event or on property owned or controlled by an affiliated clinical site by students enrolled in a clinical program.

- k. Drugs. The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or “over the counter” drugs on property owned or controlled by the Tennessee College of Applied Technology McKenzie, at a school-sponsored event or on property owned or controlled by the College.
- l. Gambling. Gambling of any form.
- m. Financial responsibility. Failure to meet financial responsibilities to the school promptly, including, but not limited to, passing a worthless check or money order in payment to the school or to a member of the school community acting, in an official capacity.
- n. Unacceptable conduct in hearings. Any conduct at a school hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing.
- o. Failure to cooperate with Tennessee College of Applied Technology McKenzie officials. Failure to comply with directions of school officials acting in the performance of their duties.
- p. Violation of general rules and regulations. Any violation of the general rules and regulations of the school publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action
- q. Attempts and aiding and abetting the commission of offenses. Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an “attempt” to commit an offense is defined as the intention to commit the offense coupled with the taking of same action toward its commission).
- r. Violations of state or federal laws. Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference. State laws prescribe a maximum penalty of five years imprisonment and a fine not to exceed \$2,500 for carrying weapons on school property.
- s. Litter. Dispersing litter in any form onto the grounds or facilities of the campus.
- t. Public Intoxication. Appearing on school owned or controlled property or at a school sponsored event while under the influence of a controlled substance or of any other intoxicating substance.
- u. Drug Paraphernalia. The use or possession of equipment, products or materials which is used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance.



- v. Financial Irresponsibility. Failure to meet financial responsibilities to the school promptly, including, but not limited to knowingly passing a worthless check or money order in payment to the institution.
  - w. Academic Misconduct. Plagiarism, Cheating, Fabrication, or Facilitating or Such Act. For purposes of this section, the following definitions apply:
    - 1. Plagiarism. The adoption or reproduction of ideas, words, statements, images or works of another person as one's own without proper acknowledgment.
    - 2. Cheating. Using or attempting to use unauthorized materials, information or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
    - 3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
    - 4. Facilitation. Helping or attempting to help another to violate a provision of the institutional code of academic misconduct.
  - x. 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.
  - y. Sexual Misconduct. Sexual misconduct includes a sexual act or penetration which is accomplished by threat, coercion, use of restraint or force or any act where the respondent knows, or should have known, that the victim was unable or incapable of giving consent.
3. Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on Applied Technology McKenzie owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with or obstructs any activity or the missions, processes or functions of the Applied Technology McKenzie. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus, which poses a substantial threat to persons or property within the Tennessee College of Applied Technology McKenzie.
  4. For the purposes of these Regulations, a "student" shall mean any person who is registered for study in any Tennessee College of Applied Technology McKenzie of the State University and Community College System of Tennessee for any academic period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under supervision from the college.

## **ACADEMIC AND CLASSROOM CONDUCT**

1. The instructor has the primary responsibility for control over classroom behavior and the maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct volatile of the general rules and regulations of the school. Extended or permanent exclusion can be effected only through appropriate procedures of the school.
2. Plagiarism, cheating and the others form of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular school procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination, or to assign an "F" for the course
  - a. If a student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the appropriate school procedures.

## **DISCIPLINARY SANCTIONS**

1. Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate school official.
2. Definition of Sanctions.
  - a. Restitution—A student who has committed an offense against property may be required to reimburse the school or other owner for damage or misappropriation of such property.
  - b. Warning—The appropriate school official may notify the student that continuation of repetition of specified conduct may be cause for other disciplinary action.
  - c. Reprimand—A written reprimand, or censure, may be given any student whose conduct violates these regulations.
  - d. Restriction—A restriction upon a student's privileges for a period of time may be imposed.
  - e. Probation—Continued enrollment of a student on probation may be conditioned upon adherence of these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation.
  - f. Suspension—If a student is suspended, he/she is separated from the school for a stated period of time with conditions of readmission stated in the notice of suspension.
  - g. Expulsion—Expulsion entails a permanent separation from the school. The imposition of this sanction does become a part of the student's permanent record, and is a permanent bar to his or her readmission to the school.

- h. Interim or summary suspension—In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.
3. The director of each college is authorized, at his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

### **DISCIPLINARY PROCEDURES**

A student who is subject to disciplinary proceedings based on charges of disciplinary offenses listed in the policy or academics misconduct (cheating, plagiarism, etc.) which could result in suspension or termination from the school has a right to an opportunity to hear the charges against her/him and have a meaningful opportunity to respond prior to such action being taken.

1. Hearing Process. This process will include:
  - a. The right to an advisor of his/her choice. However, the advisor cannot actively participate in the hearing.
  - b. The right to question the complainant.
  - c. The right to present evidence in his/her behalf.
  - d. The right to call witnesses in his/her behalf.
  - e. The right to remain silent and have no inference to guilt drawn from such silence.
  - f. The right to cross examination.
  - g. The decision of the committee shall be final and may be appealed within five days to the Director. Any further appeal is limited by the terms of SBR Policy 1:02:11:00.
  - h. A tape recording or summary transcription of the proceedings shall be kept and made available to the student upon request for the sole purpose of appeal. The student may also have a verbatim transcript made at his/her own expense.
2. Pending the Hearing. Usually the student will attend classes and attend required school functions until a hearing is held and a decision is rendered. Exceptions to these are:
  - a. When a student's physical or emotional safety and well-being are endangered.
  - b. When the general safety and well-being of the faculty, staff or other school personnel are endangered.
  - c. When the orderly progression of the education objectives of the school may be disrupted:
  - d. When the school property is in jeopardy.
3. Type of Hearing.
  - a. TUAPA: The only cases which are subject to a Tennessee Uniform Administrative Procedures Act hearing are those which may result in: (1) suspensions or expulsions of a student from the school for disciplinary offenses or (2) revocation

of registration of an official student organization during the term of registration. Those cases are subject to the contested case provisions of the TUAPA and shall be processed in accordance with the Uniform Contested Case Procedures unless the student waives these procedures in writing and elects to have his/her case disposed of in accordance with the school procedures.

- b. If a student waives his/her right to a TUAPA hearing, then he/she will be provided a hearing under applicable school procedures. A review committee shall be established which has the responsibility of reviewing the facts and making a decision regarding appropriate disposition of the case. The review committee will be designated by the Director and be composed of one student representative, one faculty member and two non-faculty staff members. An alternate will be designated for any committee member who is personally involved in a particular case or who cannot otherwise be in attendance.
4. A student appearing before the review committee will be given a written statement of the cause for dismissal and a time established for the hearing. The hearing must be scheduled within five school days.
5. The review committee may request testimony from any employee or student who they feel may have information pertinent to the case in question. A student may request assistance from an advisor who is not acting as an advocate (attorney) but offering help in explaining procedures and charges.
6. The review committee will make a decision based on the facts presented within five school days from the date of hearing. The decision will be in writing. The decision will be transmitted to the Director.
7. If the final decision results in suspension or termination, the student will be given a formal statement of the findings. This written statement shall contain clear information concerning the student's right to appeal this decision to the Director with procedures for obtaining the same.
8. In any case, where the Director makes a decision which is adverse to the charge or claim of either party, the Director shall advise the person of any right of appeal provided by Board policy.
9. Cases of alleged sexual assault. In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:
  - a. Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding; and
  - b. Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

### **INFORMAL MEETINGS**

All other matters (i.e., absenteeism, failing grades, etc.) shall be dealt with informally by the Director, but do not involve a right to a hearing unless there is a violation.

### **ACADEMIC AND CLASSROOM MISCONDUCT**

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general

rules and regulations of the Tennessee College of Applied Technology McKenzie. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the College.

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 regular procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination, or to assign an F in the course.

### **COMPUTER AND INTERNET USE**

Any student risks immediate termination or prosecution for the misuse of the Tennessee College's internet service, computers and/or network. A complete computer and internet use policy will be provided by the classroom instructor and must be signed by each student.

### **COMPUTER & INTERNET RESPONSIBLE USE POLICY**

- Unauthorized copying or distribution of proprietary music, video, software programs and database information via the TBR (Tennessee Board of Regents) or Tennessee
- Tennessee College of Applied Technology McKenzie network is prohibited.
- Internet access is granted for doing schoolwork only.
- All Internet access is monitored and logged.
- No downloading without your Instructor's approval.
- No instant messaging (IM) or chat programs may be used by students including, but not limited to, AOL Instant Messenger, MIRC, MSN Instant Messenger, and others.
- No "File Sharing" programs or Peer-to-Peer applications allowed including, but not limited to, µTorrent, Morpheus, Bear Share, and others.
- Students are not allowed to access Illegal, XXX, Racist, Adult Material, Gambling, Hate Group, or other unethical sites.
- Nursing Students are allowed to view only professional nursing sites that contain partial nudity. Students are not allowed to access Full Nudity or Partial Nudity sites that do not pertain to the Nursing program. This includes, but is not limited to, Victoria Secrets, Playboy/girl websites.
- Students can have their Internet privileges removed without notice at any time.
- Students will have their Internet privileges removed for misuse or abuse of the Internet.
- Students can be TERMINATED immediately for misuse or abuse of the Internet.
- Attempts at hacking, breaching security, misuse of any equipment or use of passwords not provided for your explicit use will be prosecuted to the fullest extent of the law.

## **DISCIPLINARY SANCTIONS**

- A. Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in these Regulations, the appropriate officials may impose the following disciplinary sanctions, either singly or in combination.
- B. Sanctions
  - 1. Restitution.
  - 2. Warning.
  - 3. Reprimand.
  - 4. Restriction.
  - 5. Probation.
  - 6. Suspension.
  - 7. Expulsion.
  - 8. Interim or summary suspension.
- C. The Director of each Tennessee College of Applied Technology McKenzie is authorized in his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

## **UNIFORM PROCEDURES FOR GRIEVANCES BY STUDENTS AT THE TENNESSEE COLLEGE OF APPLIED TECHNOLOGY**

### 1. Purpose

The purpose of this procedure is to provide a clear, orderly, and expedient procedure through which all students may process bona fide complaints of grievances.

### 2. Scope

This procedure is applicable to all students. These procedures may be utilized by a student who believes he or she has been treated unfairly or inequitable with regard to the terms or conditions of his/her enrollment or discrimination against in connection with his/her enrollment because of sex, race, color, religion, national origin or age.

These procedures are not designed to replace, but to supplement, the provisions of the General Regulations on Student Conduct and Disciplinary Sanctions as outlined in Tennessee Board of Regents Policy No.3:02:00:01. These procedures are not applicable to academic suspension. These are non-grievable matters.

### 3. Authority of the Director

- a. The director is responsible for implementation of these procedures and has the final decision-making authority in any procedures subject to these procedures.
- b. The directors may modify these procedures in order to satisfy unusual circumstances within The Tennessee College of Applied Technology McKenzie if such modification is approved by the Vice Chancellor of the Tennessee Board of Regents prior to it becoming effective.

### 4. Grievance Procedures

Students using this procedure shall be entitled to process their complaints or grievances without fear of retaliation, interference, coercion or discrimination. These procedures are not designed to curtail informal day-to-day contacts between Tennessee College of Applied Technology McKenzie staff and students but rather to provide a formalized effort to resolve complaints at the lowest possible step in the procedure

The following procedures are available to all students covered by this procedure:

A. Informal Discussion

The student shall present his/her grievance in writing to the Director within five (5) scheduled class meeting days after the occurrence of event claimed to have given rise to the grievance. Any claim not presented within the time provided shall be deemed to have been waived.

The written grievance shall provide:

1. A statement of the grievance and the facts upon which it is based;
2. Dates of the occurrence;
3. Attempts made to resolve the grievance;
4. The remedy or corrective action sought;
5. Signature of the aggrieved student and the date of the written grievance.

The Director shall investigate the grievance and communicate to grievant his/her decision in writing. The decision should be communicated in writing to the student within five (5) scheduled class meeting days of the informal discussion. The student shall also be informed of their right to appeal the decision to the Grievance Committee. A copy of this decision shall be filed with the Director.

B. Appeal to Grievance Committee

1. A student may appeal the decision of the Director within five (5) scheduled class meeting days of the notification of the decision. The student shall supply the committee with a copy of his/her grievance and the reason for the appeal. Any claim not prepared within the time provided shall be deemed to have been waived.

2. Grievance Committee

The grievance committee shall be composed of three (3) persons appointed by the director. The committee shall consist of one faculty representative, one administrative representative and one student representative. The committee shall be selected with due consideration for impartiality and shall sit as an impartial review committee during the course of the hearing. Members deeming themselves disqualified for bias or interest shall remove themselves from the hearing on their own initiative.

3. The grievance committee shall hold a meeting of the committee within fourteen (14) scheduled class meeting days of receipt of the appeal. The student shall be allowed to present his/her cause and to present witnesses on his/her behalf during the meeting, and to be accompanied by an advisor. The person(s) against whom the grievance is filed shall be allowed to present their views as to the action taken

against the student. Within five (5) scheduled class meeting days, the grievance committee shall submit to the director, grievant, and the persons against whom the grievance is filed their decision in writing accompanied by a finding of facts. The student shall be advised of the method of appeal.

#### B. Appeal to Director

1. If the grievant is not satisfied with the decision of the grievance committee, he/she may appeal to the director for a final hearing. This appeal must be submitted within five (5) working days of the notification of the decision of the grievance committee. The appeal to the director shall be accompanied by the written grievance; decision of the grievance committee; documentation upon which the decision of the grievance committee was based; and any additional documents, which for good causes shown were not, previously considered by the grievance committee.
2. Following a hearing of the facts and allegations and review of documentary evidence, the director shall issue a written decision within five (5) working days. The director may remand, reverse, modify or affirm the decision of the grievance committee. A decision may be remanded, modified, or reversed only upon a finding that the decision constituted an abuse of discretion or was made in violation of board or Tennessee College of Applied Technology McKenzie policies. The decision of the grievance committee should not be remanded, modified or reversed if the violation of board or the Tennessee College of Applied Technology McKenzie policy was not material to the decision and therefore constituted harmless error. If either party is not satisfied with the decisions of the director the student shall be advised of his/her right to appeal to the Vice Chancellor of Vocational Technical Education. Another option is to contact the school's accrediting agency by writing the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350 or calling (770) 396-3898.

Time periods may be extended only by mutual agreement of the parties involved.

#### **POLICY INSURING STUDENT DUE PROCESS PROCEDURE**

Institutions and Tennessee College of Applied Technology McKenzie governed by the Tennessee Board of Regents, in the implementation of Board approved policies and 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.

If, in accordance with the institution regulations governing discipline in cases of student social misconduct, a hearing is requested, the following minimal procedures will be observed:

1. The student shall be advised of the time and place of the hearing.
2. The student shall be advised of the breach of regulations of which she/he is charged.



3. The student shall be advised of the following rights:
  - a. The right to present his/her case
  - b. The right to be accompanied by an advisor
  - c. The right to call witnesses in his/her behalf
  - d. The right to confront witnesses against him/her
4. The student shall be advised of the method of appeal.

### **STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT (PPA Policy)**

The Student Right-to-Know and Campus Security Act, as amended and signed into law November 8, 1990, contains requirements that affect the College continued participation in the Title IV student financial assistance programs authorized by the Higher Education Act of 1965, as amended. These policy statements are written in order that the Tennessee College of Applied Technology McKenzie is in compliance with this above-mentioned law.

#### 1. Criminal Actions

In the event a criminal action occurs of any nature on campus, especially the following crimes: murder, rape, robbery, aggravated assault, burglary, drug abuse, violations, and weapons possession, the person having knowledge of such action shall notify the Tennessee College of Applied Technology McKenzie Director or Assistant Director immediately (students should notify their instructor who will notify the College administration) of the location, nature, and if know, the person(s) involved in the criminal action.

The staff member having direct knowledge of a criminal act shall complete a "Criminal Incident Report" form. This form will be turned in to the Tennessee College of Applied Technology McKenzie administration, who will take any action deemed necessary.

The College administrator notified shall immediately check the validity of the report and, if warranted, shall notify the local authorities for assistance.

Statistics will be maintained annually of the following criminal offenses reported: murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft. The number of arrests for liquor law violations, drug abuse violations, and weapons possessions will also be maintained. These records will be maintained in the administrative office and will be available upon request by all current students and employees and to any applicant for employment or enrollment.

#### 2. Security and Access to Campus Facilities

Each faculty member is responsible for the security and access to (from the general public) their respective training areas. The entire Tennessee College of Applied Technology McKenzie staff has a certain responsibility of security for the total campus. These responsibilities are described in the college "Maintenance and Security Program." Access to the campus is made by permission being granted through the office in the administration building. Tennessee College

of Applied Technology McKenzie personnel perform most campus maintenance. When outside maintenance is required, the Director will be responsible for the security involved.

The Tennessee College of Applied Technology McKenzie has no campus residence, which eliminates many security problems.

### 3. Campus Law Enforcement

The personnel at the Tennessee College of Applied Technology McKenzie have no law enforcement authority, as such, other than the legal authority of responsibility for campus security as part of the job responsibility. Their working relationship with the local city police department is very good, as the Tennessee College of Applied Technology McKenzie is located within the city limits and is patrolled regularly by those enforcement officers. Local enforcement may be contacted at any time if needed. The State enforcement officers will be contacted at any time the need arises.

All staff and students are requested to report any criminal activity to the proper College officials promptly and as accurately as possible. The local police will be notified immediately of any such occurrence.

### 4. Type and Frequency of Programs

Students and employees are informed annually by means of the student handbook and staff handbook (which are updated annually) of the procedures and practices of campus security and are encouraged to report any criminal activity to the proper authorities and to be responsible for their own security and that of their workplace.

### 5. Policy Statement

Policy regarding the possession, use and sale of alcoholic beverages, possession, use and sale of illegal drugs, and the enforcement of these policies are described previously in the student handbook. The state underage drinking law will be enforced on the campus. A drug abuse prevention program is in effect on the campus and is referenced in the student and employee handbooks. There is also in effect a Drug-Free Workplace Act Policy as required by law.

## **FEDERAL CAMPUS SEX CRIMES PREVENTION ACT**

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled or volunteering at the Tennessee College of Applied Technology McKenzie through the Student Services office. Correspondence may be sent to the following address: Tennessee College of Applied Technology McKenzie, PO Box 427, 16940 Highland Drive, McKenzie, 38201 Information is also available on the TBI's website listing of sex offenders located on the internet at <http://www.tbi.state.tn.us> under "Sexual Offender Registry."

## **FRAUD AWARENESS INFORMATION FOR STUDENTS**

If you are aware of fraud, waste or abuse of state resources on your campus you should report them. Several options are available to all students for reporting known or suspected dishonest acts at the TCAT McKenzie. You may report your concerns to your instructor or the Student Services office, any official on the TCAT McKenzie campus, or by calling the State Audit's hotline for fraud, waste and abuse at 1-800-232-5454.