



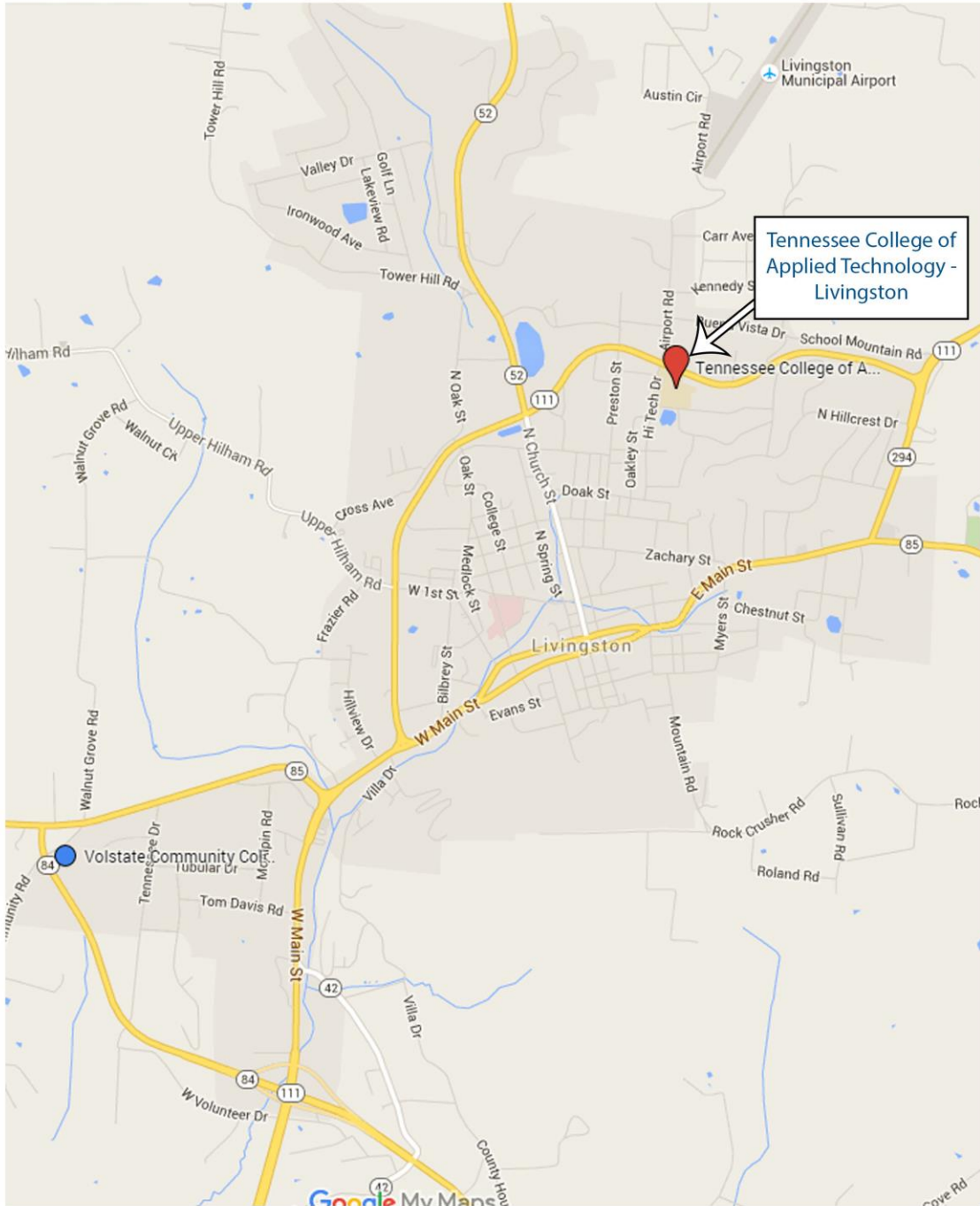
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

LIVINGSTON



CATALOG/STUDENT HANDBOOK 2019-2020

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY – LIVINGSTON
740 HI TECH DR., LIVINGSTON, TN 38570
931-823-5525 – WWW.TCATLIVINGSTON.EDU



Directions from I-40: Exit I-40 North on HWY 111 approximately 20 miles. Turn left at 5th red light onto Bradford Hicks DR. At next red light continue straight for approximately ½ mile. Tennessee College of Applied Technology located on right.

A MESSAGE FROM THE PRESIDENT



It is my honor and pleasure to welcome you to the Tennessee College of Applied Technology (TCAT) Livingston. The faculty and staff are excited that you have chosen to pursue your training with us. On each step of your new journey, the faculty and staff will be here to ensure you have a successful and rewarding experience. Our goal is to make sure you have the skills and knowledge you will need to enter the workforce. Your training will prepare you for a successful and exciting career.

For the past 50 years, the TCAT Livingston has been providing technical training to the Upper Cumberland. We are proud of the rich history the College has in our community. Employers from across the Upper Cumberland look to the TCAT for trained individuals to meet the demands of our workforce.

The faculty is dedicated to helping you learn and achieve your dreams. You will be afforded many opportunities to grow and expand your knowledge and skills. We offer quality training and caring instructors who are ready to work with you and to help you reach your highest potential. We understand each student is unique and we offer individualized, competency based training aimed at providing you with the skills and knowledge needed for the workforce. The faculty and staff will help you throughout your training to your graduation and beyond until employment.

It is my sincere hope that your experience at the TCAT Livingston will be one that will have a positive impact on your life and your future. Again, welcome to the TCAT Livingston Family. You are more than a student to us. You are part of our family. We are honored to have you here and wish you success in your endeavors.

Welcome to TCAT – Livingston,

A handwritten signature in cursive script that reads "Myra West".

Dr. Myra West, Technical College President

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GENERAL INFORMATION

Catalog Information

The course offerings and requirements of the school are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but there 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 any contractual terms and does not constitute a contract between the student and the institution.

The school 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.

The Tennessee College of Applied Technology – Livingston 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 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 school does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific knowledge or skills or will be able to successfully pass or complete any specific examination for any course, degree, or license.

Governance

The Tennessee Colleges of Applied Technology are governed by the Tennessee Board of Regents (TBR) system. The TBR is among the nation's largest higher education systems, governing 40 post-secondary educational institutions. The TBR system is comprised of thirteen community colleges, and twenty-seven technology colleges, and enrolls more than eighty percent of all Tennessee students attending public institutions of higher education.

Chancellor Flora W. Tydings
Tennessee Board of Regents
1 Bridgestone Park
Nashville, TN 37214
<http://www.tbr.edu>

The activities of the Tennessee Board of Regents System are coordinated with the Tennessee Higher Education System in an effort to achieve unity in the programs of higher education in Tennessee.

Executive Director Russ Deaton
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
<https://www.tn.gov/thec/>

Accreditation

Tennessee College of Applied Technology is accredited by Commission of the Council on Occupational Education (COE).

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350

(770) 396-3968

<http://www.council.org>

The COE, originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2006, the Council celebrated its 35th year of assuring quality and integrity in career and technical education. The Council's accreditation process is conducted on behalf of more than 181,000 students across the nation who pursue careers in a variety of technical fields.

Mission

The Tennessee College of Applied Technology - Livingston serves as the premier supplier of workforce development throughout the Upper Cumberland area. The college fulfills its 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 the Upper Cumberland area; and
- Building relationships of trust with community, business, and industry leaders to supply highly skilled workers in areas of need.

Purpose and Objective

The objectives of the programs offered by the Tennessee Colleges of Applied Technology are to:

- Give students the opportunity to acquire marketable skills for entry into the labor market, or upgrade present skills and knowledge of persons already employed.
- Incorporate appropriate work habits and attitudes into the occupational program.
- Meet the present and anticipated needs of the business and industrial community.
- Meet student needs by utilizing open-entry enrollment.
- Permit students to begin on an individual level. Pace and progress will be measured against the curriculum's customary hours, and students will exit when specified competencies are met. Instructional methods are individualized and competency-based.

History of the College

A statewide system of State Area Vocational- Technical Schools was established by the enactment of the state Legislature during the 1963 General Assembly to be operated by the Tennessee State Board of Education.

The contract for the first building was awarded in February 1964, and ultimately, 26 of these schools were built in order to offer occupational training to as many Tennessee citizens as possible. All schools were to have modern facilities, flexible plans of operation, and competent instructors selected from the field of work in which they teach.

The LIVINGSTON STATE AREA VOCATIONAL -TECHNICAL SCHOOL was the tenth of the 26 schools to be built and the first classes began in September 1966. The first graduates received their diplomas in December 1967.

The site selected for the school was a 15-acre plot on Airport Road just outside (at the time) of Livingston. The land was deeded to the State of Tennessee by Overton County. Construction of the buildings cost

approximately \$310,000 and the equipment cost around \$500,000.

Livingston was chosen as the site for the school because of its central location in the area it was to serve (Overton, Clay, Fentress, Pickett, Putnam and Jackson counties.)

In 1976, a building was constructed at the school to accommodate the High School Comprehensive Vocational programs for Overton and Pickett County students.

The school was governed by the Tennessee Department of Education from its opening until 1983 when it was assigned to the Tennessee Board of Regents as an institution of higher education. In July of 1994, the name was changed to "Tennessee Technology Center at Livingston."

On July 1, 2013, the name was changed to The Tennessee College of Applied Technology - Livingston.

The name change more accurately reflects the post-secondary training provided to students in our service area. The Tennessee Technology Centers have always been higher education institutions, offering post-secondary programs for workforce preparation. But the previous "center" title was often misunderstood.

The name change was made possible through legislation introduced by representative Harry Brooks and Senator Jim Tracy and signed into law by Governor Bill Haslam.

The three buildings on campus house classrooms, labs, offices, and support services for full-time, part-time, secondary, supplemental, special industry and public programs.



Extension Campus:

Tennessee College of Applied Technology – Livingston at the Cookeville Higher Education Campus

The Tennessee College of Applied Technology – Livingston has an extension campus at the Cookeville Higher Education Campus located at 1000 Neal Street in Cookeville, Tennessee. The extension campus offers three full-time programs—Industrial Maintenance, Practical Nursing and Welding Technology; and one part-time program—Nursing Aide.

Instructional Service Centers:

Instructional Service Center - Tennessee College of Applied Technology - Livingston at Fitzgerald Collision and Repair Rickman. 310 Oak Hill Rd, Livingston, TN 38570. 931-823-5525.

This instructional service center offers one full-time program—Diesel Technology.

Tennessee College of Applied Technology - Livingston - Jackson County Instructional Service Center. 255 Blue Devil Lane, Gainesboro, TN 38562. 931-823-5525.

This instructional service center offers two programs – Information Technology, and Power Line Construction and Maintenance Technology.

Calendar of Operations

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

Full-time classes scheduled five days a week, six hours a day from 7:45a.m. to 2:30 p.m., Part-time class schedules vary according to local needs. The school year runs from July 1 through June 30 each year and is set up on a three-trimester basis, each 72 days and 432 hours long.

The summer trimester begins in early May and ends in August. A holiday break observed for Memorial Day and a break being in connection with Easter. (There is also an approximate summer break during the last two weeks of June through the fourth of July). The fall trimester begins in early September and continues until mid-December. Labor Day is observed each year. There is a two day fall break observed in October.

TCAT - Livingston observes up to a three-day Thanksgiving break in November. In addition, there is a break observed in December for the Christmas holiday. The spring trimester begins in January and runs until the end of April. Martin Luther King Day observed in January and there is a spring break observed for one week in March. Calendar can be found on our website site at www.tcatlivingston.edu

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

Classes and Class Schedules

All classes will start and end promptly at the designated time. Class breaks and lunch will be observed strictly as shown below. **No student will leave the classroom or shop without permission from the instructor.** Violation of this rule will be just cause for dismissal.

Daily Schedule (All Classes Start at 7:45 a.m. and End at 2:30 p.m.) **

Lunch for all programs is 11:30 a.m. until 12:15 p.m.

Break times are as follows:

CLASS	BREAK
Administrative Office Technology	9:20 a.m. - 9:30 a.m.
Automotive Technology	9:50 a.m. - 10:00 a.m.
Building Construction Technology	9:30 a.m. - 9:40 a.m.
Collision Repair Technology	9:15 a.m. - 9:25 a.m.
Cosmetology	9:30 a.m. - 9:40 a.m.
Diesel Technology	9:00 a.m. - 9:10 a.m.
Industrial Maintenance	9:05 a.m. - 9:15 a.m.
Information Technology	9:20 a.m. - 9:30 a.m.
Machine Tool Technology	9:10 a.m. - 9:20 a.m.
Manicuring	9:30 a.m. - 9:40 a.m.
Pharmacy Technology	9:20 a.m. - 9:30 a.m.
Practical Nursing	9:15 a.m. - 9:25 a.m.
Welding Technology	9:30 a.m. - 9:40 a.m.

**High School classes begin and end based on high school block times. A new schedule published for each high school semester.

Online Learning /TN eCampus



TN eCampus Logo Launched in early 2016, TN eCampus is a fresh approach to how online education options are presented to Tennesseans who are seeking an online degree program or exploring course options that can accelerate degree completion. TN eCampus, provides a comprehensive view of online programs offered by all TBR institutions via a single, easy-to-use website portal. Potential students can research 400+ courses and more than 500 online degree options including certificate programs, associate degrees, bachelor and master's degrees, and doctorate programs in popular career fields like business, education, nursing, healthcare, communication, social work, criminal justice, information technology, and more.

Several types of convenient delivery modes can be found through TN eCampus, including fully online programs, hybrid programs that blend face-to-face instruction with online learning, accelerated courses, and consortia programs (formerly known as the Regents Online Campus Collaborative).

All programs and courses are equivalent to those offered at physical campus locations. No differentiation is made between online and on-ground delivery on transcripts or diplomas. All participating institutions are regionally accredited by the Southern Association of Colleges and Schools (SACS) or the Council on Occupational Education (COE). Many programs also have additional discipline-specific national accreditation status.

Support of the Americans with Disabilities Act

The Tennessee College of Applied Technology - Livingston fully supports the Americans with Disabilities Act and will take any steps necessary to assure that anyone having a disability will receive whatever assistance is needed to be successful in their chosen program.

If you require information or special accommodations, please contact:

Joel Chappell, Coordinator of Workforce Development and Institutional Support
931-823-5525

joel.chappell@tcatlivingston.edu

Advisory Committees

Advisory committees provide expert support for all programs at TCAT - Livingston. The committees are coordinated to promote interaction between instructional programs and businesses and industries served by those programs. The TCAT utilizes occupational advisory committees to assess the needs of the students and local industry. Instructors at TCAT - Livingston utilize the expertise of the advisory committees to improve program content and operation.

Advisory committee members also assist in the evaluation of program content, program effectiveness, and program equipment needs. These advisory committees assist the instructional staff in keeping abreast of the latest equipment, methods, and technologies in their respective occupational areas.

U.S. Department of Veteran's Affairs

TCAT - Livingston is approved by the state approving agency for veteran's education. The necessary VA forms must be completed before verification can be sent to the VA to begin payment. Questions or problems concerning VA programs, or eligibility should be directed to the Financial Aid Office at TCAT - Livingston or the Veterans Administration Office at the toll free number (1-800-827- 1000).

Our policy permits any covered individual (a covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.) to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

TCAT-Livingston will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Public Chapter 279, Acts of 2003 (Eligibility for Deferment of Payment)

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

Privacy Act of 1974

In accordance with the Privacy Act of 1974, applicants for admission and enrolled students are advised that the requested disclosure of their social security numbers to the Office of Admissions is voluntary. Students who do not provide the TCAT with their social security numbers will be assigned a special nine-digit number. The student’s social security number will not be disclosed to individuals or agencies outside the Tennessee College of Applied Technology - Livingston except in accordance with the institutional policy on student records.

Security Information

In accordance with the Tennessee College and University Security Information Act of 1989 and the Student Right-To-Know and Campus Security Act, the Tennessee College of Applied Technology - Livingston has prepared a report containing campus security policies and procedures, data on campus crimes, and other related information. A copy of this report may be obtained in the Student Services office.

Policy on Affirmative Action Title VI/ Title IX/ Section 504

The Tennessee College of Applied Technology - Livingston is an equal opportunity institution and offers equal opportunity for employment and admission to programs to all qualified persons without regard to race, color, religion, creed, ethnicity or national origin, sex, disability, age or status as a protected veteran, or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs and activities.

Procedures for filing grievances concerning discrimination of any type are found in this catalog under Sex Discrimination, Inequitable and/or Unfair Treatment and Affirmative Action for Students and Employees or by contacting the school's Student Services office.

Policy on Sex Discrimination

Students, parents or guardians of students, and employees of the Tennessee College of Applied Technology - Livingston are hereby notified that the Tennessee College of Applied Technology - Livingston does not discriminate on the basis of sex and is required by the Title IX of the Educational Amendments of 1972 not to discriminate on the basis of sex in its educational activities and employment practices.

For more information, please contact:

Stacy Johnson, Student Services Coordination, 931-823-5525

stacy.johnson@tcatlivingston.edu

Drug Free Campus and Workplace

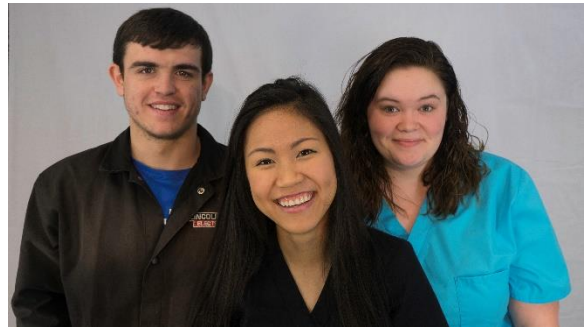
In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, TCAT - Livingston attempts to maintain a safe and healthy environment for its students and employees. Therefore, school policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("Controlled Substances" as defined in the Controlled Substances Act) and alcohol on school property.

GENERAL STUDENT INFORMATION

Admission Policy

All Tennessee Colleges of Applied Technology shall admit applicants on a "first-come, first-serve" basis, and the following minimum criteria shall apply:

1. Applicants not Enrolled in High School
 - a. Applicants not enrolled in high school are eligible for admission provided that:
 1. They are at least eighteen (18) years of age or have a high school diploma or equivalent.
 2. They declare an occupational objective or demonstrate through testing or counseling reasonable potential for achieving that objective.
2. Applicants Enrolled in High School
 - a. Applicants enrolled in high school are eligible for admission provided that:
 1. An agreement authorizing such admission is concluded between the local Board of Education and the Tennessee College of Applied Technology. Such agreements are subject to the approval of the Chancellor or his designee.
 2. Enrollment is limited to one (1) occupational area.
3. Admission of International Non-Immigrants
 - a. Foreign non-immigrant applicants are eligible for admission if they meet the same conditions required for other applicants as well as the requirements of the U. S. Bureau of Naturalization and Immigration.



4. Use of Standardized Tests
 - a. Tennessee Colleges of Applied Technology may require applicants for admission to be tested.
 - b. The test results will be used by the school to assist the applicant in selecting a suitable program.
5. Admission to Practical Nursing Program
 - a. Admission to the Practical Nursing program is not automatic even though the applicant may be otherwise academically qualified and recommended by the Nursing Advisory Committee.
 - b. Applicants seeking admission to the Practical Nursing program must:
 1. Make application for admission to the College of Applied Technology.
 2. Submit evidence of high school graduation or HSE equivalency.
 3. Have attained a passing score on an appropriate admission test. The admission test and minimum score shall be determined by the Executive Sub-Council of the Tennessee Colleges of Applied Technology Directors.
 4. Submit evidence of a recent physical examination by a licensed physician or nurse practitioner.
 5. Submit written references.
 6. Report for enrollment upon notification of acceptance.
 - c. Qualified applicants not accepted into the class for which they applied may be considered for admission to a subsequent class.

Admission Procedures

1. Contact the College to obtain information:

TCAT – Livingston
 740 Hi Tech Drive
 Livingston, TN 38570
 Phone: (931) 823-5525
 Fax: (931) 823-7484
www.tcatlivingston.edu

2. Complete the online application at <http://www.tcatlivingston.edu>:

Applicant's name is placed on a waiting list by date and time of application and is contacted for enrollment when an opening exists, and his/her name is next on the list.

Note: Some classes, such as Cosmetology, Pharmacy Technology, and Practical Nursing may have different application procedures and may require certain additional physical and educational requirements. See the individual program listings for complete and specific requirements.

Credit for Previous Training or Experience

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

Transfer from Another TCAT

It is the policy of TCAT - Livingston to accept, for full credit, the hours of transfer in the same or similar training from other TCATs upon the receipt of a valid transcript. However, successful completion of competency examinations may be required in some areas of study. Transfer students do not receive priority above other students and are placed on the waiting list if there are no immediate openings.

Transfer Between Programs

Whenever it is deemed that a student is not in the proper area, the counselors will work with the student in order to find a more suitable occupational area. It is expected that generally; this will occur during the first two or three months of the student's training. Since most applicants know, prior to enrollment, what their interests are, transfers are rarely necessary.

Enrollment/Orientation

Students must attend a school orientation the first day of enrollment or prior to first day. The orientation includes information on enrollment procedures, school policies, and financial aid options.

Less than Full-Time Status

- **Eligibility**

Students who feel they must attend school part-time during the day should discuss with the Director and Student Services Office the possibility of changing to a part-time schedule. Students should be employed in a field related to their training. Schedules will be approved on availability of openings and will try to maintain a balance of morning and afternoon students.

- **Expenses**

Students enrolling in the Tennessee College of Applied Technology - Livingston must provide the following items as required for their chosen area of training:

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

The cost of books and supplies vary with each program of instruction.

For individual program costs, contact the Financial Aid Office at 931-823-5525.

Fees/Fee Schedule

Tennessee Colleges of Applied Technology Fee Schedule Effective Fall Trimester, 2019 2.08% Increase				
TRIMESTER SCHEDULE				
TRI Hours	FY 19-20 Maintenance Fee	TRI SAF	TRI TAF	TRI TOTAL
* 1 - 40	\$ 192.00	\$ 10.00	\$ 45.00	\$ 247.00
* 41-80	\$ 259.00	10.00	45.00	\$ 314.00
* 81-135	\$ 391.00	10.00	45.00	\$ 446.00
*136-217	\$ 680.00	10.00	73.00	\$ 763.00
218-340	\$ 1,098.00	10.00	73.00	\$ 1,181.00
341-432	\$ 1,229.00	10.00	73.00	\$ 1,312.00
* The TCAT has the option of charging \$2.50 per hour within this range.				

Special Academic Fees:

Truck Driving	\$ 300.00	Per trimester
Licensed Practical Nursing	\$ 100.00	Per trimester
Welding Technology	\$ 100.00	Per trimester
Lineman Program	\$ 950.00	Per trimester

Fee amounts are determined prior to the beginning of each school year in July and are subject to change without notice. The school, in conjunction with the Tennessee Board of Regents, reserves the right to add, delete or change fees for admission to the school at any time without prior notice to the public. For more information concerning fee amounts, or to obtain updated fee schedules, contact the TCAT – Livingston Financial Aid Office at (931) 823-5525.

I. Fee Assessment

The amount of fees assessed to a student should be determined by an individual other than the one who collects the fees.

- Fees assessed shall be in accordance with the current Fee Schedule approved by the Tennessee Board of Regents.
- Fee schedules shall be made readily available to students and prospective students through the use of bulletin boards, advertisements and school publications.
- The fee assessment shall be as follows:
 - Regular Students
 - All students, whether residents or non-residents, shall pay the appropriate fees based upon the number of hours the student is scheduled to attend in the term.
 - Students who enroll concurrently in two or more programs/classes will be assessed fees appropriate to the number of hours scheduled to attend in each program/class.
 - Secondary Students (Public Schools)
 - The TCAT will negotiate the appropriate fees with each local public school system for secondary students enrolling at the TCAT.
 - Secondary Students (Non-Public Schools)
 - Students enrolled in state-recognized home schools or private schools will be assessed fees in accordance with the current fee schedule.
 - Special Industry Students
 - Students shall not be individually assessed fees for special industry training.

2. All charges will be made to the receiving industry(s) and shall be credited to the school's appropriate Grants and Contracts revenue account.

II. Fee Collections

A. Payment of Fees

1. Before any student is counted as enrolled, fees must be paid.
2. Maintenance fees may be waived only in accordance with TBR Guideline B-060.
3. After a student has properly completed the enrollment form and has been approved for the courses designated on the form, the amount of applicable fees will be determined according to the fee schedule.
4. Fees shall be paid according to provisions provided in Policy No. 4:01:03:00 with the students being furnished a pre-numbered receipt.

B. Depositing of Fees

1. After payments for fees are made, the individual collecting the fees will prepare a report of students' names and fees collected at the end of the collection period and present the report and fees to the assigned individual in the school's business office.
2. The assigned individual in the business office shall accept the fees and sign report verifying the accuracy of the count.
3. The individual collecting the fees shall receive a copy of the verified report as a receipt.
4. Fee collections shall be deposited in accordance with TBR Policy 4:01:01:10 by the TCAT staff into the local depository account established for the TCAT.
5. A copy of the report detailing student names and fees collected, accompanied by a copy of the deposit slip shall be transmitted to the business office of the Lead Institution.

C. Bad Check Collections

1. A student paying enrollment fees with a check that is dishonored must redeem the check within ten (10) calendar days from receipt of the notice.
2. Notice should be sent by the TCAT to the student no more than three (3) working days from receipt of notice of a bad check from the bank. Notice by certified mail is optional.
3. The TCAT will have five (5) working days after the expiration of the ten (10) calendar days to pursue any additional collection efforts deemed necessary.
4. Immediately after the five (5) working days, the student will be deleted if the check has not been redeemed in full.
5. If the student pays the bad check within the allotted time period, he/she will be assessed a return check fee in accordance with TBR Guideline B-060 in addition to his/her fee payment.
6. Enrollment fees including returned check fees for students de-enrolled for bad checks should be reversed.

III. Refunds of Fees

A. Eligibility for Refunds

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

B. Calculation of the Refund

1. Full Refund:
 - a. 100% of fees will be refunded for classes canceled by the school.
 - b. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.
 - c. 100% of fees will be refunded in the case of death of the student during the term.

2. Partial Refunds
 - a. A refund of 75% may be allowed if a program is dropped or a student withdraws within the first 10% of the class hours.
 - b. A refund of 50% may be allowed if a program is dropped or a student withdraws within the first 20% of the class hours.
 - c. No refund may be permitted after 20% of the class hours has been completed.
- C. Processing of Refunds
 1. The TCAT will be responsible for determining the amount of student refunds and will process refunds in accordance with TBR Guideline B-060 and the Council on Occupational Education (COE) standards.
 - a. Refunds, when due, will be made without requiring a request from the student.
 - b. Refunds, when due, will be made within 30 days of the last day of attendance when the student has informed the institution in writing prior to withdrawal.
 - c. If the student drops out without notice to the institution, the refund will be processed 30 days from the date the institution terminates the student or determines withdrawal by the student. All refunds, however, must be made within 60 days of the student's last day of attendance.
 - d. Retention of tuition and fees collected during pre-registration or in advance for a student who does not commence class will not exceed \$100.
 - e. An update will be made to the accounting system by the TCAT or Lead Institution with a transaction resulting in the reduction of revenues from the appropriate fee account.

Other Fee and Charge Considerations

- A. Agreements/contracts may be executed with a third party (federal agency, corporation, institution, etc.), but not with the individual student, to deliver routine courses at a fixed rate or for the cost of delivering the course and may provide for fees not to be charged to individual students. The amount charged to or paid by the third party is credited to the appropriate Grants and Contracts and/or fee revenue account.
- B. Fees established for general interest classes and activities shall be sufficient to cover the total cost incurred in providing instruction.
- C. Agreements with public school systems to provide instruction to secondary students will include a provision to outline the specific fee(s) negotiated with the local school systems.

Financial Assistance

Financial aid is available and is based on individual student need. There are four categories of financial assistance: grants, work study, scholarships, and interagency funds. The Financial Aid Counselor, located in Student Services, will help determine eligibility and explain requirements. For more information, please call (931) 823-5525.

Financial Aid Programs Available:

Federal Pell Grant*	SEOG Grant*
Private Scholarships	Veterans Benefits
Federal Work Study*	WNTSG
Vocational Rehabilitation	TRA
Workforce Investment Opportunity Act	TCAT Scholarships
Tennessee Student Assistance Award*	TOPS
TN Promise*	TN Reconnect*

**Students must complete the Free Application for Federal Student Aid before eligibility can be determined. The application is available at TCAT, online at www.fafsa.ed.gov and through guidance offices at area high schools.*

Student Retention and Readmission Policy

Students at the Tennessee Colleges of Applied Technology are expected to maintain satisfactory attendance and to progress in an appropriate manner toward their training objectives. Toward those ends, the following procedures are specified:

Attendance

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

1. A full-time student enrolled for a full term (72 days) and that has been absent for more than 5.5% (24 hours) of the scheduled hours enrolled will receive written communication alerting the student to the number of hours remaining prior to suspension. Available community and institutional resources will be shared to assist students with attendance issues. The number of hours of absence triggering notification must be prorated for all part-time students and full-time students enrolled for less than a full term.
2. When a full-time student enrolls for a full term (72 days) and has absences exceeding 9.7% (42 hours) of the scheduled hours enrolled, that student will be suspended. A student suspended for attendance may appeal the suspension in writing to the president within three (3) days of receiving notification of the suspension. A student appealing suspension of attendance may remain in class until the suspension has been reviewed. The number of hours triggering suspension must be prorated for all part-time and full-time students enrolled for less than a full term.
3. A student is considered tardy if not in the classroom at the designated time for class to start. Multiple tardies will result in the following discipline:
 - a. Five (5) tardies - Student will be given a written warning by instructor.
 - b. Six (6) tardies - Student will be placed on probation by the president or the president's designee.
 - c. Seven (7) tardies - Student will be referred to the president and may be suspended.
4. An attendance record for each student shall be maintained in the student information system.
5. When a student misses three (3) consecutive days without contacting the college, that student will be presumed to have withdrawn from the college.

Readmission from Suspension for Grades or Attendance

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

Exceptions for Suspension due to Student Attendance

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

Student Progress

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

A = 94 – 100

B = 87 – 93

C = 80 – 86

D = 73 – 79

F = 0 - 72

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

1. Skill Proficiency
2. Theory/Related Information

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

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

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

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

Readmission from Suspension for Grades or Attendance

The president may consider for readmission the applicant who has been suspended. Criteria that the president will consider in assessing candidacy for readmission are as follows:

Assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension, and assessment of the likelihood that the readmitted student may succeed in pursuing their training objective.

Veterans

Eligible students are certified for V.A. benefits from their enrollment dates each trimester.

If there are any questions during a student's enrollment concerning late payments, incorrect payments, missing certification letter, etc., please use the V.A. toll-free line to the Nashville office (1-800-827-1000).

Placement

The placement of students in satisfactory employment is one of the primary objectives of the Tennessee College of Applied Technology Livingston. Those students who continue in school until they complete their course of study are REASONABLY ASSURED of permanent employment. Students should discuss job availability and information with instructors as they near completion. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.tcatlivingston.edu.



Follow-up

An effort is made to keep in touch with graduates after he/she enters employment to determine his/her success and to make training more relevant to the needs of new students and industry. All graduates are requested to keep the school informed as to their employment, address, email address, telephone numbers and any changes in employment.

A follow-up questionnaire will be sent to all employers of graduates after leaving training. Graduates are strongly urged to give accurate information concerning employment including mailing address, phone number, email address and supervisor. Funding for the school in regard to the purchase of new equipment and supplies is closely linked to the follow-up response rate.

Student Services

The Student Services office is located in Building 1 and is open to serve the public from 7:00 a.m. to 4:00 p.m. Monday through Friday. These hours may vary during trimester breaks.

Counselors and other staff members assist prospective and current students and provide the services necessary for students to make informed choices and successfully complete their occupational education.

Guidance and counseling includes:

- Orientation
- Job Placement Center
- Vocational Counseling
- Student Records/Transcripts
- Career Counseling
- Attendance Reporting
- Personal Counseling
- Financial Aid
- Veterans' Information
- Disability Services



SCHOOL POLICIES

Student Disciplinary Policy

Policy Statement

- A. Students enrolled in postsecondary educational institutions are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times.
- B. 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 and the academic community which it seeks to serve, the Tennessee Board of Regents ("TBR" or "the Board") has authorized the presidents of the institutions under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.
- C. Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the State Board of Regents has developed the following policy, which is intended to govern student conduct on the several campuses under its jurisdiction.
- D. Each institution under the jurisdiction of the TBR is directed to implement policies subject to, and consistent with, this policy.
- E. In student discipline policies, each institution may supplement this policy, subject to prior approval by the TBR Offices of General Counsel and Academic Affairs. In addition, students are subject to all federal, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institutions may enforce their own policies regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.
- F. Students are responsible for compliance with the Student Conduct Policy and with similar institutional policies and regulations at all times.
- G. Disciplinary action may be taken against a student for violation of the policies and regulations, which violations occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution.
- H. This policy, and related material incorporated herein by reference, is applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the organization.
- I. Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. § 10-7-504(a)(4), a student's disciplinary files are considered "educational records" and are confidential within the meaning of those Acts.

Disciplinary Offenses

- A. Institutional disciplinary measures shall be imposed, through appropriate due process procedures, for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by an institution.
- B. Institutions shall adopt and publish a non-exclusive list, providing notice of offenses for which both individuals and organizations may be subject to disciplinary action.
- C. The list may include any appropriate offense given the specific needs of the individual institution, subject to prior review and approval by the TBR Offices of General Counsel and Academic Affairs.

- D. Institutions are pre-authorized to implement any or all of the disciplinary offenses, in the form set forth immediately below, without need for prior review or approval:
1. **Threatening or Disruptive Conduct.** Any conduct, or attempted conduct, which poses a threat to the safety of others or where the student's behavior is disruptive of the institution's learning environment.
 2. **Hazing.** Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;
 3. **Disorderly Conduct.** Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations, classrooms, other groups or individuals;
 4. **Obstruction of or Interference with institutional activities or facilities.** Any intentional interference with or obstruction of any institutional, program, event, or facility including the following:
 - a. Any unauthorized occupancy of facilities owned or controlled by an institution or blockage of access to or from such facilities,
 - b. Interference with the right of any institution member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by an institution,
 - c. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of an institution, or failure to comply with any emergency directive issued by such person in the performance of their duty;
 5. **Misuse of or Damage to Property.** Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to another including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices;
 6. **Theft, Misappropriation, or Unauthorized Sale of Property;**
 7. **Misuse of Documents or Identification Cards.** Any forgery, alteration of or unauthorized use of institutional documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;
 8. **Firearms and Other Dangerous Weapons.** Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons. (Refer to Guidance on Firearms on Campus, Exhibit #1);
 9. **Explosives, Fireworks, and Flammable Materials.** The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;
 10. **Alcoholic Beverages.** The use and/or possession of alcoholic beverages on institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption;
 11. **Drugs.** The unlawful possession or use of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana), sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property;
 12. **Drug Paraphernalia.** The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property;

13. Public Intoxication. Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance;
14. Gambling. Unlawful gambling in any form;
15. Financial Irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution;
16. Unacceptable Conduct in Disciplinary Proceedings. Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness;
17. Failure to Cooperate with Institutional Officials. Failure to comply with directions of institutional officials acting in the performance of their duties;
18. Violation of General Policies. Any violation of the general policies of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
19. Attempts, Aiding and Abetting. Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution;
20. Violations of State or Federal Laws. Any conviction of violation of state or federal laws or regulations proscribing conduct or establishing offenses, if a student's violation of such laws or regulations also adversely affects the institutions' pursuit of its educational objectives;
21. Violation of Imposed Disciplinary Sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the institution;
22. Sexual Misconduct. Committing any act of sexual misconduct as defined by TBR Policy 6:03:00:00;
23. Harassment or Retaliation. Any act by an individual or group against another person or group in violation of TBR policies, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, TBR policies 5:01:02:00(F), 6:01:00:00, 6:02:00:00, and TBR Guideline P-080;
24. Academic Misconduct. Plagiarism, cheating, fabrication. For purposes of this section the following definitions apply:
 - a. Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution,
 - b. Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours,
 - c. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
25. Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession of, with the intent to use or make available for use by others, any key for an institutional facility without proper authorization;
26. Litter. Dispersing litter in any form onto the grounds or facilities of the campus;
27. Pornography. Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value;
28. Abuse of Computer Resources and Facilities. Misusing and/or abusing campus computer resources including, but not limited to the following:
 - a. Use of another person's identification to gain access to institutional computer resources,

- b. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems,
- c. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file,
- d. Unauthorized transfer of a computer or network file,
- e. Use of computing resources and facilities to send abusive or obscene correspondence,
- f. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system,
- g. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official,
- h. Violation of any published information technology resources policy,
- i. Unauthorized peer-to-peer file sharing;
- 29. Unauthorized Access to Institutional Facilities and/or Grounds. Any unauthorized access and/or occupancy of institutional facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;
- 30. Providing False Information. Giving any false information to, or withholding necessary information from, any institutional official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution;
- 31. Unauthorized Surveillance. Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means;
- 32. Smoking Violations. Violation of any TBR and/or institutional smoking or other tobacco use rules or policies.
- E. Disciplinary action may be taken against a student for violations of the foregoing policies which occur at or in association with enrollment at an institution governed by the State Board of Regents for any academic period.
- F. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters.
- G. Conduct occurring while a student is registered or enrolled at the institution, but not discovered until after the student leaves the institution, including after the awarding of a degree, is actionable under these provisions and may result in the retroactive application of a disciplinary sanction.
- H. Should a student withdraw from the institution with disciplinary action or academic misconduct action pending, the student's record may be encumbered by the appropriate institutional office until the proceedings have been concluded.

Academic and Classroom Misconduct

- A. The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates general rules and policies of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.
- B. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which

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

- C. Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary sanction, through appropriate institutional academic misconduct or grade appeal procedures. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.
- D. Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others.

Disciplinary Sanctions

- A. Institutions shall adopt and publish a policy, providing notice of potential disciplinary sanctions applicable to both individuals and organizations. The policy may include any appropriate sanction, given the specific needs of the individual institution, subject to prior review and approval by the TBR Offices of General Counsel and Academic Affairs. Institutions are authorized to implement any or all of the sanctions, in the form set forth in sub-section (B) below, without need for prior review or approval. Upon a determination that a student or student organization has violated any of the disciplinary offenses set forth in this policy, institutional disciplinary policies, or the general policies of an institution, disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institution or school officials.
- B. Definition of Sanctions:
 - 1. Restitution. Restitution may be required in situations which involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organization is obligated by the appropriate judicial authority to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any such payment in restitution shall be limited to actual cost of repair, replacement or financial loss;
 - 2. Warning. The appropriate institutional official may notify the student or student organization that continuation or repetition of specified conduct may be cause for other disciplinary action;
 - 3. Reprimand. A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these policies and provides notice that that any further violation(s) may result in more serious penalties;
 - 4. Service to the Institution or Community. A student, or student organization, may be required to donate a specified number of service hours to the institution performing reasonable tasks for an appropriate institution office, official(s), or the local community. The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing institutional property);
 - 5. Specified Educational/Counseling Program. A student or student organization may be required to participate in specified educational or counseling program(s) relevant to the offense, or to prepare a project or report concerning a relevant topic;
 - 6. Apology. A student or student organization may be required to apologize to an affected party, either verbally or in writing, for the behavior related to a disciplinary offense;
 - 7. Fines. Penalties in the form of fines may be imposed against a student or student organization whenever the appropriate institutional authority deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action;
 - 8. Restriction. A restriction upon a student's or student organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the ability to represent the

institution at any event, ability to participate in institution or TBR sponsored travel, use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges;

9. Probation. Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these policies. Any student or organization placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon extracurricular activities, or any other appropriate special condition(s). Any conduct in further violation of these policies while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action;
10. Suspension. Suspension is the separation of a student or student organization from the institution for a specified period of time. Suspension may be accompanied by special conditions for readmission or recognition;
11. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's admission, or a student organization's recognition to the institution. A student or organization that has been expelled may not enter institution property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;
12. Revocation of Admission, Degree, or Credential;
13. Interim Involuntary Withdrawal or Suspension. As a general rule, the status of a student or student organization accused of violation of TBR regulations, this policy, or institutional policies should not be altered until a final determination has been made in regard to the charges. However, interim involuntary withdrawal or suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the conduct, or attempted conduct of the student poses a direct threat to the safety of any other member of the institution, its guests, property, or the student's behavior is materially and substantially disruptive of the institution's learning environment or other campus activities. In any case of interim involuntary withdrawal or suspension, the student, or student organization, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension;
14. Housing Probation. Continued residence in campus or student housing may be conditioned upon adherence to these policies as well as institutional housing policies. Any resident placed on housing probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon the activities of the resident, including any other appropriate special condition(s);
15. Housing Suspension and Forfeiture. A resident suspended from housing may not reside, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended resident shall be required to forfeit housing fees (including any unused portion thereof and the Housing Deposit). A suspended resident must vacate the housing unit. Housing suspension shall remain a part of the student resident's disciplinary record.

Traffic and Parking

- A. General: Institutions governed by the TBR shall adopt institutional policies governing traffic and parking on their respective campuses. The purpose of these policies shall be to facilitate the orderly and efficient flow of traffic on those campuses, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space. Institutional policies enacted in compliance with this policy shall be subject to prior review and approval of the TBR. Once adopted, such policies shall be published, at least annually, and, as appropriate, through signage, traffic/parking handbooks, student/faculty handbooks and institutional websites.
- B. Registration of Automobiles/Permits/Decals: TBR institutions shall adopt policies regarding the registration of vehicles and/or the issuance of decals and/or permits on campus, and/or the alternate use

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

- C. **Parking:** TBR institutions shall adopt policies with regard to parking on institution owned, operated, or controlled sites. Those policies shall reflect the physical availability and limitations of parking facilities at institution owned, operated, or controlled sites. TBR institutions are further authorized to adopt appropriate parking zones or designated parking systems for faculty, staff, students, residents of campus housing, visitors, and other appropriate groups. Institutions may also establish a schedule of hours for enforcement for parking regulations at their various campus sites. Reasonable fees/costs may be assessed in association with the issuance of parking decals or passes as set forth in section (2) above. Any fees/costs associated with parking permits/decal, together with appropriate information sufficient to justify the fee/cost amount, shall be submitted for review and approval by the TBR prior to implementation at any institution, pursuant to the requirement set forth in TBR policy.
- D. **Traffic:** TBR institutions shall adopt policies with regard to motor and other vehicular traffic on institution owned, operated, or controlled sites. Those policies shall reflect the nature of traffic patterns, roads, and physical limitations of the particular institution owned or controlled site. TBR institutions are further directed to adopt and publish a traffic code reflecting the traffic rules and offenses for that institution's sites. Such violations may include, but are not limited to, all traffic offenses provided under state, county, or municipal ordinance applicable to the locality of each institutional site. Adoption of such policies shall be subject to prior review and approval by the TBR. Once adopted or amended all traffic and parking regulations shall be affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.
- E. **Fines/Penalties:** TBR institutions shall have the authority to adopt appropriate fines and/or disciplinary sanctions for violations of the traffic and parking regulations established pursuant to sections (3) & (4) above. Fines may be set as determined necessary at each institution, but shall not exceed the amounts provided for by the higher of state law, county, or municipal ordinance for the same offense. Such fines are subject to the prior review and approval of the TBR, pursuant to the requirement set forth in TBR policy. Proposed fines shall be submitted to the TBR together with information sufficient to justify the fine. Such information shall include consideration of state/county/municipal fines for the same offense, fines for the same offense at similarly situated institutions, association to enforcement costs at the institution, and/or the unique traffic/parking considerations at each institution. Once adopted or amended, all fines shall be affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.
- F. **Appeals:** Institutions shall establish an appropriate system of due process associated with any traffic/parking codes or fines, consistent with the due process requirements set forth in TBR Systemwide Rule 0240-02-03-.06, wherein persons cited for violation of institutional traffic/parking regulations may contest their citations. Institutions are authorized to establish alternative or multiple methods/bodies for hearings and/or for the resolution of such matters.

Disciplinary Procedures

- A. **General:** Institutions governed by the TBR, in the implementation of TBR policies pertaining to discipline and conduct of students, shall ensure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law. In furtherance of this mandate, all TBR institutions shall enact policies setting forth the disciplinary procedures for the institution. All such policies shall be enacted in compliance with TBR Systemwide Student Rules, this policy, and applicable state and federal law. All policies adopted shall be subject to prior review and approval by the TBR Offices of General Counsel and Academic Affairs. Once adopted or amended, all disciplinary procedures shall be affirmatively communicated to the faculty,

staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.

- B. **Contested Case Procedure:** All cases which may result in: (a) suspension or expulsion of a student from the institution for disciplinary reasons, or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Uniform Administrative Procedures Act (UAPA), T.C.A. § 4-5-301 et seq., and shall be processed in accord with the Uniform Contested Case procedures adopted by the Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of in accord with institutional procedures or waives all right to contest the case under any procedure. These procedures shall be described in the institution's policy.
 - 1. For cases which may result in Interim Involuntary Withdrawal or Suspension, the institution must incorporate the guidelines set forth below in (F) in its decision-making processes.
- C. **Institutional Procedures:** For matters not subject to the requirements of UAPA, each institution shall include in its policies a description of the procedures applicable at each level of a student/organizational misconduct, student housing violation or traffic/parking violation proceeding, including procedures for the initiation, investigation, resolution and/or prosecution of a violation applicable at each level, including appeal(s). This policy shall also set forth minimum requirements for advance notice of charges/violations as well as the time, date, and place for any procedure or hearing.
- D. **Institutional Hearings:** For matters not subject to the requirements of UAPA, institutions shall establish a body or bodies, with authority to hear student/organizational misconduct, student housing violations, or traffic/parking violations. Such body may be constituted as determined by the institution and may consist of one (1) individual or a committee. Authority may be vested in a single entity or in separate bodies.
- E. **Minimum Requirements of Due Process for Institutional Hearings:** Institutional hearing bodies and procedures governing discipline in cases of student/organizational misconduct, student housing violations and/or traffic/parking violations may be structured in any manner deemed appropriate given the organizational structure of the individual institution, but shall include the following minimal procedural components:
 - 1. The student shall be advised, in writing, of the breach of regulation(s) of which they are charged;
 - 2. The student shall be advised of the time, date, and place of the hearing allowing reasonable time for preparation;
 - 3. The student shall be advised of the following rights applicable at the hearing:
 - a. The right to present their case,
 - b. The right to be accompanied by an advisor,
 - c. The right to call witnesses in their behalf,
 - d. The right to confront witnesses against them, and
 - e. The student shall be advised of the method and time limitations for appeal, if any is applicable.
 - 4. Students subject to any disciplinary sanction are entitled to a due process hearing unless that right is waived by the student after receiving written notice of the available procedures.
- F. **Interim Involuntary Withdrawal or Suspension Hearings:** Hearings conducted with regard to interim involuntary withdrawal or suspensions imposed prior to or pending the outcome of a disciplinary investigation or proceeding shall be conducted consistent with the minimum requirements of due process applicable to an institutional hearing, taking into account the need for a timely hearing. The evidence presented at the hearing shall be limited to that which is relevant to the basis asserted for imposition of the interim involuntary withdrawal or suspension.
 - 1. In determining whether a student should be involuntarily withdrawn or suspended for threatening or disruptive conduct, the institution shall consider the nature, duration, severity, and probability of the threat posed or the disruption caused by a student, relying on the best available objective evidence and, if applicable and obtainable, on the most current medical evidence.
 - 2. The institutions shall also determine whether reasonable modifications of its policies, practices, or procedures could sufficiently mitigate the risk.

3. Absent exigent circumstances creating an imminent risk or harm, the assessment will be made prior to a decision to involuntarily withdraw or suspend based on the threat he or she poses on others.
 4. If exigent circumstances warrant the immediate removal of a student from the institution, the student will receive, at a minimum, notice and an initial opportunity to present evidence immediately after being placed on involuntary withdrawal, and the opportunity to initiate full due process within 30 days of the removal.
- G. Alternative Resolution Procedures: Institutions are authorized to establish alternative or multiple methods/bodies for hearings and/or for the resolution of disciplinary matters, with the consent of all relevant parties. Alternative resolution methods may include, but are not limited to, mediation, diversion programs, and/or negotiated resolutions.

Terminating Training

Every student should talk with his/her instructor and the counselor before terminating his/her training. Exit interview information **MUST** be attained from each student leaving their program, regardless of the reason for their leaving. The correct procedure to follow is:

1. Talk with your instructor. Explain why you are leaving and what your future plans are.
2. Talk with the school counselors. There is important information that the counselors will need and must file with your records. Much of this information must be forwarded to various agencies and the State Board of Regents.

Should a student leave school without following this procedure, his/her certificate or diploma may be withheld until proper steps are taken. The school may not assist a student in seeking employment if he/she leaves under these circumstances. Reentry into school by such a student will require an interview with the school Director.

Student Rights to Due Process

- A. Institutions governed by the State Board of Regents, in the implementation of Board approved policies and regulations pertaining to discipline and conduct of students, shall ensure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law.
- B. 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 or she he is charged.
 3. The student shall be advised of the following rights:
 - a. The right to present their case.
 - b. The right to be accompanied by an advisor.
 - c. The right to call witnesses on their behalf.
 - d. The right to confront witnesses against them.
 4. The student shall be advised of the method of appeal.

Confidentiality of Student Records

Student records shall be treated as confidential. They shall be directly accessible only to the professional staff of the school, to the parents of high school students, to eligible students 18 years of age or older, and to such other individuals and agencies as set forth by law, Tennessee Board of Regents Policy, or as authorized in writing by parents, guardians, or the adult student themselves.

A final transcript will be provided to each student upon their graduation, if requested and all of the proper paper work is done. Also, a copy of the transcript can be sent to potential employers or other educational institutions upon request from the student/graduate. Those students/graduates seeking a copy of their transcript who have completed a program may contact the Student Services office for a copy. Students who have not completed a program but have acquired skills while in class should request a statement of competencies completed from the instructor of the program or a transcript indicating the courses completed from the student services office. A graduate may obtain a transcript at any time by presenting him/herself in person to the Student Services Office.

Promotional Materials

The Tennessee College of Applied Technology - Livingston updates various public relations materials on a regular basis. Students who do not want their photograph in any of the public relations materials need to tell the Student Services Counselor.

Calling in Absences

All students are required to call in absences. Any student who is absent three consecutive days will be presumed to have withdrawn from the college. (931) 823-5525.

Sign ins

If a student is not in the classroom/shop at the designated time for the class to start (including returning from break and lunch), the student is considered tardy. Students should first sign-in on the attendance sheet in the classroom with their instructor upon entering the classroom/shop. Students who fail to sign-in may be dismissed.

Sign outs

A student who leaves before the end of the school day should first sign out with their instructor and then sign out on the attendance sheet in the classroom. Students who fail to sign out may be dismissed.

Dress

All students should dress and groom themselves as they would if they were working in business and industry. Shorts are allowed (knee length).

Automobiles and Parking

All students are requested to park their cars in the space near training areas. No double parking will be permitted. Parking on grassed areas is prohibited. Parking decals will be issued upon enrollment and must be displayed on the rear-view mirror. There is no charge for these decals. Everyone is requested to drive slowly and cautiously while on the campus. Suggested speed --10 M.P.H. NOTE: Do not park in front of doors or garage-door type entrances.

Safety

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. Safety equipment, as provided by the school or the student, must be worn at all times when prescribed by the instructor. (See the Eye Safety Act in this catalog for the state policy on eye safety.)

Tools and Equipment

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

Visitor Policy

Visitors must report to the front office upon arriving on campus. Students will be called to the front office in case of a visitor. No visitors are to enter the classroom.

Telephone Calls

Students should make their family and friends aware that students are not called to the telephone for personal calls except in the case of an emergency. IMPORTANT messages may be passed on to a student, if time and opportunity permits.

Cell Phone Policy

Students shall be allowed to possess cellular phones, pagers, etc.; however, such devices must not be visible and must remain turned off during the instructional school day. Phones are allowed to be turned on during breaks and lunch periods only. Students who violate this policy can be suspended or dismissed.

Internet Policy

All students are expected to use the computers for classroom work only. Students are not to use the computer or internet for personal use. Downloading materials, pictures or music, chatting, surfing the internet, listening to music, or any other usage that is not directly related to class work is forbidden. Students who do not abide by this policy may be dismissed.

Lobby

The chairs in the lobby are reserved for school visitors. The lobby area is not to be used as a student lounge at any time

Concessions

Vending machines are located in the Comprehensive Building and the Snack Shack off of the breezeway. This is a business owned and operated by an independent operator sponsored by the Tennessee Department for the Blind Services. While the school has no part in its operation, space is provided for it and students are urged to make use of it as much as possible.

Students bringing their own lunch may use the eating area but none of the other facilities or appliances are available without compensation to the operator. Students are expected to place food wrappers, cups, cans, bottles, etc. in waste containers as they leave the area.

Tobacco/Vape/E-cig Use

Smoking is prohibited in all buildings at the Tennessee College of Applied Technology Livingston. This includes all bathrooms, hallways, classrooms, and offices. On October 1, 2007, the Non-Smoker Protection Act took effect prohibiting smoking in all enclosed public places within the State of Tennessee. The Tennessee College of Applied Technology – Livingston prohibits smoking within 30 feet of any entrance into the college. Designated outside areas have been provided for smoking (outside Gazebo's). Smoking is permitted during lunch and break time only in areas designated. The use of electronic or e-cigarettes, vapor devices, dipping and chewing tobacco is allowed ONLY in designated smoking areas during lunch or scheduled breaks only.

Housekeeping

All waste paper, cups, cigarette butts and other refuse must be placed in receptacles which are provided. Drinks or food are permitted in the classroom area only at the discretion of the instructor. 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.

Student Projects Live Work

"Live Work" is a term used by Tennessee College of Applied Technology - Livingston for various live-practical learning projects that are conducted in the shops. All projects must be selected with the approval of the instructor and must fit into the training program. The student must furnish all materials used on personal projects. Live work request forms are available in the school office. A maintenance fee of \$5.00 is required for each form.

Campus Notifications

The Tennessee College of Applied Technology – Livingston will send out notifications from time to time which may be informational, related to weather events or other school happenings. The Tennessee College of Applied Technology – Livingston uses 2 primary methods of notification:

1. Website. Our website is located at <http://tcatlivingston.edu>.
2. Facebook. Our Facebook page is located at <http://facebook.com/TCATLivingston>

Inclement Weather Policy

The Tennessee College of Applied Technology - Livingston will normally remain open as scheduled regardless of weather conditions. The college will offer classes on a regular schedule unless weather conditions are extremely severe area-wide. **When in doubt, students are urged to use their own judgment regarding attendance.** Decisions regarding cancellation of classes are independent of other local school systems. Closure of Overton County Schools **does not** automatically warrant closure of the Tennessee College of Applied Technology – Livingston. In the event of closure, the college will notify faculty, staff and students through the use of our web page and Facebook page.

Two-Hour Delayed Openings

In the event that inclement weather suggests we open Tennessee College of Applied Technology - Livingston on a two-hour delay, the announcement will be made via the notification system, our website and Facebook page. **Students and faculty should use caution and not endanger their lives or safety by attempting to reach the campus when local conditions prohibit safe travel.** Should the college undergo a two-hour delay, students will be required to make up the hours of closing prior to the end of the term. The scheduled time will be announced by the Director.

Closures

In the event inclement weather suggests we close the Tennessee College of Applied Technology - Livingston for the day, the announcement will be made via the notification system, our web-site and Facebook page. To confirm whether the college will be opened or closed on a given day, call the Tennessee College of Applied Technology – Livingston at 931-823-5525 to verify the status. Should the college close, students will be required to make up the hours of closing prior to the end of the term. Scheduled make up times will be announced by the Director.

Cancelling Classes

The cancellation of classes at the Tennessee College of Applied Technology - Livingston is a rare occurrence. Classes are occasionally cancelled during the winter due to bad weather but are always made up before that particular term ends. Due to the open-entry, open-exit type of operation and the individualized instruction format, this causes no difficulty, and very little delay, to the completion of a student's program.

The Tennessee College of Applied Technology – Livingston will provide the opportunity for every student to attend class for 432 hours every trimester.

Campus Alarm Signals

Fire Signal – In the event of a fire you will hear a horn/siren sound accompanied by flashing strobe lights located throughout the building. All Students, faculty and staff should stop what they are doing and evacuate the facility in an orderly manner to the predetermined location for your classroom. Follow the directions of your instructor, faculty member or staff without delay.

Tornado Signal – In the event of a tornado, or if conditions warrant that we take cover from the threat of a tornado, a continuous signal will be emitted through the Alertus notification system. All Students, faculty and staff should stop what they are doing and proceed immediately to the room appointed for your classroom. Follow the directions of your instructor, faculty member or staff without delay.

Lockdown Policy

Any Tennessee College of Applied Technology – Livingston employee can initiate the Campus Lockdown procedure. Should a lockdown occur building occupants will be restricted to the interior of the building and the building secured by a Tennessee College of Applied Technology – Livingston employee. Once the lockdown procedure has been initiated only the Director, or designee in her/his absence; can cancel the lockdown process once they have deemed it safe. Media Services

Media resources are available to the students in their program of instruction. Resource materials may include (reading material, catalogs, texts, magazines, etc.). In addition, students may use the multimedia equipment located in their program.

Drug-Free Campus Notice

The Tennessee College of Applied Technology - Livingston is committed to providing a campus environment free of the abuse of alcohol and the use of illegal drugs. This notice is to make faculty, staff, and students aware that the campus of the Tennessee College of Applied Technology - Livingston is subject to search by local and state law enforcement at any time without notice (this search may include use of drug dogs).

Voter Registration

Students who are 18 or will be 18 years of age before the date of the next election, may register to vote unless disqualified under the law. The voter registration form and information about registration requirements can be found at the Tennessee Secretary of State's web site (www.tn.gov/sos/elections) Other general information about student voter registration can be found at: www.yourvoiceyourvote.org. or contact your local county office located on the state website: WWW.STATE.TN.US/SOS/ELECTION/COUNTY.



TBR STUDENT HEALTH INSURANCE EXCHANGE

(www.TBRstudentHealthInsuranceExchange.com)

In case you haven't heard, exchanges are changing the way millions of Americans shop for their health insurance.

Many people get health insurance through their employers. But people without this option can now shop for health insurance on exchanges, as an alternative to buying insurance directly from an individual health insurance company.

So what are exchanges? How do they work? Let find out some of these answers:

What are exchanges

An exchange, as created under the Affordable Care Act (ACA), is a place where consumers can purchase subsidized health insurance coverage.

Exchanges are online marketplaces. Interactive websites where shoppers can research all of their options compare offerings and buy health insurance.

How do they work

The Affordable Care Act no longer allows insurers to deny coverage or charge people more based on their health status or pre-existing conditions? Today, people without or who have been unable to buy coverage in the past can now shop for health insurance.

The Affordable Care Act provides tax credits and subsidies for qualified individuals, to help make insurance more affordable, they shop on an exchange.

As you shop the exchange you will make decisions based a few criteria:

1. Select the health insurance company and network of doctors (every state has many health insurance options)
2. Select a level of coverage (each plan has four levels of coverage called metal plans Platinum, Gold, Silver and Bronze each based on a percentage of coverage amounts)
3. Select a premium you can afford (you may qualify for federal subsidy)

All plans on an exchange have to offer some core benefits – called essential health benefits – like preventative and wellness services, prescription drugs, and coverage for hospital stays.

How do I contact the TBR Student Health Insurance Exchange?

You can call 1-800-647-4104 or online at www.TBRstudentHealthInsuranceExchange.com

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - LIVINGSTON PLANS AND POLICIES

Eye Safety Act

Safety should be a habit, an automatic reflex which becomes part of each person. Development of that habit depends upon the willingness of all instructors, students, and administrators to continue the acceptance and practice of safety instruction as a part of their school curriculum. You are, therefore, requested to comply not only with the letter of the law, but, with the spirit as well.

In order to accomplish the implementation of sound safety practices, the following policies became effective on February 3, 1975, at the Tennessee College of Applied Technology Livingston:

1. Safety glasses will be worn in designated areas of all shops regardless of activity. The designated area shall be all parts of the shop except the office, tool room, rest room, and the area used in related study.

Failure to comply will result in a student being given a written warning with a copy of the warning being placed in his/her permanent file. Upon the accumulation of six (6) warnings, the student shall be suspended indefinitely.

2. It will be primarily the responsibility of the instructor in charge of the class to issue such warnings, but any instructor, counselor, the Coordinator of Workforce Development and Institutional Support, or the Director should issue a warning if they observe violations.

An instructor, appointed by the director, shall have the responsibility of selecting two (2) instructors besides him/herself to serve on a Safety Committee. This committee will make monthly inspections of all shops to determine if equipment and facilities are being maintained in a safe condition. A written report of their findings will be provided for the shop instructor and the director. The shop instructor will be responsible for the condition of his/her shop.

These policies are initiated to assure safe learning and working conditions for all concerned. The administrative procedures are intended to provide an organized approach to accomplish the goal we all desire. It is hoped that all instructors and students will accept them in the manner in which they are intended and will cooperate to the fullest extent of their ability for their successful implementation.

NOTE: Item (1) does not apply to the following classes: Administrative Office Technology, Cosmetology, Information Technology, Pharmacy Technology, Practical Nursing, Tech Foundations.

Fraud, Waste, or Abuse Policy

State law requires all public institutions of higher education to provide a means by which students, employees, or others may report suspected or known improper or dishonest acts. In addition, the Tennessee College of Applied Technology - Livingston is committed to the responsible stewardship of our resources.

Whether you are part of departmental management, a faculty or staff member, a student, or an interested citizen, TCAT - Livingston encourages you to report known or suspected dishonest acts by employees, outside contractors, or vendors.

Dishonest acts, either known or suspected, such as theft or misappropriation of funds, supplies, property, or other resource; forgery or alteration of documents; unauthorized alteration or manipulation of computer files', improper and wasteful activity', falsification of reports to management or external agencies', pursuit of a benefit or advantage in violation of the College's conflict of interest policy', or authorization or receipt of compensation for hours not worked, should be reported.

Before making allegations of dishonesty, a person should be reasonably certain of any claim. Such allegations can seriously and negatively impact the accused individual's life and adversely affect the working environment of the department.

Several options are available to all employees, students and others for reporting known or suspected dishonest acts. An individual may report concerns to the supervisor or department head, to an official at the College' to the internal audit, to the TBR office, or to the Tennessee Comptroller's Hotline for Fraud (1-800-232-5454), Waste and Abuse. For information on how to contact these individuals please see the Coordinator of Workforce Development and Institutional Support who will provide you with the number for Internal Audit.

When Internal Audit receives allegations of dishonesty or other irregularity by an employee, outside contractor, or vendor, they are required to conduct an investigation. Departmental management should not attempt to conduct investigations nor alert suspected employees of an impending investigation. In an investigation, objectives include verifying the facts, maintaining objectivity and confidentiality, determining responsibility, and recommending corrective actions to help ensure that similar actions do not occur in the future. As Internal Audit investigates allegations of dishonesty, the reporting individual's confidentiality is protected under Tennessee Code Annotated Title 10, Chapter 7. Also, State law prohibits discrimination or retaliation of any kind against employees who report allegation of dishonest acts.

Internal Audit has reporting responsibility to the Audit Committee of the Tennessee Board of Regents through the Director of System-wide Internal Auditing. This reporting relationship enables them to independently and objectively review matter involving any level of administration at the College. The College is responsible for establishing and implementing systems and procedures to prevent and detect fraud, waste, and abuse. The basic elements of a proper control system include: creating a culture of honesty and high ethics', evaluating risks and implementing processes, procedures and controls to prevent, deter, and detect fraud, waste and abuse', and developing an appropriate oversight process. Management at all levels of the College should review the information that is available from the American Institute of Certified Public Accountants in the document, Management Antifraud Programs and Controls: Guidance to Help Prevent and Deter Fraud. Please contact the Coordinator of Workforce Development and Institutional Support if you need assistance in reviewing this document.

Public Law 93-380
93rd Congress, H.R. 69
August 21, 1974

AN ACT

To extend and amend the Elementary and Secondary Education Act of 1965, and for other purposes.

-An excerpt from the above Act-

Sec. 513. (a) Part C of the General Education Provisions Act is further amended by adding at the end thereof the following new section:

"PROTECTION OF THE RIGHTS AND PRIVACY OF PARENTS AND STUDENTS"

"Sec. 438. (a) (1) No funds shall be made available under any applicable program to any State or local educational agency, any institution of higher education, any community college, any school agency offering a preschool program, or any other educational institution which has a policy of denying, or which effectively prevents, the parents of students attending any school of such agency, or attending such institution of higher education, community college, school, preschool, or other educational institution, the right to inspect and review any and all official records, files, and data directly related to their children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. Where such records or data include information on more than one student, the parents of any student shall be entitled to receive, or be informed of, that part of such record or data as it pertains to their child. Each recipient shall establish appropriate procedures for the granting of a request by parents for access to their child's school records within a reasonable period of time, but in no case more than forty-five days after the request has been made.

"(2) Parents shall have an opportunity for a hearing to challenge the content of their child's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

"(b) (1) No funds shall be made available under any applicable program to any State or local educational agency, any institution of higher education, any community college, any school agency offering a preschool program, or any other educational institution which has a policy of permitting the release of personally identifiable records or files (or personal information contained therein) of students without the written consent of their parents to any individual, agency, or organization, other than to the following:

"(A) other school officials, including teachers within the educational institution or local educational agency who have legitimate educational interests;

"(B) officials of other schools or school systems in which the student intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;

"(C) authorized representatives of (i) the Comptroller General of the United States, (ii) the Secretary, (iii) an administrative head of an education agency (as defined in section 409 of this Act), or (iv) State educational authorities, under the conditions set forth in paragraph (3) of this subsection; and

"(D) in connection with a student's application for, or receipt of, financial aid.

"(2) No funds shall be made available under any applicable program to any State or local education agency, any institution of higher education, any community college, any school agency offering a preschool program, or any other educational institution which has a policy or practice of furnishing, in any form, any personally identifiable information contained in personal school records, to any persons other than those listed in subsection (b) (1) unless:

"(A) there is written consent from the student's parents specifying records to be released, the reason for such release, and to whom, and with a copy of the records to be released to the student's parents and the student, if desired by the parents, or...

"(B) such information is furnished in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents and the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution or agency.

"(3) Nothing contained in this section shall preclude authorized representatives of (A) the Comptroller General of the United States, (B) the Secretary, © an administrative head of an education agency, or (D) State educational authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of Federally supported education programs, or in connection with the enforcement of the Federal legal requirements which relate to such programs: Provided That, except when collection of personally identifiable data is specifically authorized by Federal law, any data collected by such officials with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of such students or their parents after the data so obtained has been collected.

"(4) (A) With respect to subsection © (1) and © (2) and © (3), all persons, agencies, or organizations desiring access to the records of a student shall be required to sign a written form which shall be kept permanently with the file of the student, but only for inspection by the parents or student, indicating specifically the legitimate educational or other interests that each person, agency, or organization has in seeking this information. Such form shall be available to parents and to the school official responsible for record maintenance as a means of auditing the operation of the system.

"(B) With respect to this subsection, personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student.

"(C) The secretary shall adopt appropriate regulations to protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted, or authorized by the Secretary or an administrative head of an education agency. Regulations established under this subsection shall include provisions controlling the use, dissemination, and protection of such data. No survey or data-gathering activities shall be conducted by the Secretary, or an administrative head of an education agency under an applicable program, unless such activities are authorized by law.

"(D) For the purposes of this section, whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student, shall thereafter only be required of and accorded to the student.

"(E) No funds shall be made available under any applicable program unless the recipient of such funds informs the parents of students, or the students, if they are eighteen years of age or older, or are attending an institution of postsecondary education, of the rights accorded them by this section.

"(F) The Secretary, or an administrative head of an education agency, shall take appropriate actions to enforce provisions of this section and to deal with violations of this section, according to the provisions of this Act, except that action to terminate assistance may be taken only if the Secretary finds there has been a failure to comply with the provisions of this section, and he/she has determined that compliance cannot be secured by voluntary means.

"(G) The Secretary shall establish or designate an office and review board within the Department of Health, Education, and Welfare for the purpose of investigating, processing, reviewing, and adjudicating violations of the provisions of this section, according to the procedures contained in sections 434 and 437 of this Act."

(b) (1) (l) The provisions of this section shall become effective ninety days after the date of enactment of section 438 of the General Education Provisions Act.

(2) (l) This section may be cited as the "Family Educational Rights and Privacy Act of 1974".

Sex Discrimination, Inequitable and/or Unfair Treatment and Affirmative Action for Students and Employees

It is the policy of the Tennessee College of Applied Technology - Livingston not to discriminate on the basis of sex, race, color, religion, handicap, national origin or age in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments, Sections 799A and 845 of the Public Health Service Act, and any regulations pursuant thereto. This policy includes any sexual harassment of students, applicants for enrollment, applicants for employment or employees.

Inquiries regarding compliance with this policy should be directed to: Joel Chappell designated Compliance Office for Title IX. A copy of the policy and the grievance procedure is attached to this memo and copies are available in the school office."

POLICY: It is the policy of the Tennessee College of Applied Technology - Livingston that, pursuant to Title IX of the Educational Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, and Regulations adopted pursuant thereto, no discrimination will be made on the basis of sex, color, religion, handicap, national origin or age in dealing with applicants, students, or employees in regard to educational programs or activities of the institution or in employment of personnel, including health-related training programs. Equal opportunity and nondiscrimination will exist on the basis of sex, race color, religion, handicap, national origin or age for students and applicants in all educational programs and activities, including but not limited to, the following: (1) recruitment and admission; (2) academic, extracurricular, research, occupational training, health-related training and other education programs; (3) rules on student activities; (4) facilities; (5) access to course offerings; (6) counseling; (7) financial assistance (10) rules on marital or parental status; and (11) athletics (should they become available). In addition, the school ensures that no person, on the basis of sex, race, color, religion, handicap, national origin or age, is excluded from participation, denied the benefits of, or subjected to, discrimination in employment under and educational program or activity. Nondiscrimination in employment on the basis of sex, race, color, religion, handicap, national origin or age shall include, but is not limited to: (1) employment criteria; (2) recruitment and hiring; (3) promotion, tenure, rehiring; (4) compensation; (5) job assignments, classifications, and descriptions, lines of progression and seniority lists, (6) leave; (7) fringe benefits; and (8) all other terms, condition, and privileges of employment.

Uniform procedures for grievance by students

I. PURPOSE

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

II. SCOPE AND LIMITATIONS

These procedures may be utilized by any student who believes he or she has been treated unfairly or inequitably with regard to the terms or conditions of his/her enrollment. Students must present their complaints of grievance within five school days after the occurrence of the event claimed to have given rise to the grievance. Any claim not presented within the time provided shall be deemed to have been waived.

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

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

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

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

III. INFORMAL DISCUSSION

It is the philosophy of the Tennessee Colleges of Applied Technology that many complaints or concerns can be resolved through open and clear communications. It is also the intent of the Tennessee Colleges of Applied Technology that conflict resolution be resolved at the lowest level possible. Therefore, the first step of resolution will be an informal meeting of the TCAT complainant and the appropriated TCAT staff (Instructor, Counselor, Coordinator of Workforce Development and Institutional Support, etc.) to discuss the matter. The Director shall meet with the student grievant within five school days of the date of the discussion to provide his/her remedy or corrective action to the student's concern.

IV. GRIEVANCE PROCEEDINGS

1. If a resolution cannot be reached through informal discussion, the student shall have five school days--following the TCAT Director's recommendation--to request a hearing before the Grievance Committee. The Director or his/her designee shall provide the student grievant with a copy of the hearing procedures. (Attachment to Policy) The request for a formal hearing must be communicated in writing to the Director and include the following information:

- (a) A statement of the grievance and the facts upon which it is based;
 - (b) Dates of occurrences;
 - (c) Attempts made to resolve the grievance;
 - (d) The remedy or corrective action sought;
 - (e) Signature of the aggrieved student and the date of the written grievance.
- 2. Upon receipt of the written grievance, the TCAT Director shall request a Grievance Committee to hear the student's appeal within five days.
 - (a) The student grievant shall be allowed to present his/her case and to present witnesses on his/her behalf during the meeting. The person(s) against whom the grievance is filed shall also be allowed to present their views as to the action taken against the student grievant.
 - (b) The student grievant may be accompanied by an advisor of his/her choice. However, the advisor cannot actively participate in the hearing, i.e., cross-examine witnesses or present any information on the grievant behalf.
- 3. The Grievance Committee shall, within five school days of the hearing, present its findings of facts and recommendations to the TCAT Director.
- 4. Within five school days of receipt of the Committee's findings and recommendations, the Director shall render a final decision. This decision shall be presented in writing to the student in person or by certified mail, return receipt requested.
- 5. If either party involved in the grievance is not satisfied with the final decision of the Director, the student shall be advised of his/her right of appeal to the Vice-Chancellor of Vocational-Technical Education. This appeal must be made within five school days of the TCAT Director's decision.

If either party involved in the grievance is not satisfied with the decision of the Director, the student shall be advised of his/her right of appeal to the following:

Council on Occupational Education
 7840 Roswell, Building 300, Suite 325
 Atlanta, GA 30346
 (800) 917-2081/ (770) 396-3898
www.council.org

V. GRIEVANCE COMMITTEE COMPOSITION

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

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

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

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

Sexual Harassment Statement

It is the policy of the Tennessee College of Applied Technology - Livingston that, pursuant to Title IX of the Educational Amendments of 1972 and regulations adopted pursuant thereto, any type of sexual harassment of students, applicants for enrollment, applicants for employment or employees shall not be condoned. Allegations of sexual harassment shall be affirmatively addressed in accordance with the "Grievance Procedures" as described in this catalog under the section Sex Discrimination, Inequitable and/or Unfair Treatment and Affirmative Action for Students and Employees. Possible sanctions for such sex offenses may include termination or suspension from school, referral for professional rehabilitation and/or counseling, or other appropriate disciplinary action.

Sexual assault is any unwanted sexual conduct or sexual attention committed by force, threats, bribes, manipulation, pressure, deception, entrapment, surprise, or violence. Sexual assault is usually physical, but can be verbal or emotional as well.

In order to comply with the requirements for awareness of rape, acquaintance rape, and other sex offenses, the school will make pamphlets and brochures available to all employees and students concerning sexual assault and its consequences. Video tapes dealing with the problem of sexual abuse will be available and students and employees will be encouraged to view the tapes.

All employees and students should be aware that counseling services are available to anyone needing assistance. The Sexual Assault Crisis Center in Knoxville accepts requests for assistance no matter where the request originates. The 24-hour Help line for this center is 865/522-7273. The Genesis House is also available to assist those in need. The crisis line for the Genesis House is 931/526-4730. A complete list of available agencies in the Upper Cumberland area is available in the Director's office.

Campus Sex Crimes Prevention Act

The "**Campus Sex Crimes Prevention Act**" (section 1601 of [Public Law 106-386](#)) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. It was sponsored by U.S. Senator Jon Kyle of Arizona and supported by Security On Campus, Inc.

Effective Monday October 28, 2002, a new Campus Sex Crimes Prevention Act is in effect. This is in conjunction with the federal law enacted on October 28, 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education.

The ACT amends the JACOB WETTERLING CRIMES AGAINST CHILDREN and SEXUALLY VIOLENT OFFENDER REGISTRATION ACT to require sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the persons employed, carries on a vocation, or is a student.

Asbestos Abatement Program

Most state employees have probably heard a great deal over the past few years about asbestos within schools. Under the supervision of the State Architect's Office, inspections of all State buildings have recently been completed to determine which have any asbestos materials in them and the condition of this material.

It is important that all employees understand what asbestos is and when there is danger associated with it. Asbestos is a type of fibrous mineral found in rocks. Although classified as a rock-like substance, asbestos looks more like cotton or wool. It has been used extensively for construction in this country. After all, until recently, it was considered a safe, cost-effective way to insulate, fireproof and soundproof any building.

Why are people concerned about asbestos today? The first problem observed with asbestos was in workers who mined it, made asbestos products, or used it in construction. These workers were exposed to a high concentration of asbestos fibers in the air and some developed asbestosis, a chronic lung disease that has symptoms similar to emphysema. This work environment is a lot more dangerous than one in which the building contains some asbestos materials. Materials used in a building may only be a boiler room, or they may be in several places within a building. Also, this asbestos material may be in good condition and not releasing any fibers into the air, or it may be damaged so that fibers can be released. The mere presence of asbestos DOES NOT constitute a problem. Cause for concern does not arise UNTIL ASBESTOS FIBERS (Or DUST) are getting into the air.

The problems associated with asbestos have occurred where there was a high concentration of airborne asbestos fibers in an occupational setting. In addition to asbestosis, employees working with asbestos have developed certain types of cancer 15 to 40 years after their initial exposure to these fibers. Employees who have worked in buildings containing asbestos materials have not been shown to have an increased incidence of these diseases. However, since there is a potential danger from exposure to airborne asbestos, we feel we cannot ignore asbestos in State buildings regardless of how small the danger might be. Although there is a need for concern and a well-planned abatement program, there is no need for panic or for rapid-ill planned action.

The State is now in the process of establishing an asbestos abatement program. We feel all our employees should have an opportunity to learn and understand the program and its activities. The following will outline some of the activities of this program:

1. The State has completed inspections of all of its buildings to determine if asbestos exists and if it poses a potential danger.
2. All State buildings will be given an index number or rating. This number was derived by considering the amount of asbestos in the building, the site(s) where it exists, the type of asbestos material, the age and condition of the asbestos material, the potential for exposure to airborne fibers, as well as many other factors. The higher the index rating, the greater is the potential need to do something to decrease the asbestos danger. In some buildings the State might consider:
 - Encapsulation-spraying a coating of another material over the asbestos or covering it with a plastic-like shield.

- Enclosure- building an airtight barrier around the asbestos-containing materials.
 - Removal- using special techniques and caution to remove all asbestos from the building.
3. Each department will determine a site where informational materials will be kept for employees to learn more about asbestos. These materials will contain general information about asbestos, where it is found in the building, and what employees can do to avoid exposure to it.
 4. Training sessions were held in December, 1985 across the state to inform those employees responsible for State buildings about the problems associated with asbestos and the precautions that should be taken.
 5. After these meetings were held, the school is responsible for informing you about asbestos and answering any of your questions.
 6. A plan is already underway for directing attention to those State buildings with the highest index rating. Your department will be putting together its plan for how it will deal with asbestos problems in buildings for which it is responsible. A well-planned approach with priority buildings addressed first is the only logical way to proceed.

After you have attended the appropriate meeting mentioned above, you may want to read the materials on asbestos which each Department will make available to its employees. If you still have questions or concerns, you may contact:

1. Your Department's designated representative for the Asbestos Abatement Program.
2. The Tennessee Department of Health and Environment, Environmental Epidemiological Division, 615-741-5683.
3. The Federal Government's toll-free number for asbestos information is (800)-424-9065.

Drug and Alcohol Abuse Prevention Program

Tennessee College Of Applied Technology – Livingston

DRUG and ALCOHOL ABUSE PREVENTION PROGRAM

The Tennessee College of Applied Technology Livingston's drug prevention program addresses two major concerns: (1) the maintenance of an environment in which students can learn, and (2) help for student and personnel whose development or performance is threatened by abuse of alcohol or drugs. Criminal activity and disruptive behavior must be controlled. However, individual in need of treatment or early intervention should be referred to an appropriate program for assistance. In addition to responding effectively to alcohol and drug problems, the school seeks the cooperation of local agencies and organizations in effects to prevent the problems and encourage alternatives.

Alcohol and drug problems among young and adults are the responsibility of the community. It is essential that the community acknowledge the problems and support the school and local agencies who are dealing with it. The more that the community agencies, parents, and the school work together to confront the problem, the greater the chance to prevent the curtail alcohol and drug abuse.

The school can play a prevention role in educating individuals regarding the physical, social, and economic consequences of alcohol and drug abuse. Also, the school can have an impact on the use of alcohol and drugs by youth and adults. Education professionals have a unique opportunity to address the problem because the work with so many youth and adults in the community. The role of the school's administration and instructors is to identify the problems and provide a supportive environment for immediate intervention and abuse of alcohol and/or drugs. The school counselor are available for assistance and/or referral services to those individuals whose lives may be adversely affected by the use and/or abuse of alcohol and/or drugs. The function of community in the alcohol and drug prevention program is to access the extent of the program and place the individual in the program best suited for his/her needs.

The school's Alcohol and Drug Abuse Prevention should accomplish the following:

1. Assist school personnel and the community in preventing alcohol and drug abuse.
2. Provide the backing that school official need from parent, alcohol and drug professionals, other treatment providers, and law enforcement to deal effectively with the alcohol and drug abuse problems.
3. Provide help to individuals who need it and the protection of learning environment for majority of students.
4. Alcohol and drug education for students.
5. Information to students on their rights and responsibilities.
6. Employee assistance to deal with alcohol and drug problems of school personnel.

The earlier a problem is recognized and dealt with, the greater the chance of preventing more serious problems. When people begin using alcohol and drugs, they can progress from experimentation to dependence very quickly. In order to build trust among individuals, which is important if they seek help, the individuals privacy should be protected. School personnel should consult with community agencies to determine how to protect an individual's confidentiality including the use of 'release of information' forms, and how the school can help in an individual's aftercare program and follow-up. Communication regarding alcohol and drug situation should be limited to those individuals who have a 'need to know'.

Every effort is made to respond effectively to the potential and current use and abuse of alcohol and drugs by members of the school population. The school policy regarding alcohol and drugs is written with due consideration for the legal rights and responsibilities of administrators, faculty, and students who may find themselves involved in such situations.

The Tennessee College of Applied Technology Livingston maintains a resource list of available programs for youth and adults in the community. School personnel are aware of the services available in the community, the agency address, and phone number.

Programs available in the area:

Cumberland Plateau Recovery

106 Elm Grove Rd
Livingston, TN 38570
Phone: (931) 403-3577

Dale Hollow Mental Center

501 Spruce St
Livingston, TN 38570
Phone: (931) 823-5678

Plateau Mental Health Center

1200 South Willow Ave
Cookeville, TN 38501
Phone: (931) 432-4123

New Leaf Recovery Center

1200 South Willow Ave
Cookeville, TN 38501
Phone: (931) 432-2698

The Tennessee College of Applied Technology Livingston expects all students, faculty and staff to comply with the Tennessee Board of Regents' policy and with state and local laws relating to alcoholic beverages and drugs, including those pertaining to their possession and use. TCAT-Livingston and all Tennessee Board of Regents institutions have prohibitions against the possession and/or use of drugs and alcohol on property controlled by TCAT-Livingston or whole participation in a TCAT-Livingston program. (Please see Disciplinary policies and procedure concerning student conduct in student handbook.)

Drug-Free Workplace Policy

CONTROLLED SUBSTANCE ABUSE POLICY

It shall be the policy of the Tennessee College of Applied Technology - Livingston, pursuant to the "Drug-Free Workplace Act of 1988 (Public Law #100-690, 5151-5160)" and the "Drug-Free Schools and Communities Act, authorized by section 1213 of the Higher Education Act of 1965 (HEA), and the Amendments of 1989 (Public Law 101-226)", to maintain a drug-free workplace and environment for both students and employees alike. The compliance with the provisions included in this document is a condition of employment and continued enrollment as a student at the Tennessee College of Applied Technology - Livingston and a condition of employment or enrollment under federal contracts and grants administered by the school. Each school employee and student will be given a copy of this policy. The instructors copy as an addendum to the "INSTRUCTOR'S HANDBOOK" shall be kept available for reference. Non-instructional personnel will file one copy for future reference. This policy was effective as of March 18, 1988 and has been amended on August 28, 1996.

STANDARDS OF CONDUCT

It is prohibited, within the scope of this policy, for any employee or student to manufacture, distribute, dispense, possess, sell, or use a controlled substance on school property or at any activity either on-campus or at any off-campus facility being used by the Tennessee College of Applied Technology Livingston. Controlled substances would include drugs such as opium, opium derivatives, hallucinogens (like marijuana, mescaline, peyote, LSD, or Psilocybin), cocaine, amphetamines, codeine, heroin, or morphine. Controlled substance abuse does not include prescribed use of lawfully prescribed drugs which are being taken under a physician's or dentist's care. A complete schedule of controlled substances is available in the office of the Director (U. S. Code Annotated 812).

SANCTIONS

EMPLOYEES:

A sanction which may be taken against any employee who does not comply with the provisions included in this policy and is convicted of workplace drug abuse (or any other violations of the Drug-free Workplace Act), may include any one or a combination of the following:

1. Referral for professional rehabilitation and/or counseling.
2. Letter of warning or admonition.
3. Letter of probation.
4. Suspension from duty.
5. Termination of employment.
6. Other appropriate disciplinary action.

Sanctions will be instituted within a thirty-day period after the institution is informed of the conviction of an employee.

Conviction includes a finding of guilt: plea of nolo contendere: or imposition of a sentence by any state or federal judicial body. Employees are required to notify the school Director of any drug conviction within five days after their conviction. Failure of the employee to so notify the Director of a drug conviction in the workplace within five days after the conviction will result in termination of the employee. The school is required to notify any federal agency with which a contract or grant is in effect of an employee's drug conviction. This must be done within ten days of receiving notice from the employee or within ten days of actual notice of the conviction.

STUDENTS:

A sanction which may be taken against any student who does not comply with the provisions included in this policy and is convicted of workplace drug abuse (or any other violations of the Drug-free Workplace Act), may include any one or a combination of the following:

1. Referral for professional rehabilitation and/or counseling.
2. Letter of probation.
3. Suspension from enrollment.
4. Termination of enrollment.
5. Other appropriate disciplinary action.

Sanctions will be instituted immediately upon disclosure of the compliance with the provisions of the policy. Students have the right to appeal the sanction through the appeal process as described in [Student Rights to Due Process](#) in this catalog.

HEALTH RISKS

Chemical dependency/Drug abuse/Alcoholism can be a fatal disease if not treated. It has physical, psychological, and social effects upon the individual. Unless the problem is recognized by someone and active intervention takes place, the disease will continue, often ending in death.

The physical risks involve such disorders as cirrhosis of the liver, malnutrition, hypertension, convulsions, heart disease, and possibly, death. The psychological risks include feelings of low self-esteem, loneliness, lack of motivation, depression, and paranoia. Social effects are family problems, marital discord, loss of employment, trouble with law enforcement, and avoidance by family and friends.

STATEMENT OF INTENT TO IMPOSE SANCTION

All employees and students at the Tennessee College of Applied Technology - Livingston should be aware that the administration of the school will impose the sanctions, as described above, immediately upon being informed of an incident involving non-compliance with this policy. In addition to local sanctions, law enforcement agencies will be notified as the situation demands.

REVIEW OF POLICY

This policy will be reviewed at least every two years by the administration and staff of the Tennessee College of Applied Technology - Livingston to determine its effectiveness and to implement changes, if needed. This review will also determine whether the sanctions described above are being enforced consistently and, if not, recommend that they should be.

B. AWARENESS PROGRAM

In order to comply with the requirement for a drug-free awareness program, the school will:

1. Make pamphlets and/or brochures available to all employees and students concerning the dangers related to the use of drugs both in and outside the workplace.
2. Each employee will be given a copy, once a year, of the "Drug-free Workplace Policy" for their own use and a copy will also be placed in their "Instructor's Handbook". Non-instructional personnel should keep the second copy in a file where it will be available as needed. Students will be given a copy at enrollment and once each year afterwards.
 - a. *Each employee is also given a brochure entitled "A Summary of Facts On Drugs."

2. Video tapes dealing with the problem of drug use will be available and employees and students will be encouraged to view the tapes.
3. A representative from the Plateau Mental Health Center may give a presentation on the effects of drug use and the dangers involved. The presentation will be given at a staff meeting for employees and by groups for students at least once each year.
4. Posters concerning drug abuse will be placed in strategic locations so that employees and students will be constantly reminded of the "Drug-free Workplace Program."
5. A discussion of the "Drug-free Workplace Policy" will be included as a part of the orientation program for new employees and students.

All employees and students should be aware that drug counseling, rehabilitation and assistance programs are available in this area of the state from The Plateau Mental Health Center in Cookeville (931-432-4123) or the branch office in Livingston (931-823-5678). A complete list of available agencies in the Middle Tennessee Area is available in the Director's office. Also, a drug information and referral service line 1-800-662-HELP(4357) is available 24 hours each day for information on alcohol and other drug abuse, parent and youth concerns.

Safety and Security Information

Whether on campus or at one of the School's off-campus sites, all students, faculty and staff are expected to assume reasonable responsibility for personal safety. Using common safety practices such as walking in groups, reporting suspicious activities, keeping money, books and other personal items protected, locking car and office doors when leaving, wearing safety belts, observing speed limits and generally being alert to personal welfare will ensure personal safety on and off campus.

All buildings will remain locked and security systems on while buildings are not in use. Permission to use any classroom or building after school hours must be granted by the Director or Coordinator of Workforce Development and Institutional Support. The Safety and Securities Information is distributed in the Student Handbook. Instructor and Staff copies are as an addendum to the "Instructor's/Staff Handbook." This policy was effective August 1, 1992, and was reviewed August 28, 1996.

Pamphlets, brochures, and video tapes regarding campus crime, date rape, and sexual harassment are available in the Student Services Office for use by any student, staff, or faculty. Students should refer to the Sexual Harassment and Sexual Assault policy in the Student Handbook. Students and faculty should also refer to the Drug Free Workplace policy in the Student Handbook for standards of conduct and sanctions that will be imposed if found in noncompliance with these policies. The Campus Crime policies are reviewed and distributed annually to all faculty, staff, and students.

The Tennessee College of Applied Technology - Livingston maintains a close relationship with the local authorities. Any criminal activity on campus should first be reported to the Director. The incident will be logged in the Student Services Office, and if the situation merits - authorities will be notified.

Pursuant to Title II of Public law 101-542, known as the Crime awareness and Campus Security Act of 1990, the following information is available and will be provided to you upon request:

Annual crime statistics and crime rates for crimes occurring on the campus of the Tennessee College of Applied Technology - Livingston for the recent school year, and during the preceding school years for which data are available. The first such report was available in September 1992.

Copies of Board of Regents policies and procedures on campus security. Contact Dr. Myra West, Director-Tennessee College of Applied Technology Livingston, phone 931/823-5525 to obtain security policies and procedures.

This information is not designed to serve as an agreement or contractual arrangement for providing security services to the members of the campus community, nor to guarantee an individual's personal safety when utilizing the campus facilities or grounds.

OTHER CONTACTS FOR SAFETY AND SECURITY

Local Police-- 823-6496

Director—Dr. Myra West, Extension 1033

Coordinator of Workforce Development and Institutional Support-- Extension 1032

Local Police--911 or See front of phone book

EMERGENCIES: Livingston--On Campus-Dial "0" for Campus Operator

Plan for Real or Threatening Emergencies/Disasters

Emergencies and disasters affecting large areas and many people can sometimes develop quickly. Flash floods, fires, and earthquakes, for example, can strike with little or no advance warning. Other types of emergencies and disasters are preceded by a build-up period that provides more time for taking effective protective measures. These might include tornadoes, ice storms, blizzards, hurricanes, some floods, as well as the remote possibility of a nuclear attack.

With these things in mind, this plan has been developed to present a general outline of measures to be taken in various circumstances. Printed materials such as "In Time of Emergency," "Tornado Safety Rules in Schools," "Protection In the Nuclear Age," etc. have been provided by the Overton County Civil Defense and are available to students in the classroom/shop. These materials provide a much more comprehensive plan for safety in the event of the various emergencies or disasters.

What to do in various emergencies/disasters

I. FIRES

a. Prevention

- i. Do not let trash and debris accumulate.
- ii. Check electrical wiring regularly.
- iii. Use caution and avoid overuse of extension cords and wiring.
- iv. Store explosives or flammable fluids carefully in approved containers and areas only.
- v. Never store any combustibles near heaters or electrical outlets.
- vi. Never use gasoline, benzene, naphtha, and/or similar fluids indoors.
- vii. Never let oil or gas soaked rags accumulate in a closed space.
- viii. Never smoke or use flame near combustibles.

b. Extinguishing

- i. Take away the fire fuel (remove unburned material from fire area, if possible).
- ii. Remove the air supply (smother it out by using water, sand, earth or chemicals, depending on the type of fire).
- iii. Cool the fire with wet blankets.

- iv. If it is an electrical fire, shut off electricity supply first. Then put out flames with available method.
- v. If it is an oil or grease fire, shut off supply, then smother flames with sand, earth, or other heavy nonflammable material.
- vi. If it is a gas fire, shut off gas supply, then use water, sand, or earth to put out flames.

II. THUNDERSTORMS

a. Precautions

- i. High winds and hail—if indoors stay away from windows, doors, and outside walls. Stay near the innermost part of the building with cover nearby.
- ii. Lightning—Get inside as soon as possible, either a large building or an automobile. Do not use the telephone. If caught outside, do not stand underneath a tall isolated tree or a telephone pole. Avoid projecting above the surrounding landscape. If you should feel your hair “stand on end,” drop to your knees and bend forward putting your hands on your knees. Do not lie flat.

III. TORNADOES

a. Know the warnings:

- i. Tornado Watch—conditions exist for the development of a tornado.
- ii. Tornado Warning—a tornado has been sighted and you should take action, as described below.

b. Action to take:

- i. Take cover under a sturdy workbench or table as near to the center of the building as possible (hallways furthest from doors, restrooms, closets, etc.). Stay away from the windows, crouch near an interior wall on your elbows and knees with hands over the back of your head.

IV. WINTER STORMS

- a. Keep posted on weather conditions.
- b. Be prepared for isolation.
- c. Dress for the season.
- d. Travel only if necessary.
 - i. Make sure your car is in good condition, properly serviced, and equipped with good tires.
 - ii. Travel with another person with you, if possible.
 - iii. Make sure someone knows you are traveling and approximately when you may arrive.
- e. Carry emergency “winter storm” supplies in the car such as sand, shovel, windshield scraper, tow chain or rope, extra gasoline and a flashlight.
- f. Carry extra clothing such as gloves, hat, etc.

V. EARTHQUAKES

- a. Keep calm, do not panic or run.
- b. Stay where you are. If indoors, stay there and take cover under a table, desk, etc. or against inside wall or in doorways. Stay away from glass, windows, and outside doors. If outdoors move away from buildings and utility wires. Stay in the open until shaking stops.
- c. Do not use candles, matches, or other flames during or after a tremor.
- d. If in a car, stop immediately away from overhead objects and remain inside.

VI. NUCLEAR ATTACK

- a. Learn warning signals.
- b. If you see a flash, take cover instantly. By getting inside or under something immediately, you could avoid being seriously burned. Never look directly at the flash.
- c. Take cover in any kind of building, under a parked car or heavy piece of furniture. If no cover is available, simply lie down on the ground and curl up; cover your head with your arms and hands.

d. Move to a fallout shelter as soon as possible after the blast has abated.



FINANCIAL AID POLICY

The basic philosophy of the Tennessee College of Applied Technology - Livingston, is that all citizens should have the privilege and opportunity to reach as high a station in life as they are capable of reaching or desire to reach. Recognizing that all people do not have the same background, abilities, or desires and therefore, cannot be fitted into the same mold, an objective of the school is that each student is treated as an individual. Further, the mere development of specific skills and knowledge in an individual is not sufficient. Human relations in the areas of effectiveness, character development, reliability, honesty, employer/employee relationships, and a spirit of cooperation are considered solid ingredients and are included in each program of instruction.

With this in mind, the Tennessee College of Applied Technology - Livingston realizes that all persons are not able to attend Tennessee College of Applied Technology - Livingston due to a lack of financial resources. It is the belief of Tennessee College of Applied Technology - Livingston that no person should be denied the opportunity of an education because of financial need, provided the need is determined to be real and the person is willing to cooperate in working out an aid program.

The federally financed student assistance programs and Tennessee College of Applied Technology - Livingston assume that a student and his/her own parents have the primary obligation to finance the education of the student. The student is expected to use a portion of his/her own savings to assist in paying for his/her own education. When these responsibilities have been met, financial aid programs assist the student in meeting the remaining need.

The determination for eligibility for financial aid is made on an annual basis. In addition to the school's application, a student should submit all necessary paper work required by the office of financial aid.

FINANCIAL AID PROGRAMS AT TCAT – LIVINGSTON

Grants

Non - repayable awards that are extended to students to use for educationally related expenses and are termed as grants. Basis for these awards is an established financial need.

Federal Pell Grant

This program makes funds available to eligible students attending approved post-secondary institutions and who are enrolled in an eligible program within that institution. Students enrolled less than half time are eligible to apply, however, due to the low cost of attendance, may not be eligible for any assistance. This grant is to be used as a base for all needy students who apply for financial assistance through Tennessee College of Applied Technology - Livingston.

Students are limited to receiving Pell payments for no more than 100% of the length of the program. The life time limit to receive the Federal Pell grant is 6 years.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Students exhibiting exceptional financial need, that is, students who have the lowest expected family contribution (beginning with those who have a "0" EFC) and highest remaining need after other types of assistance are taken into consideration are eligible for this grant. Priority must be given to Federal Pell grant recipients. FSEOG must be awarded for the academic year and disbursed equally for the payment periods in the academic year. An FSEOG award cannot be less than \$150 nor more than \$4,000 per academic year. A recipient should be enrolled on at least a half time basis in an eligible program. Students who have a four-year college degree are not eligible for this federally funded program. This program is funded 75% federally and 25% institutionally.

Tennessee Student Assistance Award (TSAA)

This is a state program that awards non-repayable financial assistance to needy undergraduate students who are residents of Tennessee and enrolled in post-secondary education. Eligibility is determined by the Tennessee Student Assistance Corporation (TSAC), based on the information you reported on the FAFSA.

Federal Work Study Program (FWSP)

This program is funded 75% federally and 25% institutionally. FWSP provides jobs for students who have great financial need and who must earn a part of their educational expenses. A student may apply if enrolled in an eligible program at Tennessee College of Applied Technology-Livingston and must be eligible to receive the Federal Pell Grant. Students work after school in a clerical or maintenance jobs on campus. Work assignments are arranged through the Tennessee College of Applied Technology - Livingston Financial Aid Office.

Wilder-Naifeh Technical Skills Grant (WNTSG)

The Wilder-Naifeh Technical Skills Grant is part of the Tennessee Education Lottery Scholarship program (TELS). The WNTSG is a grant that is available only to Tennessee residents that attend a Tennessee College of Applied Technology. This program became effective for the fall term 2004.

Eligibility –

- Must be a Tennessee resident one year prior to application deadline. State residency is determined using TBR promulgated rules; TBR Rules 0240-2-2.
- Must be a U.S. Citizen or permanent resident
- Must be in compliance with Selective Service requirements
- Must be in compliance with federal drug-free rules and laws for receiving financial aid.
- Must not be in default on a federal student loan
- Must not owe a financial aid refund or overpayment
- Must not be incarcerated.

- Must meet the enrollment requirements for both the school and the program. (Do not have to have a high school diploma or GED if not required for enrollment in the school or program.)
- Must be enrolled in a program leading to a certificate or diploma. Continuing education and supplemental certificate programs are not eligible.
- Must have never received the Tennessee HOPE scholarship or have completed a certificate diploma program with the WNTSG.

Note: Students may enroll as full-time or part-time. There is no income limit for eligibility. A student with a bachelor's degree may be eligible to receive the WNTSG.

Retention of WNTSG –

- Must continue to meet all eligibility requirements as stated above.
- Must reapply each year using the FAFSA.
- Must maintain continuous enrollment (unless a leave of absence is granted).
- Must maintain satisfactory progress according to standards used for Title IV purposes. Failure to maintain satisfactory progress is NOT appealable.
- May receive the WNTSG for all coursework required for completion of the certificate or diploma program.
- Maximum time frame of 5 years from first disbursement.

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

The maximum Wilder-Naifeh Technical Skills Grant award will be \$2000 per year. This amount is subject to availability of funds from the Tennessee Education Lottery Scholarship program.

The WNTSG will be paid each trimester in the academic year. The amount of the award will be prorated based on the number of scheduled hours for each trimester.

After the census date, students receiving a WNTSG award will normally not be allowed to change status during the trimester. The census date is defined as the first day of the trimester or the first day of the student's enrollment for the trimester.

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

Students may change status between trimesters prior to the census date. However, approval for the change in status must be granted prior to registration.

If approved, the amount of any financial award, including WNTSG, being received will be adjusted based on the revised scheduled hours for the trimester. Any amount that the student owes for financial resources already received must be paid prior to the effective date of the change. The institutional refund policy will be applied to determine if a refund is due.

In the event that the Student Services Coordinator or Financial Aid Administrator denies a student's request to change status, the student has the right to appeal the decision to the Institutional Review Panel (IRP).

For rare and unusual circumstances, a student may request a leave of absence (LOA) to continue eligibility for Wilder-Naifeh Technical Skills Grant. An LOA may be approved for documented medical or personal reasons, such as serious extended illness of the student, serious extended illness or death of an immediate

family member, extreme financial hardship of the student or the student's immediate family, or other extraordinary circumstances that are beyond the student's control where continued enrollment creates a substantial hardship.

A student must submit a written request in advance for a leave of absence unless an unforeseen circumstance prevents the student from doing so. The student's signed and dated request must include the reason for the request, beginning and ending dates for the leave and supporting documentation.

The student will be readmitted as space is available upon completion of the LOA.

An approved LOA will be treated as a withdrawal for all financial aid programs other than the WNTSG. This may cause other awards to be recalculated and a Return of Title IV funds calculation must be done.

A leave of absence will normally not be granted for less than 9.7% of the student's scheduled hours or longer than the scheduled hours remaining in the term at the time of the leave.

If the student's request for a leave of absence is denied, the student may appeal the decision to the Institutional Review Panel (IPR).

A leave of absence will not be granted for less than 9.7% of the student's scheduled hours or longer than the scheduled hours remaining in the trimester at the time of the leave.

If the student's request for a leave of absence is denied, the student may appeal the decision to the Institutional Review Panel (IPR).

Appeal and Exception Process for Wilder-Naifeh Technical Skills Grant

The Institutional Review Panel (IRP) is established for the purpose of hearing appeals from decisions denying or revoking an applicant's Wilder-Naifeh Technical Skills Grant.

The following items are allowed for appeals:

- Denial of a Change in Status request
- Denial of a Leave of Absence request
- Denial of Reinstatement of Eligibility after a Change in Grade
- Denial of Reinstatement of Eligibility after the Grade for an Incomplete Course is reported

IRP Appeals Process and Timeline

Any student wishing to appeal to the IRP must provide a written appeal within five (5) calendar days of notification of denial.

The IRP may review the student's appeal with or without a hearing and shall make a determination no later than fourteen (14) calendar days after the student properly files an appeal.

The IRP shall render a written decision no later than seven (7) calendar days after considering an appeal, except for exigent circumstances.

Appeals of IRP's Decision

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

Tennessee Student Assistance Corporation
TELS Award Appeal Panel

404 James Robertson Parkway, Suite 1950
Nashville, TN 37243

WNTSG Refund Policy

If a WNTSG recipient fails to complete a trimester for any reason, the institution must determine if a refund is due to the Wilder-Naifeh Technical Skills Grant program.

If the WNTSG recipient is also a Title IV funds recipient, the Return of Title IV funds calculation and federal regulations must be applied first. The institutional refund policy for fees and books will be applied next.

If the student owes a refund to the WNTSG, the school will notify the student and TSAC of the student's obligation to return the funds. The student will be ineligible to receive any additional funds administered by TSAC until the refund is paid.

Institutional Review Panel (IPR)
Two Instructors
One Support Staff
Two currently enrolled students

OTHER FINANCIAL AID PROGRAMS

Department of Veterans Affairs (GI Bill/VA)

Students who may qualify for assistance through the Veterans Administration due to active service or due to a parent who is/was a disabled veteran, should contact the Counselor's office at the school. The VA may be contacted, toll free, at 1-800-827-1000 for further information.

Vocational Rehabilitation

Students who have a physical or mental impairment may be eligible for assistance through this state administered program. Students should contact the local vocational rehabilitation office to arrange an interview. The local office phone number is (931) 526-9783.

Tennessee Opportunity Program For Seasonal Farmworkers (TOPS)

This program is designed to assist students who receive the majority of their income from farm work. If the student feels that he/she may qualify, they should contact the Financial Aid Office.

Private Scholarships

Some private scholarships are available at Tennessee College of Applied Technology - Livingston. Private scholarships are announced and posted when available at Tennessee College of Applied Technology – Livingston. For more information, you may contact the Financial Aid Administrator at the school.

Access & Diversity Grant Scholarship

This scholarship encourages students who are low income or underrepresented minorities to enroll and apply for programs. Scholarships are awarded based on financial need and availability of funds. For more information contact Teresa Johnson, Financial Aid Coordinator.

Workforce Innovation And Opportunity Act (WIOA)

A program set up to initiate long time underemployed or unemployed persons back into the workforce.

TN WIOA Contact Information by county:

Clay	(615) 666-3377
Fentress	(931) 879-8040
Jackson	(931) 823-7323
Overton	(931) 823-7323
Pickett	(931) 879-8040
Putnam	(931) 520-9530
Smith	(615) 735-0476
Macon	(615) 666-3377
White	(931) 738-6255

KY WIOA Contact Information by county:

Clinton	(606) 387-8082
Wayne	(606) 348-0075
Monroe	(270) 864-9316

TRA

A program administered through the Tennessee Department of Labor that provides training to students who have lost their job due to a mass layoff or plant closing.

Tennessee Promise Scholarship

High school seniors can apply for Tennessee Promise between August 17 and November 1.

To be eligible for the scholarship, students must meet the following deadlines and requirements:

1. Apply to the program by November 1 of current high school senior year.
2. File the Free Application for Federal Student Aid (FAFSA) by January 15th at www.fafsa.gov. For families who have not yet filed taxes for the prior year, estimates can be used on the FAFSA and updated once taxes have been filed.
3. Attend two mandatory meetings led by the local partnering organization. Failure to attend the mandatory meeting will result in loss of the Tennessee Promise.
4. Complete 8 hours of community service for each semester they receive Tennessee Promise funding, to be completed before the start of each term. That means they must complete their first 8 hours the summer before enrolling in a community college or TCAT. Partnering organizations will assist students in finding community service opportunities in their area.
5. Apply to and enroll in an eligible institution. Some partnering organizations may ask students to apply to an eligible college program by Spring. Though this deadline is not an official requirement, it is highly encouraged.
6. Complete FAFSA verification, if required by the student's institution, by August 1.
7. Once in the program, students must maintain satisfactory academic progress (the equivalent of a 2.0 GPA at a community college), complete 8 hours of community service before the start of each term enrolled, and file the FAFSA by January every year. Scholarship funds will be given directly to the school once his or her enrollment is confirmed.
8. It cannot be emphasized enough that each phase of the Tennessee Promise will require students to complete their requirements, and a failure to do so will result in loss of the Scholarship.

Tennessee Reconnect

Tennessee Reconnect is the Drive to 55 initiative that will help more adults return to a college campus to complete their postsecondary credential.

Tennessee has between 900,000 and 1 million adults with some college but no degree. It is impossible to achieve the mission of the Drive to 55 without re-engaging these students and helping them finish their degree or certificate.

As part of Tennessee Reconnect, adults will be able to attend and earn a certificate at any of our 27 Tennessee Colleges of Applied Technology (TCATs) completely free of tuition and fees.

Adults already make up roughly 30 percent of enrolled public undergraduate students in our state.

Tennessee Reconnect is an important step in making sure that number continues to rise, by providing adults with an affordable and flexible part-time postsecondary opportunity.

APPLYING FOR FINANCIAL AID

General Procedures for Applying:

1. Be accepted for admission to Tennessee College of Applied Technology - Livingston.
2. File an Application for financial aid with the Financial Aid Office.
3. Complete the Free Application for Federal Student Aid, and mail to the Federal Student Aid Programs. This process will determine eligibility for programs administered by Tennessee College of Applied Technology - Livingston.
4. Complete all verification requirements for the Student Aid Report (including verification for TSAC—Wilder Naifeh). Tennessee College of Applied Technology - Livingston verifies the Student Aid Reports that are selected for verification. You will be asked to verify such information as income, Federal Income Tax paid, household size, or your status as a dependent or independent student.

All required verification documents must be received by the Financial Aid Office within three months of submission of SAR. Failure to submit required documentation may result in cancellation of some/all Federal Student Aid.

If you are an eligible non-citizen, you may be required to prove your eligibility. As part of the verification process, you will have to show your Financial Aid Administrator certain documents such as yours (and/or your parents') Federal Income Tax Transcript 1040, 1040A, or 1040EZ and, in some cases, statements from the Social Security Administration and Veterans Administration verifying benefits received.

In addition to this, you will have to complete a verification worksheet. Other documents may also be requested. If the information on any of these documents conflicts with what you have reported on your application, you may be required to provide additional information. Failure to provide proof may result in the cancellation of aid from all of the Department of Education programs in the financial aid package, and may also result in the cancellation of aid from other sources. If you are unable to locate your tax returns, you may be able to request a copy of your return from the I.R.S. You may need to complete form #4506 from the I.R.S. To obtain this form, call the I.R.S. at 1-800-829-3676.

Application forms for all federal programs administered by Tennessee College of Applied Technology - Livingston are available in the Student Services Office. The Free Application for Federal Student Aid is available at www.fafsa.ed.gov. or you may write the Financial Aid Office, Tennessee College of Applied Technology - Livingston, Post Office Box 219, Livingston, TN 38570, or call this office at 931 823-5525.

For more information on federal student aid programs you may contact the Federal Student Aid Information Center at 1-800-4FED-AID between 9:00 a.m. and 5:30 p.m. (Eastern Standard Time), Monday through Friday.

Transfer Students

If you transfer from one school to another, your Financial Aid does not automatically go with you. To continue to receive aid at your new school, check with the Financial Aid Administrator to find out what programs

are available and what steps you must take. You are not allowed to receive aid for two different institutions for the same time period.

Recipient Need Determination

Determination of a student's financial need is through an approved need analysis service. Tennessee College of Applied Technology - Livingston utilizes the Free Application for Federal Student Aid (FAFSA). This service allows students to apply for all types of state (TSAA and Wilder Naifeh) and federal (FWSP, FSEOG & FEDERAL PELL) aid programs. The information received provides the necessary documentation to establish a student's financial need. Special consideration due to extenuating circumstances can be given by the Financial Aid Office in determining need as long as those circumstances can be fully documented.

The amount of a student's need is the difference between the student's and/or family's resources for education and the cost of education for that student. This amount may be adjusted by the Financial Aid Office with documented evidence that special circumstances exist, making all or part of the family's resources unavailable for educational expenses.

Packaging

"Packaging" refers to evaluating a student's financial need and awarding aid in an equitable and consistent manner.

Evaluating a student's financial need consists of the formula (institution's cost of attendance budget - expected family contribution = estimated need). After estimated need is established, the Financial Aid Administrator should look at all financial aid resources available to that student. The Aid Administrator will, also, take into account any aid received from other sources and subtract this from the need prior to awarding any Campus-based aid.

Examples of other sources of aid include but are not limited to the following: TOPS, Veterans' benefits, AmeriCorps benefits, scholarships, fee waivers, Vocational Rehabilitation, WIOA (Workforce Investment Opportunity Act), Families First, (TRA) Trade Readjustment Act, etc.

Packaging for Title IV aid will be based on payment periods as defined by Federal Regulations.

Distribution Of Financial Aid

The deadline for completing financial aid paper work is June 30. However, Student Aid Reports must be submitted to the Financial Aid Office by the last date of attendance in order for any award to be made. FWS jobs will be awarded until funds are exhausted. The payroll is completed once a month on the 15th and is distributed on the last day of the month. The total amount of financial aid, as outlined in the award letter, will be paid in installments by payment periods. Federal Pell and FSEOG payments are made according to payment periods and Wilder Naifeh and TSAA are made each trimester within a reasonable time frame once the credit memos have been processed.

If a student withdraws before completing the hours he/she has been paid for, the student is at risk of overpayment with the Department of Education or may owe monies to the institution. Funds owed the institution that are not paid back will be turned over to a collection agency.

Once a student qualifies to receive a disbursement, the Financial Aid Office will pay all estimated tuition and fee charges for the entire payment period and any other student authorized charges. If the student has a credit balance (funds remaining) after these charges have been paid, the institution will release the remaining funds in the form of a residual disbursement.

Students desiring to have fees, books, and supplies disbursed through their financial aid programs will receive a credit memo on the first day of class (registration).

GENERAL POLICIES

Enrollment Status

For purposes of awarding aid the following are the definitions of enrollment status: (Has to meet eligible student and eligible program definition)

1. Full-time - any student enrolled and attending classes for a minimum of 30 hours per week.
2. 3/4 Time - any student enrolled and attending classes for a minimum of 23-29 hours a week.
3. 1/2 Time - any student enrolled and attending classes for a minimum of 15-22 hours a week.
4. Any student enrolled less than 15 hours a week is considered a less than half time student.

Academic Year Definition

An academic year is represented by 1296 hours with a minimum of forty (45) weeks. There may be exceptions at institutions that have more or less than 1296 hours within an academic year.

Student Eligibility

In order for a student to receive financial assistance from federal or state financial aid programs, the student must:

- Be enrolled as a regular student in an eligible program (Refer to Federal Guidelines for exceptions).
- Be a U.S. citizen/national or an eligible noncitizen.
- Be making satisfactory progress in accordance with policy.
- Not be in default on a Federal Perkins/National Direct Student Loan, Federal Family Education Loan, Federal Direct Student Loan, Income Contingent Loan or a Consolidated Loan or must have documented satisfactory repayment arrangements if in default.
- Not owe a refund or repayment on a Federal Pell Grant, Tennessee Student Assistance Award, Federal Supplemental Educational Opportunity Grant, Byrd Scholarship, or a Wilder-Naifeh Technical Skills Grant or must have documented satisfactory repayment arrangements.
- Have a federal confirmation statement of registration compliance indicating either that the student has registered with the Selective Service or that the student is not required to register.
- Have completed a statement of educational purpose saying that the student will use the money only for expenses related to attending the school. (Usually collected on the FAFSA).
- Have a High School Diploma, GED, approved Home School certification, or be beyond the age of compulsory school attendance in Tennessee and have the ability to benefit from the education of training offered. The approved list is available in the Federal Student Aid Handbook chapter 1.

- Must not have been convicted of any drug related offense while receiving Title IV aid.

Satisfactory Progress For Financial Aid

A. To make satisfactory progress a student must:

1. Successfully complete 67% of cumulative scheduled hours (pace of completion). All periods of enrollment for a student's program will be included in determining the cumulative scheduled hours used for SAP, regardless of receipt of Title IV aid or not.
2. Must maintain a minimum cumulative passing grade of "C" as published by the institution. CFR 668.34

B. Satisfactory progress will be evaluated at the expected end of a student's payment period. If the student fails to make satisfactory progress, the student will be placed on financial aid warning for the next payment period. If the student fails to make satisfactory progress for the next payment period, financial aid will be suspended. There is no appeals process for financial aid satisfactory progress. In order to reestablish financial aid, a student must make satisfactory academic progress at the next evaluation date. Once a student's aid has been suspended, eligibility for state grants cannot be reestablished.

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

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

E. Transfer Credit – Students who receive credit for hours completed for previous education (other institutions, life experience, work credit, dual enrollment, etc.) will have their program length reduced. A student that receives transfer credit will have a maximum timeframe calculated based on the reduced program length. The hours and grades for transfer credits will not be included when determining satisfactory academic program (SAP).

F. Repeats Program Repeats – Any student who completes an entire clock hour program and later re-enrolls to take that same program again or to take another program may be paid for repeating coursework regardless of the amount of time between completions of the first program and beginning the same program or another program. The hours and grades for the prior enrollment will not be included when determining satisfactory academic progress for the enrollment. (Course Repeats) The repeated course grade will be counted along with the previously assigned grade. Repeated course hours will count toward total cumulative hours (pace of progression).

G. Withdrawals

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

Reentry after 180 days and transfer students – Generally, 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: the repeated course grade will be counted along with the previously assigned grade. Repeated course hours will count toward total cumulative hours (pace of progression) 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. The student establishes a new maximum timeframe based on the new program length. Hours and grades from the previous program are not included when evaluating SAP for the new program.

H. Maximum Time Frame

Students may continue to receive Title IV Financial Aid and State Aid at the pace of 67% or greater until they have been enrolled 150% of their scheduled hours.

I. Notification

Students will be notified of any evaluations that impact eligibility of Title IV aid.

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

Leave of Absence

Students who receive financial assistance for a trimester will not be granted a "leave of absence" except in the case of mitigating circumstances as determined by the Director of the school. If a student has been disbursed any Title IV grant funds in cash, the institution must determine whether a return to Title IV funds is due from the student. The school must collect any repayment due from the student and restore the funds to the appropriate federal account.

Program Changes

A student may make program changes and still be eligible to receive financial aid. At each program change, the student will establish a new time frame for completion of that program. A student receiving the Wilder Naifeh Technical Grant must maintain continuous enrollment.

Fees

The maintenance fees effective Fall Trimester 2018 are set by the Tennessee Board of Regents and are \$1204.00 per full academic trimester of instruction. A Technology Access fee of \$67.00 and a Student Activity fee of \$10 is also charged per trimester of instruction. All fees must be paid before a student is considered officially enrolled. PN and Welding students are also charged a Special Academic Fee of \$100 each trimester.

Student Budgets

Student budgets are the basis for estimating the cost of attendance of a given student or a group of students. For Tennessee Colleges of Applied Technology, student budgets will be calculated on a 12 month/1296 hour basis. Students enrolling for less than a full year (1296 hours) will have their budgets pro-rated accordingly.

2019-2020 BUDGET CONSTRUCTION

Dependent

Transportation \$ 5,584.00

Living Maintenance	\$ 3,077.00
Required Fees	\$ 3,843.00
Personal Expenses	\$ 600.00
Books and Supplies	\$ 1,421.00
Total	\$ 14,525.00

Independent

Transportation	\$ 5,584.00
Living Maintenance	\$ 5,176.00
Required Fees	\$ 3,843.00
Personal Expenses	\$ 600.00
Books and Supplies	\$ 1,421.00
Total	\$ 16,624.00

If a student enrolls for less than a full award year, his/her budget must be prorated accordingly before awards are determined. These are budgets for the 2017-18 award year. They may change from award year to award year.

Fee amounts are based on current year fee schedule.

Refund Policies

A refund relates to direct charges (ex. maintenance fees) paid to the institution. The TCAT - Livingston's Refund Policy of Maintenance Fees is as follows:

- I. Eligibility for Refunds
 - A. Change in a full-time student's schedule which results in reclassification to a part-time student.
 - B. Change in a part-time student's schedule which results in a class load of fewer hours.
 - C. Voluntary withdrawal of the student from the school.
 - D. Cancellation of a class by the school.
 - E. Death of the student.
 - F. Students administratively dismissed will not be eligible for refunds.
- II. Calculation of the Refund
 - A. Full Refund:
 1. 100% of fees will be refunded for classes cancelled by the school.
 2. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.
 3. 100% of fees will be refunded in the case of death of the student during the term.
 - B. Partial Refunds
 1. A refund of 75% may be allowed if a program is dropped or a student withdraws within the first 10% of the class hours.
 2. A refund of 50% may be allowed if a program is dropped or a student withdraws within the first 20% of the class hours.
 3. No refund may be permitted after 20% of the class hours has been completed.
- III. Processing of Refunds

- A. The TCAT will be responsible for determining the amount of student refunds and will process refunds in accordance with TBR Guideline B-060 and the Council on Occupational Education (COE) standards.
 - 1. Refunds, when due, will be made without requiring a request from the student.
 - 2. Refunds, when due, will be made within 30 days of the last day of attendance when the student has informed the institution in writing prior to withdrawal.
 - 3. If the student drops out without notice to the institution, the refund will be processed 30 days from the date the institution terminates the student or determines withdrawal by the student. All refunds, however, must be made within 60 days of the student's last day of attendance.
 - 4. Retention of tuition and fees collected during pre-registration or in advance for a student who does not commence class will not exceed \$100.
 - 5. An update will be made to the accounting system by the TCAT or Lead Institution with a transaction resulting in the reduction of revenues from the appropriate fee account.
- IV. Other Fee and Charge Considerations
- V. Agreements/contracts may be executed with a third party (federal agency, corporation, institution, etc.), but not with the individual student, to deliver routine courses at a fixed rate or for the cost of delivering the course and may provide for fees not to be charged to individual students. The amount charged to or paid by the third party is credited to the appropriate Grants and Contracts and/or fee revenue account.
- VI. Fees established for general interest classes and activities shall be sufficient to cover the total cost incurred in providing instruction.

Agreements with public school systems to provide instruction to secondary students will include a provision to outline the specific fee(s) negotiated with the local school systems.

Return of Title IV funds

Beginning July 1, 2000 any student receiving title IV funds, or who was determined to be eligible to receive title IV funds, must have Return of Title IV Funds calculation performed if the student withdraws prior to completing 60% of the clock hours in the period of enrollment.

Examples of the school's refund policy and the Return of Title IV Funds policy are available upon request in the Financial Aid Office.

Overpayments

An overpayment is any amount of Title IV aid received that is greater than a student is entitled to receive. This may occur, for example when awards or disbursements are made incorrectly, when a student reports incorrect information on his/her financial aid application(s), or when a student withdraws from school before completing the trimester. Any information which the aid administrator discovers is incorrect must be corrected according to the procedures outlined in the federal regulations.



rected according to the procedures outlined in the federal regulations.

RECEIVING FINANCIAL AID - RIGHTS AND RESPONSIBILITIES

Student Rights ... You have the right to ask the school...

- "The names of its accrediting and licensing organizations;
- "About its programs: its instruction, laboratory, and other facilities;
- "What the cost of attending is, and what its policy is on refunds to students who drop out;
- "What financial assistance is available, including information for all federal, state, local, private, and institutional financial programs;
- "What the procedures and deadlines are for submitting applications of each available financial aid program;
- "How it selects its financial aid recipients;
- "How it determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal and miscellaneous expenses are considered in calculating your need (such as parental contribution, other financial aid, etc.);
- "To explain each type and amount of assistance in your financial aid package;
- "If you are offered a Federal Work-Study job, what kind of job it is, what hours you must work, what your duties will be, and how and when you will be paid;
- "To reconsider your financial aid package if you believe a mistake has been made, or if your enrollment or financial circumstances have changed;
- "How the school determines whether you are making satisfactory progress and what happens if you are not;
- "What special facilities and services are available to the handicapped.

Student Responsibilities... It is your responsibility to...

- Review and consider all information about a school's program before you enroll
- Pay attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can prevent or delay your receiving aid;

- Know and comply with all deadlines for applying and reapplying for aid;
- Provide all documentation, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application;
- Notify the school of any information that has changed since you applied;
- Read, understand, and keep copies of all forms you are asked to sign;
- Notify the school of a change in your name, address, or attendance status;
- Satisfactorily perform the work agreed upon in a Federal Work Study job;
- Understand your school's refund policy.
- Inform the Financial Aid Office of any grant, scholarship, or loan awarded to you by a source other than the Financial Office.
- Maintain satisfactory progress for financial aid purposes.
- Recipients are expected to enroll as full - time students unless prior arrangements have been made with the Office of Financial Aid.
- Re-apply for Federal Student Aid each year. Your financial aid award is made on an annual basis. New applications are available in January.

General information concerning the qualifications and scope of each program is available in the Student Financial Aid Office. Remember, any commitment of government funds (Federal Pell grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, Tennessee Student Assistance Awards, TN Promise, TN Reconnect or Wilder Naifeh) is contingent upon Congressional appropriations and subsequent receipt of those funds by Tennessee College of Applied Technology - Livingston.

TCAT - LIVINGSTON FINANCIAL AID CONTACT

Teresa Johnson, Financial Aid Coordinator
 Tennessee College of Applied Technology - Livingston
 740 Hi Tech Drive
 Livingston, TN 38570
 (931) 823-5525
teresa.johnson@tcatlivingston.edu

TCAT - LIVINGSTON PERSONNEL

Faculty and Staff

Dr. Myra West, *President*
Stacy McFall, *Coordinator of Human Resource and Finance*
Teresa Johnson, *Financial Aid Coordinator*
Stacy Johnson, *Student Services Coordinator*
Kristina Jones, *Workforce Development and Instructor*
Virginia Christensen, *Director of Nursing/Coordinator of Health Education*
Sydney Walker, *Counselor*
Teresa Jones, *Academic Support Services*
Laura Ann Evanoika, *Academic Support Associate*
Megan Ray, *Academic Support Associate*
Heather White, *Financial Support Associate*
Kristi Moore, *Administrative Support Associate*
Mandi Hill, *Academic Support Associate*
Ronnie Smith, *Maintenance Supervisor*
Mike Barlow, *Maintenance*

Full Time Instructors

Carrie Johnson, *Administrative Office Technology*
 Bachelor of Science, Business Management, Tennessee Technological University
 CPC-A, COC-A

Terry Sparks, *Automotive Technology*
 Bachelor of Science, Tennessee Technological University
 Associate Applied Science, Volunteer State Community College
 ASE Master Technician

Brandon Mullins, *Building Construction Technology*
 Diploma, Machine Tool, Tennessee Technology Center at Livingston
 Limited Licensed Electrician LLC, State of Tennessee
 Certified Instructor, NCCER

Jonathan Beaty, *Collision Repair Technology*
 1200 hours, Autobody Repair, Tennessee Technology Center at Livingston
 ASE Certified
 I-CAR Platinum Educator

Laura Meadows, *Cosmetology*
 Cosmetology License
 65+ CEU Hours

Artina Sidwell, *Cosmetology*
 Diploma, Cosmetology Instructor, Tennessee College of Applied Technology - Livingston

Jason Franklin, *Diesel Technology*
 Diploma, Automotive Technology, Tennessee Technology Center at Livingston
 ASE Master Truck & Automotive Technician

James Cantrell, *Industrial Maintenance*
 Diploma, Industrial Maintenance Technician, Tennessee Technology Center at Livingston

Manufacturing Skill Standards Council, Certified Production Technician

Andy Beechboard, *Industrial Maintenance*

Diploma, Industrial Maintenance Technician, Tennessee Technology Center at Livingston
Manufacturing Skill Standards Council, Certified Production Technician

Rodger P. Sweet, *Information Technology*

Bachelor of Science, Network & Communications Management, DeVry University

Larry Tanner, *Machine Tool Technology*

Diploma, Machinist 1, Tennessee Technology Center at Livingston

Sara Norris-Robbins, *Nursing Aide, Health Science – Secondary/Coordinator Jackson Co. Instructional Service Center*

Diploma, Practical Nursing, Tennessee Technology Center at Livingston

Emily Morgan, *Patient Care Technology/ Medical Assisting*

Diploma, Practical Nursing, Tennessee College of Applied Technology – Livingston

Jennifer Coffey, *Pharmacy Technology*

ED.S, Curriculum and Instruction, Tennessee Technological University
Master of Science, Curriculum and Instruction, Tennessee Technological University
Bachelor of Science, Microbiology, Tennessee Technological University

Hansel Cooper, *Practical Nursing*

Associate of Nursing, Indian Hills Community College

Marsha Hedgecough, *Practical Nursing*

Associate degree in Nursing, Roane State Community College

Tiffany Ward, *Practical Nursing*

Master of Science, Nursing, Tennessee Technological University
Bachelor of Science, Nursing, Cumberland University

Keith Farmer, *Tech Foundations*

Master of Arts in Instructional Leadership, Tennessee Technological University
Bachelor of Science in Business Administration, Tennessee Technological University

Paul Perry, *Transportation, Distribution, Warehousing, and Logistics*

Bachelor of Science Degree, Workforce Education and Development, Southern Illinois University
Certificate, Instructor Trainer School, Naval Aviation Schools Command, Pensacola, FL.
Certificate, Master Training Specialist, Commander Helicopter Wings Atlantic, Norfolk, Va.
Certificate, Master Training Specialist, Commander Naval Education Command, Corpus Christi, TX
Certificate, Instructor Trainer, American Red Cross, Pensacola FL

Caleb Rich, *Welding Technology*

Bachelor of Science, Agricultural Engineering Technology, Tennessee Technological University
Welder Certificate, Tennessee College of Applied Technology

Jason Wilborn, *Welding Technology*

1200 hours, Welding, Tennessee Technology Center at Livingston

Part Time Instructors

Brian Cross, *Building Construction Technology, Secondary*

Chris Massiongale, *Emergency Medical Technician*

Diploma, Emergency Medical Technician, Tennessee Technology Center at Livingston

Associate Applied Science, Volunteer State Community College

Paramedic Program, Tennessee Technological University

Scott Stephens, *Emergency Medical Technician*

Bachelor of Science, Political Science, Tennessee Technological University

AAS, Applied Electronics, CCUSAF

Stacie Franklin, *Health Science, Secondary*

Diploma, Practical Nursing, Tennessee College of Applied Technology - Livingston

Dana Halsell, *Health Science, Secondary*

Diploma, Practical Nursing, Tennessee College of Applied Technology - Livingston

Amy Davis, *Health Science, Secondary*

Kelli Worley, *Health Science, Secondary*

Lauren Daniels, *Health Science, Secondary*

Ashley Phillips, *Health Science, Secondary*

Dawn Voss, *Health Science, Secondary*

Diploma, Practical Nursing, Tennessee College of Applied Technology - Livingston

Blake Keylon, *Industrial Maintenance, Secondary*

Diploma, Industrial Automation Maintenance Technician,

Tennessee College of Applied Technology – Livingston

Todd Beaty, *Advanced Manufacturing, Secondary*

Diploma, Industrial Maintenance Technician, Tennessee College of Applied Technology – Livingston

Derek Raines, *Information Technology, Secondary*

Diploma, Information Systems Professional, Tennessee College of Applied Technology – Livingston

Scott Waites, *Information Technology, Secondary*

Chase Price, *Welding Technology*

Certification, AWS Level II Combo Welder, Tennessee Technology Center at Crossville

Diploma, Machinist I, Tennessee Technology Center at McMinnville

Austin Norris, *Welding Technology, Secondary*

PROGRAMS OF STUDY



ADMINISTRATIVE OFFICE TECHNOLOGY
AUTOMOTIVE TECHNOLOGY
BUILDING CONSTRUCTION TECHNOLOGY
COLLISION REPAIR TECHNOLOGY
COSMETOLOGY
DIESEL TECHNOLOGY
EMERGENCY MEDICAL TECHNOLOGY

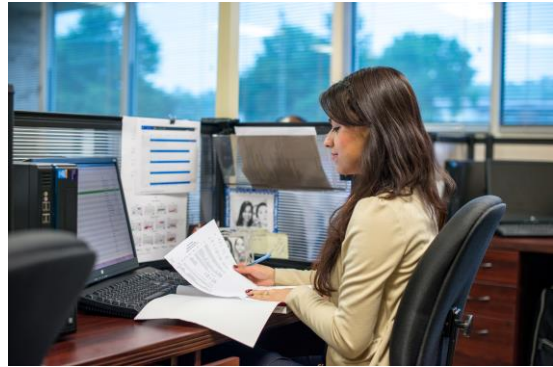
INDUSTRIAL MAINTENANCE
INFORMATION TECHNOLOGY
MACHINE TOOL TECHNOLOGY
MANICURING
NURSING AIDE
PATIENT CARE TECHNOLOGY/
MEDICAL ASSISTING

PHARMACY TECHNOLOGY
POWER LINE CONSTRUCTION AND
MAINTENANCE TECHNOLOGY
PRACTICAL NURSING
TRANSPORTATION, DISTRIBUTION,
WAREHOUSING, AND LOGISTICS
WELDING TECHNOLOGY

Administrative Office Technology

Mission

The mission of the Administrative Office Technology program at the Tennessee College of Applied Technology - Livingston is to meet the occupational and technical training needs of citizens and residents of the College's service area including employees of existing and/or prospective industries and businesses of the state. The basic philosophy of the Administrative Office Technology program is that every citizen should have the privilege and opportunity to reach as high a station in life as he/she is capable of reaching or desires to reach.



The Administrative Office Technology program also strives —

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

The Administrative Office Technology Program offers training in several areas. Because every successful office worker needs a strong background in basic office skills, these courses are required by all students:

- Computer Essentials
- Technology Foundations
- Keyboarding/Data Entry
- Employability Skills

Depending on the student's area of interest, a technical track is chosen. In addition to the above courses, students complete the courses relative to the chosen technical area.

Depending on the student's area of interest, a technical track is chosen after the second trimester. In addition to the above courses, students complete the courses relative to the chosen technical area.

The Administrative Office Technology program competencies are aligned to prepare students for several certification exams, depending on the area of study to include:

- MOS Core Certification in Word and Excel
- NACPB Bookkeeper Certification Exam
- NACPB Payroll Certification Exam
- NACPB Quickbooks Certification Exam
- Intuit Quickbooks Certified (IQC) Exam
- Medicare Administrative Assistant Certification
- Billing Coding Specialist Certification (BCSC)
- Certified Billing and Coding Specialist (CBCS)

Administrative Office Technology Certificates and Diplomas

Accounting Assistant Diploma

General Office Assistant Certificate 432 Hours
Administrative Support Certificate 864 Hours
Accounting Diploma 1296 Hours

Administrative Assistant Diploma

General Office Assistant Certificate 432 Hours
Administrative Support Certificate 864 Hours
Administrative Assistant Diploma 1296 Hours

Legal Administrative Assistant Diploma

General Office Assistant Certificate 432 Hours
Administrative Support Certificate 864 Hours
Legal Administrative Assistant Diploma 1296 Hours

Medical Administrative Assistant Diploma

General Office Assistant Certificate 432 Hours
Administrative Support Certificate 864 Hours
Medical Administrative Assistant Diploma 1296 Hours

Medical Coding Specialist

General Office Assistant Certificate 432 Hours
Medical Coding Specialist Diploma 1296 Hours

Automotive Technology

Mission

The mission of the Automotive Technology program is to provide training in the diagnosis and repair of automobiles to meet the occupational and technical needs of citizens of the College's service area who have an interest in this type of employment.

Program Goals

- Train students for entry into the automotive repair field.
- Prepare students to take the ASE certification exams.
- Encourage professional and ethical behavior to ensure success in a wide range of endeavors.

Course Description

The Automotive Technology course covers engine repair, electrical/electronic suspension, engine performance, brakes, suspension and steering, manual drive train and axles, climate control, automotive transmissions/transaxles, light duty diesel, safety and orientation.

Overview

The Automotive Technology program provides automotive training to meet the occupational and technical needs of citizens of the College's service area who have an interest in this type of employment. Students are trained to diagnose and repair today's high tech automotive systems using the latest diagnostic procedures. A thorough understanding of all automotive systems with special emphasis placed on the vehicles electrical and computer systems is provided.

Automotive Technology is a certified Master Automotive Service Technician Program by the National Automotive Technicians Education Foundation (NATEF), an affiliate of the National Institute for Automotive Service Excellence (ASE). NATEF certification signifies that the program meets uniform national standards for instructional facilities, equipment, staff credentials, and curriculum.

Training in each area includes classroom instruction and hands-on experience diagnosing and repairing "live" vehicles. Students receive instruction on the latest technological advances, such as hybrids, alternate fuel systems, collision avoidance, GPS and communication systems, just to name a few. The training progresses in stages beginning with basic systems and operation before moving on to advanced diagnostics and repair. Once an instructional area is mastered, students advance to the next area until all eight areas are complete or the student has attained enough knowledge and skill to gain employment.

As part of the training students will be prepared to take the national technician certification exams offered by ASE.

Job Opportunities

Automotive Service Technicians repair and service automobiles and light trucks with gasoline engines. The technician will use diagnostic equipment to determine problems and make necessary repairs or adjustments. The technician will troubleshoot problems in vehicle engines, electrical systems, steering, brakes and suspension. Technicians help establish and follow schedules of maintenance of vehicles and keep records of repairs and parts used.

Demand: Employment of automotive technicians is expected to increase through the year 2018. The growing complexity of automotive technology, such as the use of electronic and emissions control equipment, increasingly necessitates that cars be serviced by skilled workers, contributing to the growth in demand for highly trained technicians.



This program is a Master ASE Certified Automotive Technician program in eight areas:

- Engine Repair
- Automatic Transmission/Transaxle.
- Manual Drive Train & Axles
- Suspension & Steering
- Brakes
- Electrical/Electronic Systems
- Heating & Air Conditioning
- Engine Performance

Automotive Technology Certificates and Diplomas

ASE Program areas of study

Engine Repair	210 hours
Automatic Transmission/Transaxle	216 hours
Manual Drive Train & Axles	210 hours
Suspension & Steering	216 hours
Brakes	210 hours
Electrical/Electronic Systems	426 hours
Heating & Air Conditioning	216 hours
Engine Performance	426 hours
Worker Characteristics	30 hours

Certificates

Brakes and Chassis Technician	432 hours
Automotive Technician Apprentice	864 hours
Automotive Service Technician	1728 hours

Diplomas

Automotive Technician	2160 hours
Automotive & Light Vehicle Diesel Technician	2592 hours

Building Construction Technology

Mission

The mission of the Building Construction Technology program is to provide training in the construction trades in order to meet the occupational and technical needs of citizens of the College's service area who have an interest in this type of employment.

Course Description

The Building Construction Technology program provides the student with the fundamentals of carpentry, residential electrical wiring, residential plumbing, and block and brick laying. Instruction methods include classroom lecture, audio-visuals, and extensive live work projects on actual construction projects.

Overview

The Building Construction Technology student who completes the requirements for a diploma should be able to excel in all aspects of light frame construction. This would include abilities in site clearing, site layout, developing foundations, framing, sheathing, roofing, installing windows and doors, completing exterior finish, and interior walls, floors, and ceiling finish.

They should also have a knowledge of the use of modern tools, material, prefabricated components, sizes and grades of building materials, and the proper use of these materials. The construction and/or remodeling of stairs, chimneys, fireplaces and cabinets are also skills that should be exhibited by the graduate of the Building Construction Technology program.

In addition to the construction skill, the graduate will have developed abilities in the field of electrical wiring and plumbing. In the electrical phase of the course, the student is given the opportunity to learn the electrical codes in depth. The graduate will also have a full knowledge of the details of the many and varied real-life wiring situations that confront electricians when wiring a typical home.

Modern plumbing skills are included in the training. Upon completion of the program, the graduate will have acquired the ability to accomplish the necessary plumbing jobs that would be required in the construction of the residential dwelling.

The graduate will have a basic knowledge of the tools, materials, equipment, process, and career opportunities in the plumbing field. This would include the latest installation techniques in addition to recent development in materials, fixtures, and appliances.

Job Opportunities

Carpenters make up the largest group of the Building Trades workers. Carpenters are employed throughout the country in almost every community. They build, repair, and maintain buildings. Other job opportunities may include framers, dry wall installers, residential plumbers, and cabinet makers. Carpenters may advance to carpentry supervisors or general construction supervisors. Carpenters usually have greater opportunities than most construction workers to become general construction supervisors because they are exposed to the entire construction process. Some carpenters become independent contractors. To advance, carpenters should be able to estimate the nature and quantity of materials needed to properly complete a job. They also must be able to estimate with accuracy how long a job should take to complete and its cost.



Demand

Employment of construction laborers and helpers is projected to grow 13 percent from 2014 to 2024, faster than the average for all occupations. Laborers and helpers work in all fields of construction, and demand for these workers will mirror the level of overall construction activity.

Building Construction Technology Certificates and Diplomas**Certificates**

Electrician Helper	432 HRS
Carpenter Helper	432 HRS
Plumber Helper	432 HRS

Diplomas

Carpenter	1296 HRS
General Construction	2160 HRS

Collision Repair Technology

Mission

The mission of the Collision Repair Technology program is to provide training in the repair and painting of automobile bodies to meet the occupational and technical needs of citizens of the College's service area who have an interest in this type of employment.

Course Description

The Collision Repair Technician program is designed to provide the student with a thorough understanding of the materials, methods, and refinishing techniques used in the repair and restoration of a damaged automobile body. Through class study, audiovisual presentations, and actual "hands-on" performance tasks the student will learn the procedures necessary for the proper repair and refinishing of metal, fiberglass, and plastic components used in both unibody and conventional automobile construction.



Overview

The entire automobile industry is changing faster than ever before. This is especially true of the collision repair and refinishing occupation. The role of the technician and refinisher has changed greatly in the past few years. The reason for this is the major shift by vehicle owners to unibody construction and the development for new materials.

Virtually, all cars manufactured today in the foreseeable future will be unibody vehicles. This change in vehicle preference has had a major impact on the duties, knowledge, procedure, and responsibilities of the body technicians. With these things in mind, the training procedures at TCAT - Livingston are dedicated to exposing the student to all the newest techniques of body repair, as well as, the traditional methods for repairing conventional automobile bodies.

There are two basic work areas in the body shop: (1) metal working and (2) painting. In repairing any type of collision damage, the body technician must first study and diagnose the damage that has occurred. Once the damage has been evaluated, the body repairer must determine whether it will be cheaper to straighten and repair the damage section or replace it. The work then progresses through the necessary steps.

The metal working body repairer must be able to correct minor defects such as scratches, chips, dents, surface rust, and rust outs. In addition, the repairer must be capable of repairing major auto body collision damage.

Auto refinishing or painting is a very important part of the auto repair business. Not only do major collisions and minor damage have to be painted, but also many automobiles are repainted to enhance their appearance. The Collision Repair program provides complete training in all aspects of auto painting including making-ready, spraying, drying, and final cleaning. The skills of masking, sanding, painting, and cleaning are an important part of the training for the Collision Repair Technician. In addition to being able to prepare the automobile for painting and doing the actual job, the Collision Repair/Refinishing Technician must have knowledge about the paint products and how to mix and match them.

Job Opportunities

The Collision Repair Technicians are needed in privately owned body shops, dealerships, and the military. Technicians restore damaged automobiles to original conditions. They use special equipment to straighten frames and body structure to their original shape and location. Collision Repair Technicians work with fiberglass, plastics, and sheet metals. Technicians refinish repairs to match the original color of the automobile.

Body Repair work has a variety and challenge — damaged vehicle presents a different problem. Repairers must develop appropriate methods for each job, using their broad knowledge of automotive construction and repair techniques.

Technicians generally work 40 hours a week. Overtime is common during peak periods. They usually work alone with only general directions from supervisors. In some shops, they may be assisted by helpers or apprentices.

Demand

Employment of automotive body and glass repairers is projected to grow 9 percent from 2014 to 2024, faster than the average for all occupations. Job opportunities should be very good for jobseekers with industry certification and formal training in automotive body and glass repair.

Collision Repair Technology Certificates and Diplomas

Certificates:

Non Structural Assistant	432 hrs
Non Structural/Structural Assistant	864 hrs

Diplomas:

Collision Repair Technician	1,296 hrs
Automotive Refinishing Technician	1,296 hrs
Collision Repair/Refinishing Technician	1,728 hrs

Cosmetology

Mission

The mission of the Cosmetology program is to provide training in the methods and materials of cosmetology in order to meet the occupational needs of citizens of the College's service area who have an interest in this type of employment.

Course Description

Classroom and practical learning experiences are concerned with a variety of beauty treatments which may include the care and beautification of the hair, complexion, and hands. The basic instruction includes training in giving shampoos, rinses, and scalp treatments; hair styling, setting, cutting, tinting, lightening and permanent waving; facials; manicures; and hand and arm massages. The entire program is geared toward preparing students to receive a diploma from the College, to pass the Tennessee Board of Cosmetology Licensing Examination, and to go to work as a Cosmetologist.



Overview

A licensed cosmetologist may be known by several names. Some of these names include hairdresser, hairstylist, operator, and cosmetologist. This person must have passed an examination required by the state to receive a license. After completing the College's requirements and getting a license, a cosmetologist may be employed in a salon performing paid services for the public. They develop a clientele that makes appointments with them for the services they perform. Most cosmetologists have a goal of owning their own shop. While this is a worthwhile goal, the risks involved must be understood. If managed properly, a salon can be a very rewarding experience.

During training, a student will be exposed to all aspects of cosmetology including:

Ethics: The student is informed about the ethical procedures of the profession and of dealing with patrons, co-workers, employers, and employees.

Bacteriology, Sterilization, and Sanitation: The understanding of causes of and spreading of disease. Also included in Chemistry, Anatomy, and Physiology as they pertain to Cosmetology.

The Nail: The study of the composition, disorders, and cosmetics of the nail (manicuring).

The Hair: The study of the purpose, the composition, growth, life cycle, and abnormalities of the human hair. The chemical and physical actions of shampoos, the shaping of hair, the principles of hairstyling, thermal waving and curling, and permanent waving are a large part of the program. The skill of hair coloring, hair lightening, and hair removal are included.

The Skin: The functions, diseases, and the disorders and conditions of the skin are studied. Also included in this portion of the program is facial treatments, skin care, and facial makeup.

Much time is spent in the salon (lab) training area. Patrons from outside the class come into the salon to take advantage of the services of the program that are needed to make the training most effective.

Job Opportunities

Cosmetologists provide a variety of beauty services to patrons, including shampoos, cuts, styles, perms, coloring, manicure, and facial treatments. The cosmetologist may also act as a beauty consultant and guide for hair styles and make-up analysis. Many cosmetologist make appointments and keep their books regarding their business. They may also keep records of their patrons likes and dislikes of hair color, perms, styles, etc. The Cosmetologist usually works in beauty salons, but may also work in hotels, department stores, nursing homes, and hospitals. Many cosmetologists operate their own business.

Demand: Employment of cosmetologists is expected to grow as fast as the average for all other occupations in response to population growth, higher incomes, the rising number of working women, and expansion of the beauty salon industry.

Licensure

This program is designed to prepare students to take and pass the Tennessee Board of Cosmetology Licensing Examination.

Enrollment

Applicants must have a high school diploma or equivalent. For more information on enrollment, contact the school.

Cosmetology Diploma

Cosmetologist Diploma 1500 hours

Diesel Technology

Mission

The mission of the Diesel Technology program is to provide training in the repair and maintenance of diesel engines and trucks to meet the occupational and technical needs of citizens of the College's service area who have an interest in this type of employment.

Course Description

The Diesel Technology program provides practical experience in the repair and maintenance of diesel-powered equipment. Students receive instruction in troubleshooting, engine analysis, disassembling engines replacing defective parts, reassembling, etc., to enable students to enter employment in truck, construction, agricultural equipment, and other related fields as technicians. Students admitted to the Diesel Technology program must have a valid driver's license prior to admission.



The Diesel Technology training program at Tennessee College of Applied Technology-Livingston will provide instruction in the following areas: Diesel Engines, Brakes, Electrical/Electronics, Suspension and Steering, Drive Trains, Preventive Maintenance, and Heating Ventilation and Air Conditioning.

Overview

Basic practical experience is gained by shop practice, student projects, and certain repair work. Oral, written, and performance tests are given to measure the student's proficiencies. Most instruction is given on an individual basis, thus allowing the student to progress at his/her own pace.

Diesel service technicians and mechanics typically do the following:

- Consult with customers, read work orders, and determine work required
- Plan work procedures, using technical charts and manuals
- Inspect brake systems, steering mechanisms, transmissions, engines, and other parts of vehicles
- Follow checklists to ensure that all critical parts are examined
- Read and interpret diagnostic test results to identify mechanical problems
- Repair or replace malfunctioning components, parts, and other mechanical or electrical equipment

Job Opportunities

Workers who have completed postsecondary education should have the best job opportunities, followed by graduates of accredited high school automotive programs.

Workers without postsecondary education often require more supervision and on-the-job instruction than others. These untrained workers will face stronger competition for jobs because training is an expensive and time-consuming process for employers. (www.bls.gov)

Demand

Employment of diesel service technicians and mechanics is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations.

As more freight is shipped across the country, additional diesel-powered trucks will be needed to carry freight wherever trains and pipelines are not available or economical. In addition, diesel cars and light trucks are becoming more popular, and more diesel technicians will be needed to maintain and repair these vehicles.

Diesel Technology Certificates and Diplomas

Certificates

Diesel Technician Assistant	864 hours
Diesel Technician	1296 hours

Diplomas

Master Diesel Technician	1728 hours
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This program is offered at Instructional Service Center Tennessee College of Applied Technology – Livingston at Fitzgerald Collision and Repair Rickman.

310 Oak Hill Road
Livingston, TN 38570

Emergency Medical Technology

Mission

The mission of the Emergency Medical Technician Program is to provide EMS education that prepares graduates to take the examinations leading to national registry and state certification as an Emergency Medical Technician.

Course Description

The Emergency Medical Technician course will be divided into two courses, EMT and Advanced EMT. The Advanced EMT course is a new course based on the National EMS Standards adopted by the State of TN. The primary focus of the advanced course is to train the EMT in providing basic and limited advanced medical care for critical and emergent patients who access the emergency medical system. The Advanced course adds to the knowledge learned in the EMT course and includes IV administration, and other advanced skills the EMT cannot perform. The Advanced course is necessary if you desire to seek employment with an Ambulance service within the state of Tennessee.



Overview

The EMT course will allow you to work for departments other than an Ambulance service such as fire, Emergency Management, or Rescue squads that do not transport patients. The Advanced course cannot be taken unless the EMT course has been successfully completed and the student has passed the National Registry online exam for EMT. There cannot be more than 120 day's lapse between the EMT course and the Advanced EMT course unless the student holds an EMT license issued by the State of Tennessee.

Job Opportunities

Emergency medical technicians (EMTs) and paramedics care for the sick or injured in emergency medical settings. People's lives often depend on the quick reaction and competent care provided by these workers. EMTs and paramedics respond to emergency calls, performing medical services and transporting patients to medical facilities.

Most EMTs and paramedics work full time. Their work is physically strenuous and can be stressful, sometimes involving life-or-death situations.

Demand

Employment of emergency medical technicians (EMTs) and paramedics is projected to grow 24 percent from 2014 to 2024, much faster than the average for all occupations. Emergencies, such as car crashes, natural disasters, and acts of violence, will continue to create demand for EMTs and paramedics.

Emergency Medical Technology Awards

Basic EMT Certificate	432 hours
Advanced EMT Diploma	744 hours

The EMT program is 744 Hours and prepares the graduate to sit for the Tennessee Initial EMT Licensing Examination.

Industrial Maintenance

Mission

The mission of the Industrial Maintenance program is to give training to students in all aspects of Industrial Maintenance that will meet industrial employers' needs.

Course Description

The Industrial Maintenance program will educate and train students in all key areas in the field of Industrial Maintenance. The students in this program will acquire proficiencies in set up, programming, troubleshooting, and repair of industrial equipment. The program offers the student an E-Learn curriculum with a majority of hands on training that will evolve to keep pace with the rapid growth of technology in the field of Industrial Maintenance. This program has two certificate exit points, and three diploma exit points that the student can utilize depending on the path he or she would like to take in this field. Students will have the opportunities after completion of qualifying areas of the curriculum to take the Certified Production Technician exam, Siemens level 1 Certification exam..



Overview

Industrial Maintenance students will acquire the ability to work in a number of capacities with the goal of keeping the majority of industrial machinery in operation. The general characteristics of the industrial maintenance mechanic are good eye-hand coordination, good manual and finger dexterity, be able to read and understand written instructions and able to lift heavy weight occasionally. It is essential that the prospective student have a high degree of mechanical aptitude since a major portion of the program is dealing with very sophisticated and in some cases complicated equipment.

Job Opportunities

Industrial Maintenance Mechanics work in almost every industry. They are employed by manufacturing industries, service industries, govt. agencies, educational institutions, real estate firms, and individuals who operate office and residential buildings. Industrial Maintenance Mechanics repair and maintain machines, mechanical equipment, and buildings; and work with plumbing, electrical, air conditioning, and heating systems. They inspect and diagnose problems and plan how work will be done, often checking blueprints, repair manuals, and parts catalogs. They also do routine preventive maintenance to correct defects before breakdowns occur. Industrial Maintenance Mechanics often do a variety of tasks in a single day, generally at a number of different locations.

Demand: Employment of industrial maintenance technician, and preventative maintenance technicians is projected to grow 16 percent from 2016 to 2026, much faster than the average for all occupations. The need to keep increasingly sophisticated machinery functioning and efficient will drive demand for these workers. Job prospects for qualified applicants are highly available.

Industrial Maintenance Certificates and Diplomas

Certificates

Preventative Maintenance Certificate -	432 hours
Mechanical Maintenance Certificate -	864 hours

Diplomas

Industrial Maintenance Technician Diploma -	1296 hours
Industrial Mechanical Maintenance Technician Diploma	1728 hours
Industrial Automation Maintenance Technician Diploma	2160 hours

This program is offered at the Main Campus and the TCAT Livingston extension campus located in Cookeville.

Tennessee College of Applied Technology – Livingston at Cookeville Higher Education Campus.
1000 Neal Street
Cookeville, TN 38501

Information Technology

Mission

The mission of the Information Technology program is to provide the necessary technical instruction and skill development for the student to become knowledgeable in all areas of network and computer support. This program teaches the skills needed to design, build, manage and maintain computer networks including small computer support, server administration, switching, routing and network security.



Course Description

The Information Technology Program (ITP) at the Tennessee College of Applied Technology - Livingston, will provide the training necessary for a graduate to work on computer networks and devices used to support industry and business.

In order to be competitive in this dynamic career field students will receive in-depth training in the following competencies:

Students will be prepared to be certified in various industry certifications depending on their specific areas of interest and personal goals for employment. Certifications include but are not limited to:

- Microsoft Technology Associate (MTA)
- Microsoft Certified Solutions Associate (MCSA)
- Compia A+
- Compia Network+
- Compia Security+
- Cisco Certified Entry Networking Technician CCENT
- Cisco Certified Network Associate CNursing Aide - Routing and Switching Certification

In addition to classroom instruction our students have 24/7 access to cloud-based training with PowerPoint presentations, video and CBT's. We keep you connected so you can progress at your own pace.

In the field of Information Technology changes are introduced at an incredible pace. A technician that expects to remain relevant must be able to adapt quickly to the implementation of ever emerging technology.

Overview

The IT program at TCAT-Livingston is built around this idea. The curriculum is constantly evaluated and updated to keep pace with business and industry so that our graduates are ready to go to work day one.

Every student has their own real lab made up of real hardware comprised of servers, workstations, switches and routers. While we also utilize virtualization technology for more intricate labs, there is no substitute for hands-on learning.

Students are able to push ahead at a pace that matches their learning potential. Areas of study that an individual has already mastered may be tested out of in order to move ahead. This model allows an individual to go beyond the minimal required studies and venture deeper into specific areas of interest related to the program of study.

We utilize the Microsoft Technical Associate MTA program which means every student has the opportunity to earn 4 industry certifications from Microsoft which certifies every one of our students as a Microsoft Certified Professional.

We use Cisco Certified materials to teach switching and routing which prepares a student to take both the CCENT and CNursing Aide certification exams.

At TCAT-Livingston we are committed to individual accomplishment and success and we will work with each student from registration through graduation to help them achieve their personal goals.

Job Opportunities

Computer support specialists provide help and advice to people and organizations using computer software or equipment. Some, called computer network support specialists, support information technology (IT) employees within their organization. Others, called computer user support specialists, assist non-IT users who are having computer problems.

Demand

Employment of computer support specialists is projected to grow 12 percent from 2014 to 2024, faster than the average for all occupations. More support services will be needed as organizations upgrade their computer equipment and software.

Information Technology Certificates and Diplomas

Certificates

Desktop Professional	432 HRS
Computer Support Specialist	864 HRS

Diplomas

Web Support Technician	1296 HRS
Server Support Technician	1296 HRS
Network Support Specialist	1296 HRS
Cybersecurity Specialist	1296 HRS
Information Systems & Cybersecurity Professional	2160 HRS

Machine Tool Technology

Mission

The mission of the Machine Tool Technology program is to provide training in all phases of machine shop procedures, practices, and use of machining equipment in order to meet the occupational and technical needs of citizens of the College's service area who have an interest in employment in this type of occupation.



Course Description

The Machine Tool Technology course is designed to give students experience on a variety of machine tools similar to those with which they will work after graduation. Instruction is given in related mathematics and blueprint reading, precision measuring and basic metallurgy, such as the properties of metal, their workable characteristics, heat treatment of metals, and the relative hardness of metals. The skills of operating drill presses, milling machines, etc. is stressed. Computer aided manufacturing and CNC machining are vital parts of the training.

Overview

Almost all products used by people, whether in farming, mining, manufacturing, construction, transportation, communication, or other professions, are dependent on machine tool for their manufacture. Constant improvement to and efficient use of machine tools affect the standard of living of any nation.

The machine tool technology student should have good eye hand coordination, good manual and finger dexterity, be able to stand for long periods of time, and have a high degree of mechanical aptitude. They should also have the ability to lift heavy objects as well as being able to visualize objects from drawing that will be the result of machining.

The graduate, as a result of their training, should be able to analyze a variety of specifications, understand and read blueprints, sketches, or descriptions of a project, layout the metal stock, and set up and operate the machine necessary to complete the project. They should be able to complete a project by using a model as a guide.

Graduates should be knowledgeable of a variety of machines including: metal lathes, milling machines, shapers, grinders, and metal saws. They should be able to set up and operate each of these machines to a major degree of accuracy.

The machinist fits and assembles parts to make and repair metal working dies, cutting tools, jigs, fixtures, gauges, and machinists' hand tools. They should be able to apply their knowledge of tool and die design and construction, shop mathematics, and properties of metal and machine operation to make them successful in the field. A machinist may be required to verify dimensions, alignments, and clearance using various measuring instruments such as dial indicators, gauge blocks, thickness gauges, and micrometers. Using a surface plate and height gauge, the machinist measures, marks, and scribes metal stock for machining.

The machinist may use hand tools, such as scrapers and abrasive stones, and power grinders to smooth flat and contoured surfaces, and fits and assembles parts into assemblies of mechanisms. In many cases, they are called upon to heat treat tools or parts.

CNC (Computer Numerical control) machining and computer aided manufacturing are the high-tech modern day methods of machining. The machine tool technology student at TCAT - Livingston is taught the skill of using these types of machines. Most jobs in the machine tool technology field now require a working knowledge of computer operated machines.

Job Opportunities

Machinist work from blueprints to select, set-up, and operate production metal machines to machine metals parts. Using their skills with machining tools and their knowledge of metals, machinists plan and carry out the operation needed to make machined products that meet precise specifications. Besides creating new parts, some machinists do maintenance work — repairing and making new parts for existing machinery. Most machinist work in small machining shops, tool and die shops, or in manufacturing firms that produce durable goods such as metal working and industrial machinery. Maintenance machinist are employed in many industries that sue production machinery.

Demand: Job opportunities will be good, as employers continue to have difficulties in attracting workers to machining and tool programming occupations. Many job openings will arise each year from the need to replace experience machinists and programmers who transfer to other occupations or retire.

Machine Tool Technology Certificates and Diplomas

Certificates

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

Diplomas

General Machinist	1296 HRS
Machinist 1	1728 HRS



Larry Tanner
Machine Tool Instructor

Manicuring

Mission

The mission of the Manicuring program is to provide training in the methods and materials of manicurist in order to meet the occupational needs of citizens of the College's service area who have an interest in this type of employment.

Course Description

The manicurist program specializes in the care, grooming and enhancement of the nails. It is designed to teach students the basic skills required for licensures from the Tennessee Board of Cosmetology. During the course students will be provided with knowledge in the sanitation of salons and equipment, anatomy, diseases and disorders of the nails and skin, manicuring and pedicuring procedures, nail artistry and artificial nail enhancements.



Overview

Manicurists and pedicurists typically do the following:

- Discuss nail treatments and services available
- Remove nail polish
- Clean, trim, and file nails
- Reduce calluses and rough skin
- Massage and moisturize hands (for a manicure) and feet (for a pedicure)
- Polish or buff nails
- Advise clients about nail and skin care for hands and feet
- Promote and sell nail and skin care products
- Clean and disinfect their work area and tools

Manicurists and pedicurists work exclusively on the hands and feet, providing treatments to groom fingernails and toenails. A typical treatment involves soaking the clients' hands or feet to soften the skin in order to remove dead skin cells. Manicurists and pedicurists apply lotion to the hands and feet to moisturize the skin. They also may shape and apply polish to artificial fingernails.

Job Opportunities

Employment of manicurists and pedicurists is projected to grow 13 percent from 2016 to 2026, faster than the average for all occupations.

Licensure

This program is designed to prepare students to take and pass the Tennessee Board of Cosmetology Licensing Examination for Manicuring.

Enrollment

Applicants must have a high school diploma or equivalent. For more information on enrollment, contact the school.

Manicuring Certificates and Diplomas

Manicurist Certificate

600 HRS

Nursing Aide

Mission

The mission of the Nursing Aide course is to provide trainees with the classroom theory and clinical skills essential in assisting the nurses in administering the bedside care of patients and preparing the student to sit for the licensing exam. This program may also provide supplemental training for persons previously or currently employed in this occupation. This program offers a broad foundation of knowledge and skills expanding the traditional role of the nursing assistant. Successful completion of the course qualifies the student to sit for the State of Tennessee's Nursing Aide Exam.



Course Description

A 120-hour training program designed to provide basic training for a Nursing Aide to function in a nursing home or health care facility, improve the quality of care, and to increase the positive perception of the nursing assistant. Working closely with patients, you are responsible for basic care services such as bathing, grooming and feeding patients, assisting nurses with medical equipment, and checking patient vital signs. Nursing Aides give patients important social and emotional support and also provide vital information on patient conditions to nurses. It is the intention of this program to motivate learning, encourage career development, and provide necessary skills for job opportunities. The conceptual framework of the Nursing Aide Program is centered on the federal and state regulations mandated by the Tennessee Department of Health. This program provides both clinical and classroom hours and prepares the student to sit for state certification testing.

Overview

Nursing Aides (Nursing Aides) provide intimate, hands-on healthcare to patients in medical settings, helping with bathing, dressing and the basic activities of life. A day in the life of a Nursing Aide might also include:

- Turning or repositioning bedridden patients
- Taking patients' temperature, blood pressure and other vital signs
- Answering patient calls
- Documenting patients' health issues and report to nurses
- Feeding patients, measuring and recording their food and liquid intake
- Cleaning rooms and bed linens
- Helping with medical procedures
- Dressing wounds

Job Opportunities

- Assisted Living
- Home Health
- Long-Term Care Facilities
- Hospital
- Hospice

Demand

Job growth for nursing assistants in general is expected to be at a rate of 21% over the 2012-2022 decade, according to the U.S. Bureau of Labor Statistics (BLS). This projected growth is faster than the average for all occupations and is expected to create 312,200 new positions by 2022. The BLS expects community rehabilitation services and home health services to have the best job opportunities, because government funding is expected to lead to less demand for these workers at nursing homes.

Upon completion, the graduate will be prepared with the necessary competencies and experiences to obtain certification and employment within the health care setting.

Nursing Aide Certificates and Diplomas

Nursing Assistant Certificate 120 hours

This program is offered at the Main Campus and the TCAT Livingston extension campus located in Cookeville.

Tennessee College of Applied Technology – Livingston at Cookeville Higher Education Campus.

1000 Neal Street
Cookeville, TN 38501

Patient Care Technology/Medical Assisting

Mission

The mission of the Patient Care Technology/Medical Assisting program is to provide training, knowledge, and skills needed to create compassionate and equipped Patient Care Technicians that are able to gain certification and employment in the medical field.



Course Description

The Patient Care Technology/Medical Assisting program is designed to provide the student with a thorough understanding of providing basic care, including providing direct bedside care to patients in a variety of settings. The PCT/MA is a multi-disciplinary technical assistive healthcare personnel. PCT's/MA's are educated to provide basic patient/resident care under the supervision or direction of a Physician, Advanced Practice Nurse, Registered Nurse, or Licensed Practical Nurse. The education shall be in an organized program with planned learning experiences in a logical sequence, including both theory and clinical.

Patient Care Technicians tend to ill and injured individuals under the supervision of doctors, nurses and medical professionals. Their duties include taking vital signs, collecting specimens, performing catheterization and assisting patients with eating, personal hygiene and grooming.

Overview

The Patient Care Technology program focuses on educating students in the following precepts*:

- Appropriate knowledge, understanding and skills to provide safe and competent practice in the delivery of healthcare utilizing classroom, lab and clinical experience.
- Principles of the patient care technician process in meeting specific patient needs in diversified healthcare settings.
- Accurate documentation
- Effective communication skills with patients, family, significant others and members of the healthcare team.
- Commitment to ethical/legal principles
- Accountability for actions
- Collecting blood specimens
- Assisting with daily activities like helping a patient bathe, dress, eat, walk, and get in and out of bed
- Skills to perform electrocardiograms
- Trained to provide care in a hospital as a Patient Care Technician or a long term care facility as a Certified Nursing Aid
- Ability to work efficiently in the clerical or clinical setting, as a medical assistant

Job Opportunities

According to the U.S. Bureau of Labor Statistics, employment of healthcare occupations is projected to grow 18 percent from 2016 to 2026, much faster than the average for all occupations, adding about 2.4

million new jobs. Healthcare occupations are projected to add more jobs than any of the other occupational groups. This projected growth is mainly due to an aging population, leading to greater demand for healthcare services.

Patient Care Technology / Medical Assisting Certificates and Diplomas

Certificates

Phlebotomy	186 hours
Nurse Aid	432 hours
Electrocardiogram	864 hours

Diplomas

Patient Care Technician	864 hours
Medical Assistant Diploma	1296 hours

This program is offered at the TCAT Livingston extension campus located in Cookeville.

Tennessee College of Applied Technology – Livingston at Cookeville Higher Education Campus.
1000 Neal Street
Cookeville, TN 38501

Pharmacy Technology

Mission

The mission of the Pharmacy Technology program is to prepare students to assist pharmacists in preparing and dispensing medication. Students will gain experience in prescription entry, IV preparation, sterile technique, inventory control duties, and customer service. Training also includes processing and maintenance of records, prescription filling, label generation, and other aspects of patient care. Clinical training is provided in various Pharmacy settings. Upon completion of training, students will be prepared to take the Pharmacy Technician Certification Exam (PTCE).



Course Description

This 12-month program is designed to provide training in the competencies required of a Pharmacy Technician. A Pharmacy Technician assists and supports licensed pharmacist in providing healthcare and medication to patients. Technicians must have a broad knowledge of pharmacy practice, skills, and techniques. Often, technicians are the first and last person a patient will interact with within the pharmacy. Because of this, communication skills and customer service are an integral part of training.

Overview

Pharmacy Technicians work under the supervision of a pharmacist. Due to the fast paced nature of pharmacy, technicians must be able to multitask, delegate, prioritize, and work independently without constant direction. Technicians must also be very flexible and have a desire to learn. New medications are released at a constant rate and information is always changing. Likewise, a technician's duties may change on a daily basis. Pharmacy is constantly evolving to meet patient needs and the staff must be prepared to evolve with it. Students will become knowledgeable in the practice of retail, hospital, and long term care facilities.

Pharmacy Technicians may fill many positions such as: Retail Technician, Nuclear Pharmacy Technician, IV Technician, Clinical Technician, Supervisory Technician, Insurance Billing Technician, Computer Support Technicians, and Instructors. Work setting include: Retail Pharmacies, Hospitals, Distribution Centers, Drug Wholesalers, Medical Insurance Companies, Drug Manufacturing Companies, and many more.

Job Opportunities

The job outlook for pharmacy technicians is superb. At present, the job is being redefined, moving away from lay clerical status to paraprofessional status involving education beyond high school, and in many cases, professional registration and certification. The estimated number of technicians is expected to grow significantly. Wages are also expected to increase. Hospitals and chain store pharmacies tend to have excellent benefit packages, including medical and dental plans, retirement plans, etc.

Demand: The estimated number of technicians is expected to grow significantly.

Enrollment

Applicants must have a high school diploma or equivalent. For more information on enrollment, contact the school.

Clinical affiliates of the Tennessee College of Applied Technology - Livingston require drug testing of each student enrolled in the Pharmacy Technology program before participating in training at clinical sites.

The State Board of Pharmacy requires background checks of all students before participating in clinical.

Pharmacy Technology Diploma.

Pharmacy Technician Diploma

1296 Hours

Power Line Construction and Maintenance Technology

Mission

The mission of the Power Line Construction and Maintenance Technology program is to provide students with the training to apply technical knowledge and learned skills to install, operate, maintain, and repair electric transmission and distribution lines. Students will also become familiar with electric underground cable design and installation.

Upon completion of this program, graduates will possess the necessary skills to work as a powerline worker for utility providers.



Fieldwork will include operating a digger derrick truck, setting poles, climbing poles, installing anchors and stringing conductors. Outside lab also involves installation of transformers and metering for overhead and underground distribution systems.

Course Description

This 6-month program is designed to provide training in the competencies required of a Power Line Construction technician. Students will learn to Explain basic electrical principles, explain the power grid and power delivery system, demonstrate skills in overhead/underground line construction, demonstrate competence in transformer connections and three-phase banks, explain transformer connections and construct transformer banks, explain the purpose and operation of substations (3 phase breakers, OCRs, primary metering using CTs and PTs, voltage regulators), all in an AC circuit, apply basic single phase and three phase metering, demonstrate competency in the use and application of Ohm's Law, develop safe work habits and an understanding of power line safety guidelines and principles, demonstrate safe and efficient operation of utility service vehicles (digger derrick and bucket truck), identify and utilize proper protective equipment, identify and utilize proper protective grounding equipment, explain and apply Occupational Safety and Health Administration (OSHA) rules and regulations for power line workers.

Overview

The Power Line Construction and Maintenance Technology Program is a six (6) month program that includes a CDL component as part of the class. This program is located at the Jackson County Instructional Service Center, 255 Devil Lane, Gainesboro, TN 38560.

Job Opportunities

The job outlook for power line maintenance technicians is good.

Demand: The estimated number of technicians is expected to grow significantly.

Enrollment

Applicants must have a high school diploma or equivalent. For more information on enrollment, contact the school.

Power Line Construction and Maintenance Technology Certificates and Diplomas

Certificates

Lineman Helper	432 Hours
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Diplomas

Electrical Line Worker	648 Hours
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Practical Nursing

Mission

The mission of the Practical Nursing program is to provide quality education in a positive learning environment which allows the student to acquire the basic skills needed to obtain licensure as a practical nurse and gain employment in the field.

Course Description

This Practical Nursing Program is designed to provide training in the competencies required of a Licensed Practical Nurse (LPN). All instructional units must be successfully completed for progression in the course. The course is 1296 hours and is 12 months in length with a diploma awarded after successful completion.



Careful consideration is given to the standards set by the Tennessee State Board of Nursing* in the development and upgrading of this program.

This program is designed to meet the needs of nurses employed in hospitals, nursing homes, home healthcare, etc. Applications are given to students after successful completion of the Compass exam. Classes are held at the TCAT -Livingston, with clinical sites designed to meet program requirements.

Preparation for licensure by the State Board of Nursing begins with the student's application process and continues throughout the year-long program.

Overview

The Practical Nursing program focuses on educating students in the following precepts*:

- Appropriate knowledge, understanding and skills to provide safe and competent nursing practice in the delivery of healthcare utilizing classroom, lab and clinical experience.
- Principles of the nursing process in meeting specific patient needs in diversified healthcare settings.
- Accurate documentation
- Effective communication skills with patients, family, significant others and members of the healthcare team.
- Commitment to ethical/legal principles
- Accountability for nursing actions
- Identification of emotional, cultural religious and spiritual influences on health.
- Adapted from the National Association for Practical Nurse Education and Service Website, "Standards of Practice and Educational Competencies of Graduates of Licensed/Vocational Nurses".

Job Opportunities

- Hospitals
- Long Term Care
- Home Health Agency
- School Nurse

- Physician's Office
- Dentist Office
- Industrial Nurse
- Private Duty
- (As well as other healthcare opportunities)

Demand

Employment of licensed practical and licensed vocational nurses is projected to grow 16 percent from 2014 to 2024, much faster than the average for all occupations. As the baby-boom population ages, the overall need for healthcare services is expected to increase. LPNs and LVNs will be needed in residential care facilities and in home health environments to care for older patients.

Enrollment

Applicants must be at least 18 years of age or older, have a high school diploma or equivalent, and pass the Compass exam. For more information on enrollment, contact the school.

Practical Nursing Diploma.

Practical Nurse Diploma**1296 Hours**

* The Tennessee State Board of Nursing reserves the right to deny licensure to anyone convicted of a crime within the last five years. Effective June 1, 2006, applicants requesting licensure in TN must obtain criminal background check and fingerprinting.

This program is offered at the Main Campus and the TCAT Livingston extension campus located in Cookeville.

Tennessee College of Applied Technology – Livingston at Cookeville Higher Education Campus.

1000 Neal Street
Cookeville, TN 38501

Transportation, Distribution, Warehousing and Logistics

Mission

The mission of the Transportation, Distribution, Warehousing and Logistics (TDWL) program is to give competency-based training to individuals in all aspects of TDWL that meet the occupational knowledge and skills for today's employment and job advancement.

Overview

The Transportation, Distribution, Warehousing, and Logistics (TDWL) program will educate and train students in key areas in the field of TDWL. The students in this program will acquire knowledge and proficiencies necessary to succeed in the field of TDWL. The program offers the student traditional and E-Learn curriculum along with hands on training that is necessary to keep pace with the rapid growth of technology in the field of TDWL. This program has three certificate exit points. With the completion of the three certificates a student can earn their TDWL diploma. This enables the student the flexibility to choose the path study he or she would like to take in this field. Students will have the opportunity after completion of a qualifying area of the curriculum to take the Manufacturing Skill Standards Council (MSSC) Certifications: Certified Logistics Associate (CLA), MSSC Certified Logistics Technician (CLT), MSSC Certified Forklift Technician (CFT) exams, Microsoft Office Specialist (Excel, Access and Outlook), Man-Lift and Reach Truck Certified, and become certified in warehouse and distribution center material handling equipment.



Certificates and Diplomas

Certificates

Inventory and Order Fulfillment Associate	432 Hours
Logistics and Distribution Specialist	864 Hours

Diplomas

Transportation and Supply Chain	1296 Hours
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Welding Technology

Mission

The mission of the Welding Technology program is to provide students with the fundamentals for success in the ever-changing welding industry. Providing access to the equipment, materials, metallurgical theory and sound hands-on instruction needed for entry-level employment in the welding field and its numerous facets.

Course Description

The Welding Technology program is designed to give the students the necessary classroom instruction, hands-on training and practical application needed for entry-level job performance. Knowledge of fundamental welding techniques and industry proven skills are gained by shop practice, student projects, and hands-on implementation. Oral instructions, written, and performance tests are given to measure the student's proficiencies.



Most instruction is given on an individual basis, thus allowing the student to progress at his/her own pace. Welding is a multi-faceted craft and each area of the state has specific processes and skills needed for their industry base. Instructors concentrate on specific area needs, and prepare students with the skills and knowledge necessary to succeed in any area of welding. American Welding Society (AWS) Certification testing is available for those that wish to pursue that option

Overview

Based on a completion average of 12 months, students will receive training in SMAW (Stick)GTAW (TIG), FCAW (Flux Core Wire) processes and GMAW in both Short-Arc and Spray-Arc transfer modes.

Training will include 1F (Flat), 2F (Horizontal), 3F (Vertical Uphill), and 4F (Overhead) welding positions. Groove welds for heavy plate in the 1G (Flat) and 3G (Vertical) positions.

Pipe welding using SMAW and GTAW in the 2G (Horizontal) and 6G (45 degree from Horizon) positions.

Training in flame cutting, plasma cutting (handheld), measurement tools (calipers/rulers) and competency training employing the use of a turntable welding positioner similar to those used in the pressure vessel industry.

Job Opportunities

Welders are employed in many industries such as construction, automotive, industrial automation, bridge building/infrastructure, ship building, aerospace industries, nuclear energy, manufacturing, public utilities, and the petroleum industry.

Demand

With an expected shortage of qualified personnel worldwide, the individuals with the skills and knowledge necessary can expect a secure future and financial security.

Welding Technology Certificates and Diplomas

Certificates

Shielded Metal Arc Welder	432 hours
Gas Metal Arc Welder	864 hours
Gas Tungsten Arc Welder	1296 hours

Diplomas

Combination Welder	1296 hours
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This program is offered at the Main Campus and the TCAT Livingston extension campus located in Cookeville.

Tennessee College of Applied Technology – Livingston at Cookeville Higher Education Campus.
1000 Neal Street
Cookeville, TN 38501

APPENDIX A

Operating Calendar

TENNESSEE COLLEGES OF APPLIED TECHNOLOGY

TCAT - Livingston

2020

SPRING TRIMESTER








January							February							March							April								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3	4						1													1	2	3	4
5	6	7	8	9	10	11		2	3	4	5	6	7	8	9	10	11	12	13	14		5	6	7	8	9	10	11	
12	13	14	15	16	17	18		9	10	11	12	13	14	15	16	17	18	19	20	21		12	13	14	15	16	17	18	
19	20	21	22	23	24	25		16	17	18	19	20	21	22	23	24	25	26	27	28		19	20	21	22	23	24	25	
26	27	28	29	30	31			23	24	25	26	27	28	29					30			26	27	28	29	30			
						19							19						17									17	

SUMMER TRIMESTER

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
								1	2	3	4	5	6														
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31						19						15							20			30	31				18

FALL TRIMESTER

September							October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
														1	2	3	4	5	6	7								
6	7	8	9	10	11	12		4	5	6	7	8	9	10								6	7	8	9	10	11	12
13	14	15	16	17	18	19		11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
20	21	22	23	24	25	26		18	19	20	21	22	23	24	25	26	27	28	29	30	31							
27	28	29	30					25	26	27	28	29	30	31														
						21						20																

 Student Holidays	 Student and Staff Holidays	 Administrative Closing Student/Staff	 Student Holidays/Inservice	 Training Days for the Month	 Beginning of Trimester	 End of Trimester
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Note: There must be 72 training days in each trimester.

APPENDIX B

Sample Sign-In Sheet

[illegible]

APPENDIX C

Tennessee College of Applied Technology - Livingston Floor Plan Numbering

The Floor Plan layout numbering for each building coincides with the campus map below.

Administration Building

- 101 Workforce Development Office
- 102 Conference Room
- 103 Director
- 104 Business Office
- 105 Director of Nursing
- 106 Cosmetology Nail Room
- 107 Men's Restroom
- 109 Custodial Closet
- 111 Women's Restroom
- 112 Cosmetology Clinic
- 113 Cosmetology Classroom
- 115 Nursing Classroom
- 116 Cosmetology Classroom
- 121 Student Services Reception
- 121A Student Services Coordinator
- 121B Records Office
- 121C Financial Aid Coordinator
- 122 Technology Foundations/Testing Center
- 123 Women's Restroom
- 125 Men's restroom

Left Shop Wing

- 201 Industrial Maintenance
- 203 Industrial Maintenance Lab
- 205 Concessions
- 207 Automotive Technology
- 209 Automotive Technology
- 211 Automotive Technology Classroom

Right Shop Wing

- 301 Multipurpose Room
- 303 Welding Technology Fabrication
- 305 Welding Technology
- 305A Welding Technology Classroom
- 305B Welding Technology Restroom
- 307 Machine Tool Technology
- 309 Machine Tool Classroom

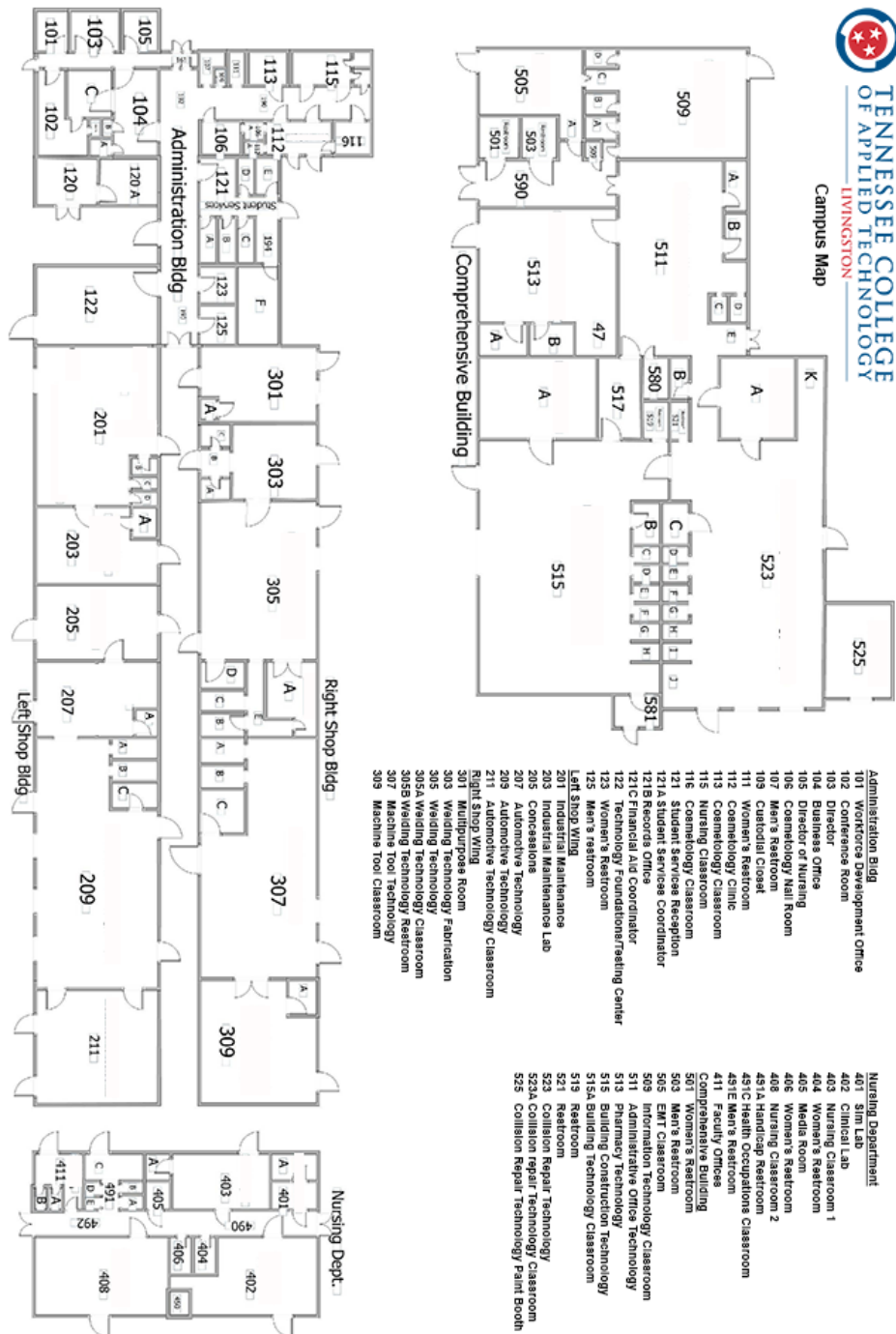
Nursing Department

- 401 Sim Lab
- 402 Clinical Lab
- 403 Nursing Classroom 1
- 404 Women's Restroom
- 405 Media Room
- 406 Women's Restroom
- 408 Nursing Classroom 2
- 491A Handicap Restroom
- 491C Health Occupations Classroom
- 491E Men's Restroom
- 411 Faculty Offices

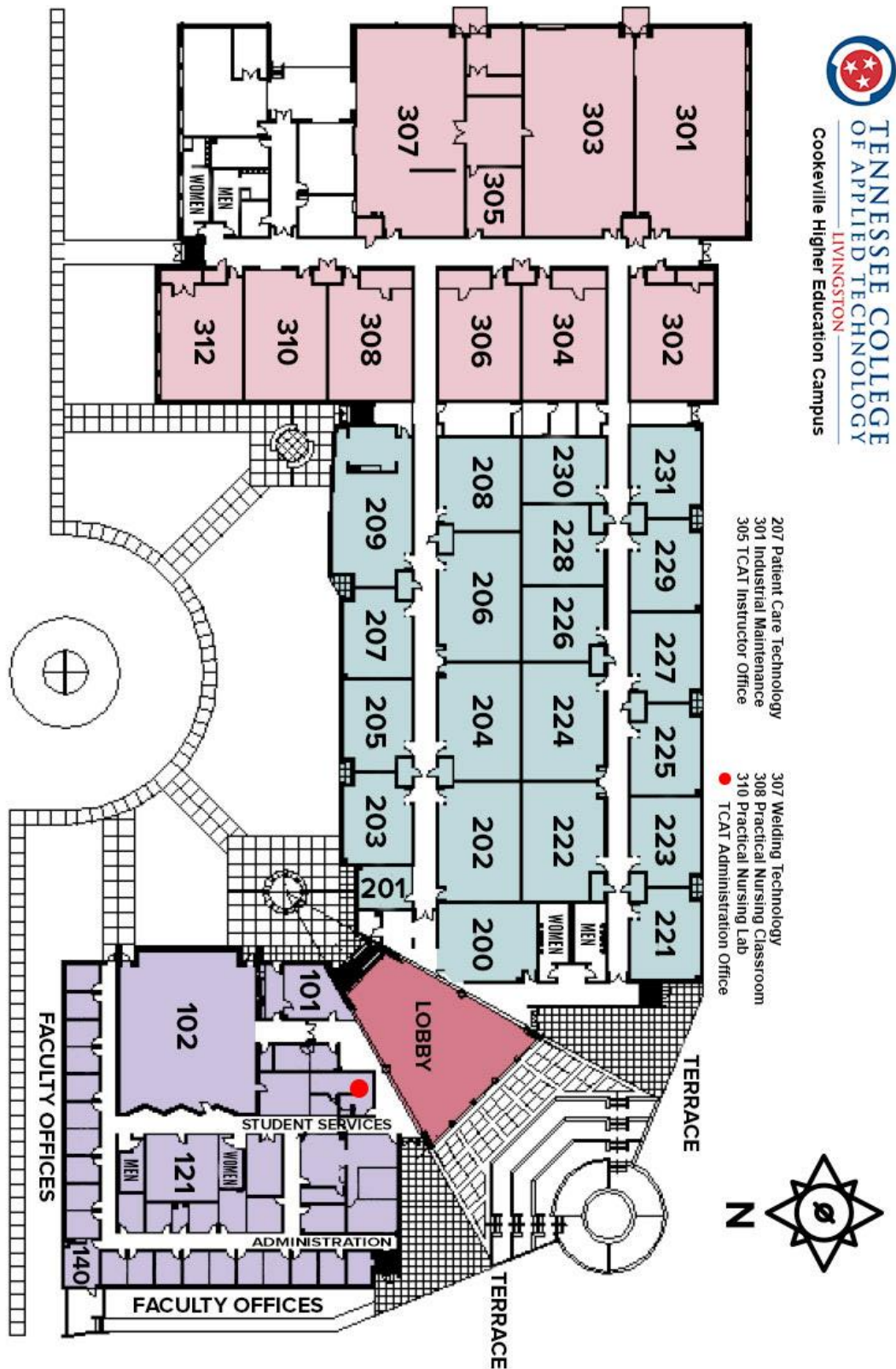
Comprehensive Building

- 501 Women's Restroom
- 503 Men's Restroom
- 505 EMT Classroom
- 509 Information Technology Classroom
- 511 Administrative Office Technology
- 513 Pharmacy Technology
- 515 Building Construction Technology
- 515A Building Technology Classroom
- 519 Restroom
- 521 Restroom
- 523 Collision Repair Technology
- 523A Collision Repair Technology Classroom
- 525 Collision Repair Technology Paint Booth

Campus Map



Cookeville Higher Education Center Map





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