



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
— ELIZABETHTON —

# Dual Enrollment Student Handbook 2023-2024



**“We Build Careers”**

**TCAT-Elizabethton**

## Locations

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### **Main Campus**

426 Highway 91 North  
Elizabethton, TN 37643  
423-543-0070

### **Herman Robinson Extension Campus**

1500 Arney Street  
Elizabethton, TN 37643  
423-543-0070

### **Instructional Service Center**

2533 N John B Dennis Hwy  
Kingsport, TN 37660  
423-543-0070

### **Mountain City Extension Campus**

290 Fairground Ln  
Mountain City, TN 37683  
423-895-8515

### **Boones Creek Extension Campus**

348 Christian Church Road  
Johnson City, TN 37615  
423-342-3969

## **Administration / Support- Dual Enrollment**

- 1.) Instructor (high school or college instructor)
- 2.) School Counselor
- 3.) Site Coordinators (if off high school campus)

**Casey Robbins**- Boones Creek (423) 342-3969 [casey.robbs@tcatelizabethton.edu](mailto:casey.robbs@tcatelizabethton.edu)

**Jeremy Bell**- ISC Kingsport (423) 342-3590 [jeremy.bell@tcatelizabethton.edu](mailto:jeremy.bell@tcatelizabethton.edu)

**Johnny Burleson**- Herman Robinson (423) 342-3993 [johnny.burleson@tcatelizabethton.edu](mailto:johnny.burleson@tcatelizabethton.edu)

- 4.) Coordinator of Dual Enrollment

**Gwen Widner**-Main Campus (423) 543-0070 [gwen.widner@tcatelizabethton.edu](mailto:gwen.widner@tcatelizabethton.edu)

- 5.) Vice President of Dual Enrollment, Accreditation, Instruction

**Dr. Richard Church** (423) 342-3529 [richard.church@tcatelizabethton.edu](mailto:richard.church@tcatelizabethton.edu)

## **Mission:**

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

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

## **Vision:**

To enhance the quality of life of:

- The individual Tennessee citizen
- The Tennessee family
- The local community

## **Welcome to the Tennessee College of Applied Technology-Elizabethton Dual Enrollment!**

Congratulations on enrolling at TCAT-E as a dual enrollment student. We are very excited you will be a dual enrollment student and hope that this will be a rewarding experience for you. Dual enrollment coursework allows students to earn high school credit and college credit upon successful completion of coursework. CTE dual enrollment coursework gives high school students the unique opportunity to earn college credit in the career field of their choice and enables them to explore potential career pathways for the future.

Dual enrollment courses may be offered at your high school during the normal school day by your high school instructor, or a TCAT instructor/ adjunct instructor. Students may also be in dual enrollment programs that require students to report to the main campus or extension campus sites in Kingsport, Arney Street, Boone's Creek, or Mountain City.

TCAT-E is committed to providing practical, low-cost, and high-quality education to high school students while accelerating their post-secondary education and opportunities. We hope you will take advantage of some of the many benefits our programs have to offer!

## Benefits

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- Complete a college education at an accelerated rate
- Allows for an easier transition into their college program of study
- Tennessee Student Assistance Corporation's (TSAC) Dual Enrollment Grant provides a cost-effective way for high school students to earn college hours for free

## Eligibility

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Eligibility and award information for the Dual Enrollment Grant at Tennessee Colleges of Applied Technology is available for review at:

<https://www.tn.gov/collegepays/money-for-college/tn-education-lottery-programs/dual-enrollment-grant.html>

Students who do not meet Dual Enrollment Grant eligibility requirements may still dual-enroll and pay tuition/fees out-of-pocket.

## Process

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**Dual Enrollment Application** :

[https://banss.tbr.edu/PROD\\_TCOV/bwskalog.P\\_DisplLoginNon](https://banss.tbr.edu/PROD_TCOV/bwskalog.P_DisplLoginNon)

**\*\*Fill out the TCAT Dual Enrollment Application Form Online Above**

**TSAC Student Portal** :

<https://www.tn.gov/content/tn/collegepays/tsac-student-portal.html>

**\*\*Fill out the TSAC Dual Enrollment Application Form Online on the TSAC Above**

For optimal performance, please use a browser other than Internet Explorer. Information provided by the student when creating an account and applying for scholarships online must be accurate. Failure to provide accurate information will cause a delay in determining your scholarship eligibility or potential loss of an award. You must know the following when creating a student portal account:

- **Student's First Name and Last Name – as it appears on the Social Security card**
- **Student's Social Security Number – as it appears on the Social Security card**
- **Student's Date of Birth**

- **Student's email address (if available) - THEC/TSAC strongly encourages students to provide a personal email address, rather than a school-issued email address.**

## **Dual Enrollment Programs**

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- **Administrative Office Technology**

The Administrative Office Technology program is designed to develop the skills and knowledge necessary for success in today's computerized office. Students are offered an opportunity to experience extensive hands-on training with up-to-date office equipment and computer software. Students also receive course work in math, English, filing, office procedures, and work simulations. Upon enrollment, students select an area of concentration from the following areas: Accounting, Administrative Assistant, Medical Administrative Assistant, or Legal Administrative Assistant.

Currently Offers (120) hours of Dual Enrollment for credit to finish the certificate or diploma at TCAT-E upon high school graduation.

- **Automotive Technology**

The aim of this program is to provide trainees with a thorough understanding of the methods of servicing and repairing automotive vehicles. Trainees are taught to use the proper factory-approved methods of servicing, repairing, and maintaining vehicles. Training includes learning to make proper diagnosis using test equipment, hand tools, special equipment, precision measuring tools, and service manuals and specifications.

Training in automotive technology is designed to give students skills and technical knowledge which will prepare them for entrance into the automotive field. Units of instruction include training in the National Automotive Technicians Education Foundation (NATEF) certified program, math, and the eight areas of A.S.E. certification: engines, electrical systems, climate control, engine performance, brakes, chassis, powertrains and transmissions.

Currently Offers (120) hours of Dual Enrollment for credit to finish the certificate at TCAT-E upon high school graduation.

Electrical Systems  
Snap-on Safety  
Snap-on Torque  
Snap-on Multi-Meter  
Snap-on Wheel Balance & Alignment  
Snap-on Scan Tool

- **Advanced Manufacturing Technology (Automation / Robotics)**

The mission of the Advanced Manufacturing Education Program is to increase the number of available skilled workers for existing and emerging manufacturing jobs, enhance worker skills,

knowledge in manufacturing technologies and processes, help improve the productivity of the regions manufacturing industry, increase manufacturer's global competitive advantage, and provide manufacturing related technical assistance to local business and industry.

Currently Offers (120) hours of Dual Enrollment for credit to finish the certificate at TCAT-E upon high school graduation.

- **Building Construction Technology**

Building Construction Technology is designed to provide basic knowledge and applicable skills necessary for individuals to work in the building construction industry. Instruction provided will assist students in obtaining certifications in various construction trades, i.e. carpentry, electrical, plumbing, and masonry.

Currently Offers (225) hours of Dual Enrollment for credit to finish the certificate at TCAT-E upon high school graduation or full Dual Enrollment at Kingsport campus.

- **Collision Repair Technology**

The automotive Collision Repair Technology program is designed to provide training in repairing damaged auto bodies and parts. This program is Automotive Service Excellence (ASE) certified and will prepare students to obtain individual certification. Students may choose to do general body and paint work and develop skills in many areas, or they may specialize in the areas in which they have the greatest ability and interest.

There are opportunities to learn many skills such as metal work, spray painting, welding, auto glass, and electrical systems. Collision Repair Technology is a self-paced program. Job opportunities are great as a Collision Repair Technician. A graduate could perform custom car work, become an estimator, a salesperson, shop manager, or be a business owner.

Currently Offers (120) hours of Dual Enrollment for credit to finish the certificate at TCAT-E upon high school graduation. It is also offered as a full dual enrollment at our Kingsport campus.

Electrical Systems  
Snap-on Safety  
Snap-on Torque  
Snap-on Multi-Meter  
Snap-on Wheel Balance & Alignment  
Snap-on Scan Tool

- **Computer Information Technology**

The CIT program at TCAT Elizabethton starts training in copper and fiber optic cabling each student will earn a Greenlee Certification in each. The 3D printing is a class on the basics using

Dremel 3D printers. Computer Fundamentals & MOS (Microsoft Office Specialist) and Nida are self-study courses. A+, Network+, and Security+ are a suite of CompTIA Certification prep courses to prepare the students to be entry level computer field service technician. The last trimester is an elective of the student's choice; MCSA, Ethical Hacking etc.

Currently Offers (120) hours of Dual Enrollment for credit to complete TIA A+ certification to finish the certificate at TCAT-E upon high school graduation.

- **Cosmetology**

The Cosmetology program provides the student with basic theory and clinical knowledge of the beauty industry through the use of approved textbooks, classroom instruction, and practical application with mannequins and live models.

Financial assistance will be available to students who qualify. The program also accepts Tennessee Promise and TCAT Reconnect scholarship grants, which offer two years of free tuition after all other financial assistance is applied.

Currently Offers (120) hours of Dual Enrollment for credit to finish the certificate at TCAT-E upon high school graduation. It is offered as a full dual enrollment program at the Boones Creek Campus.

- **Criminal Justice- Corrections Officer**

The Criminal Justice curriculum contains a broad range of courses design to equip jailers and guards with the knowledge and understanding of inmate processing, maintaining order in the jail and invoking disciplinary measures when necessary. In addition, a jailer may also perform cell searches for drugs and other contraband, inspect the facility for cleanliness and stand guard during exercise periods. This training program, which may be completed over two trimesters, provides jailers and guards with knowledge of emergency procedures, mental health and first aid, defensive tactics and use of force, ethics and legal issues, investigations and personal development, among other items.

Currently Offers (120) hours of Dual Enrollment for credit to finish the certificate at TCAT-E upon high school graduation.

- **Diesel Powered Equipment Technology**

The Diesel-Powered Equipment Technology Program provides students with practical experience in the repair and maintenance of diesel engines, fuel systems, electrical systems,

clutch and transmissions, hydraulics, drive-lines, axles, frame suspension, and diesel truck and tractor steering. Students receive instruction in diagnosing trouble and engine analysis. The fuel injection lab allows students to work on actual diesel vehicles.

Currently Offers (120) hours of Dual Enrollment for credit to finish the certificate at TCAT-E. Is offered as a full dual enrollment program at our Kingsport campus.

Electrical Systems

Snap-on Safety

Snap-on Torque

Snap-on Multi-Meter

Snap-on Wheel Balance & Alignment

Snap-on Scan Tool

Kubota Tech

- **Heating, Ventilation, Air-Conditioning, Refrigeration**

This program consists of classroom and shop learning experiences concerned with commercial chilling and freezing systems, including theory, application and operation of compressors; expansion and float b-valves; thermostats and pressure controls; diagnosing, over-hauling, and testing methods and procedures; charging and discharging systems with refrigerants; and testing hermetic units, relays and overload devices. Other learning experiences enable the student to become proficient in the installation, repair, and maintenance of commercial and domestic air conditioning systems. Included in the course is the theory and application of basic principles of conditioning of air; the operating characteristics of various units and parts; blueprint reading; the use of technical reference manuals; the diagnosis of malfunctions; and overhaul, repair and adjustment of units and parts, such as pumps, compressors, valves, springs, and connections; and the repair of electrical and pneumatic control systems.

Currently Offers (120) hours of Dual Enrollment for credit to finish the certificate at TCAT-E upon high school graduation.

- **Industrial Electricity**

This program provides students with basic theory, principles, practice, experiments, and real work experience. After completion of the basic electrical curricula, the student has the option of specializing in one or more of the following areas; Advanced Digital Electronics, Solid State Motor Control, Hydraulic/Pneumatics, and Programmable Logic Controllers.

Upon completion of the course of study for this program, a student can apply his or her knowledge to today's ever-changing technological advancements in residential, commercial, wiring industrial electricity, and electronics.



Currently Offers (120) hours of Dual Enrollment for credit to finish the certificate at TCAT-E upon high school graduation.

- **Meat Processing Technology**

The Meat Processing Technician curriculum contains a broad range of courses and competencies to prepare meat cutters, slaughterhouse technicians, meat processors, and meat processing managers to successfully work in commercial or private meat processing facilities. The curriculum is designed in a “backwards scaffold” beginning with training in retail processing and progressing to slaughter and facility management to best meet employer and industry needs. The curriculum includes safety and sanitation, handling, storage and preparation methods, USDA inspection procedures and fabrication of retail cuts, wholesale cuts, slaughter techniques, basic meat grading, animal handling and feeding requirements, and value added meat products. The training program which may be completed over three trimesters provides meat handlers, cutters, technicians, butchers, and processors with the necessary skills to manage a meat processing operation safely and efficiently and acquiring a nationally recognized HACCP certification.

Currently Offers (120) hours of Dual Enrollment for credit to finish the certificate/ diploma at TCAT-E upon high school graduation.

- **Millwright Skills**

This training program consists of classroom and "hands-on" learning experiences in the installation, alignment, and maintenance of all types of industrial equipment and machinery, using the latest technologies in troubleshooting, alignment, leveling and repairing. Instruction is given in blueprint reading, welding, industrial electricity, lubrication, pipefitting, and heating, ventilation and air conditioning in order to give the student multiple craft skills. The millwright skills graduate will have the knowledge necessary to acquire employment and develop a career in the construction/ maintenance fields.

This program is only offered at the main campus and a student must have transportation to get to and from class. It can be scheduled for (225) – (432) hours per trimester.

- **Phlebotomy Technology**

The Phlebotomy program includes theory and hands-on instruction over a trimester period. This course is designed for individuals who are interested in starting a career in the medical field, prospective patient care technicians, current nurses, or for individuals who desire to enhance personal skills. This is a comprehensive 432-hour course, including labs. This certificate program will assist students in preparing for the Phlebotomy Certification Exam. Prerequisites include a high school diploma or equivalent, CPR for the Health Care Provider Certification, and liability insurance. Students must be at least 18 years of age.

This program is only offered at the main campus and a student must have transportation to get to and from class. It can be scheduled for (225) – (432) hours per trimester.

- **Pipefitting and Plumbing Technology**

Pipefitting and Plumbing Technology is a competency-based training program that takes 1296 hours (12 months) to complete. Actual time is dependent upon the length of time it takes to achieve each competency. The individualized concept allows each student to progress at their own learning rate. The training program prepares students for an entry-level position as a pipefitter. Students will learn various pipe and welding fabrication techniques including interpreting blueprints and specifications; making detailed sketches for pipe and equipment fabrication and installation; cutting pipe using various hand or power tools; measuring, cutting with blades and torches; threading, grooving, bending, soldering, brazing, welding, assembling, joining; and installing pipes, valves and fittings.

Currently Offers (120) hours of Dual Enrollment for credit to finish the certificate/ diploma at TCAT-E upon high school graduation. It is also offered on the main campus and can be scheduled for (225) – (432) hours per trimester.

- **Welding**

Welding is a 12-month program that provides students with the basic techniques of the welding process common in industry. Instruction in operations such as flame cutting, grinding, metal preparation, the use of tools and equipment, related math, physical properties of metal, effects of heat thickness allowances, shrinkage, basic joint design, layout, and fabrication are provided.

The student will develop skills and knowledge in stick electrode (SMAW), gas welding, brazing, gas tungsten arc welding (GTAW), TIG and gas metal arc welding (GMAW), and MIG welding on ferrous and non-ferrous materials, including pipe, structural steel, plate, stainless steel, and aluminum.

Currently Offers (120) hours of Dual Enrollment for credit to finish the certificate/ diploma at TCAT-E upon high school graduation. This Dual Enrollment course also offers Dual Credit (120) hours that MAY be applied towards **Millwright Skills or Pipefitting Technology** programs.

## **Expectations of a TCAT-E Dual Enrollment Student**

- If you are enrolling at your high school, you will need to have a completed THEC Dual Enrollment Grant application and a TCAT-E Application completed before you are

approved to begin any class or program. You will participate in a mandatory orientation session with a parent/guardian prior to beginning the Dual Enrollment class.

- You will be required to demonstrate the characteristics of being motivated, dedicated, and committed to fully experience success in our dual enrollment programs and have the opportunity to acquire the most credit hours.
- Students recommended and accepted to TCAT-E dual enrollment programs must be in good academic and disciplinary standing as determined by their school administration.

## Disciplinary Policy

- Tennessee College of Applied Technology-Elizabethton, in the implementation of the Tennessee Board of Regents' (TBR) regulations pertaining to discipline and conduct of students, by affording a system of constitutionally and legally sound procedures, which provide the protection of due process law. TCAT-E has enacted policies, which are in compliance with TBR Policy 3:02:01:00, as well as state and federal law. All disciplinary procedures are communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, and manuals.
- **Classroom Misconduct.** The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general 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 affected only through appropriate procedures of the institution. An instructor shall notify his/her lead or administrator of any action regarding misconduct immediately following all incidents of classroom misconduct.
- When a student is temporarily removed in the high school setting, he/she will be immediately referred to designated high school disciplinary personnel and provided re-entry only with aforementioned personnel's written permission.
- **Disruptive Behavior.** An instructor has the right to temporarily remove a disruptive student from a classroom. Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from electronic or mobile devices.). Classroom misconduct includes other conduct prohibited in handbooks for specific programs of study.

- When a student is temporarily removed in the high school setting, he/she will be immediately referred to designated high school disciplinary personnel and provided re-entry only with aforementioned personnel's written permission.
- **Academic Misconduct.** Plagiarism, cheating, fabrication, 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. An instructor shall notify the Vice President prior to any action.
- **Non-Academic Misconduct.** This conduct may include, but is not limited to, hazing, bullying and/or noncriminal acts of violence. When a student is temporarily removed in the high school setting for non-academic misconduct including, but not limited to, hazing, bullying, and/or non-criminal acts of violence, he/she will be immediately referred to designated high school disciplinary personnel and provided re-entry only with aforementioned personnel's written permission.

## **STUDENT RIGHTS AND EXPECTATIONS**

Tennessee College of Applied Technology-Elizabethton embraces core values that guide the management and direction of the institution. These values are related to respect, responsibility, and responsiveness:

- **Respect** - We value respect and provide an environment of inclusiveness, cooperation, and diversity.
- **Responsibility** - We value responsibility and promote integrity, accountability, and excellence in teaching, learning, and services.
- **Responsiveness** - We value responsiveness and facilitate personal, professional, and economic growth.

Within this framework, all TCAT-E students have specific rights and, likewise, have specific responsibilities. TCAT-E's statements of student rights are in accordance with the Tennessee Board of Regents Policy 3:02:04:00 Student Rights and Freedoms.

## **Family Education Rights and Privacy Act (FERPA)**

January 1, 2023

Dear Dual Enrollment Student:

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that TCAT-E, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from higher education records. However, TCAT-E may disclose appropriately designated "directory information" without written consent, unless the student has advised TCAT-E to the contrary in accordance with TCAT-E procedures. The primary purpose of directory information is to allow TCAT-E to include this type of information from a student's

education records in certain college publications (such as an honor roll or other recognition lists, graduation programs, etc.). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent. If you do not want TCAT-E to disclose directory information from your education records without prior written consent, you must notify TCAT-E by completing a Non-Release of Directory Information form. This form is available in the Student Services Office. TCAT-E has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Diplomas, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- The most recent educational agency or institution attended
- Enrollment status

If you have any questions regarding the release of your information or FERPA, please feel free to call the Vice President of Dual Enrollment at 423.543.0070 or email [Richard.Church@tcatelizabethton.edu](mailto:Richard.Church@tcatelizabethton.edu)

## **TSAC Dual Enrollment Grant**

The Dual Enrollment Grant program is defined as a grant for study at an eligible postsecondary institution that is funded from net proceeds of the state lottery and awarded to students who are attending an eligible high school and who are also enrolled in college courses at eligible postsecondary institutions for which they will receive college credit.

The Dual Enrollment Grant program is funded by the Tennessee Lottery and administered by the Tennessee Student Assistance Corporation. This program provides opportunities for students to earn an initial technical credential or a semester of college credit free of tuition and fees, while still pursuing a high school diploma.

### **Dual Enrollment Grant Funding Requirements:**

1. A student qualifies to receive the Dual Enrollment Grant by meeting the admission requirements of the institution the student plans to attend and by applying for the grant as a

resident of this state as a high school junior or senior or after completing the 8<sup>th</sup> grade requirements if enrolled at a Tennessee College of Applied Technology.

2. Students may enroll at two-year or four-year eligible postsecondary institution and continue receiving the Dual Enrollment Grant for up to ten (10) lifetime courses by maintaining all eligibility requirements and achieving a minimum cumulative 2.0 GPA for all postsecondary semester courses attempted as a recipient of the grant.
  3. Students enrolled in a TN College of Applied Technology clock hour program may continue receiving the Dual Enrollment Grant by maintaining all eligibility requirements and achieving a minimum cumulative 2.0 GPA for up to 1296 clock hours.
  4. For students enrolled at a TN College of Applied Technology, the award amount for a dual enrollment course is the average tuition estimated annually by the TN Board of Regents for regular in-state tuition, plus an additional dual enrollment access fee of five (5%) of the average tuition.
  5. For students enrolled at 2-year and 4-year eligible postsecondary institutions, the per credit hour award amounts for the first five (5) dual enrollment semester hour courses is the average tuition estimated annually by the Tennessee Board of Regents at community colleges, plus an additional dual enrollment access fee of five (5%) of the average tuition.
- A. For a student's sixth (6<sup>th</sup>) through tenth (10<sup>th</sup>) dual enrollment semester hour courses, TSAC will determine the annual award per semester credit hour

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### **Eligibility**

To be eligible for the Dual Enrollment Grant program, a student enrolled in an eligible high school must be admitted to and enrolled in an eligible postsecondary institution. Institutional admission requirements will govern the initial grant eligibility of dual enrollment students. A student must be a Tennessee resident, as defined by regulations promulgated by the Tennessee Board of Regents under TCA §49-8-104.

To be eligible, the student must:

1. Have completed all the academic requirements of the 10th grade (high school sophomore) and be classified as an 11th grader (high school junior) or 12th grader (high school senior) by the student's high school; or have completed the 8<sup>th</sup> grade requirements and is enrolled in a TN College of Applied Technology.
2. Complete and submit the Dual Enrollment Grant application on-line by the deadline date as indicated below;
3. Meet admissions criteria for dual enrollment for the postsecondary institution to which the student will enroll as a dual enrolled student;
4. Enrollment at the postsecondary institution requires no minimum number of semester hours, no minimum high school GPA requirement, and no minimum ACT/SAT requirement.
5. Not have already received a high school diploma, revised General Education Development (GED) diploma or HiSET;
6. Be attending an eligible postsecondary institution. [Click Here](#) for listing.

### **Length of Eligibility**

A student's participation in the Dual Enrollment Grant program is limited to the remaining amount of time normally required to complete the high school diploma, from the time of initial participation in the program. The grant is available for the summer terms, prior to graduation from high school.

### **Credit Hours and Grade Average Determination Rule**

1. The grade point average is the numbered grade average calculated using a 4.00 grading scale, calculated to the hundredth decimal.
2. The postsecondary cumulative grade point average used to determine eligibility for a renewal of a Dual Enrollment Grant must be calculated by the institution the student is currently attending, utilizing its institutional grading policy and must be based on all credit hours attempted, except as otherwise provided in these rules.
3. Courses in which a student enrolls as an audit student for which no college credit will be received **cannot** be paid with a Dual Enrollment Grant award.
4. Students who obtain a grade change shall notify the Registrar's Office at the postsecondary institution within thirty (30) calendar days of the grade change. If the grade change makes the student eligible for a Dual Enrollment Grant, the student can be awarded retroactively in the current award year. If the grade change affects the student's eligibility from the previous award year, the award may be adjusted in the current award year.
5. Semester hours attempted under the Dual Enrollment Grant program grant shall not count toward the total semester hours attempted at postsecondary institutions for purposes of Tennessee HOPE Scholarship eligibility.

- Dual enrollment courses attempted while in high school **will not** reduce the student's HOPE Scholarship award amount in college.

6. The corresponding grades for the postsecondary credit hours taken as dual enrollment credits shall not be included in the postsecondary cumulative grade average for purposes of the Tennessee HOPE Scholarship program.

7. To be eligible for a Dual Enrollment Grant for any semester beyond the first semester of receipt, the student shall continue to meet all eligibility requirements for the grant and shall achieve a cumulative college grade point average of 2.00 for all postsecondary courses attempted while participating in the Dual Enrollment Grant program.

8. A student enrolled in a matriculating status at an eligible postsecondary institution shall qualify for an award payment for distance learning courses, participation in a co-op and internship programs, if all other eligibility requirements are met.

## Frequently Asked Questions

### **1. What is dual enrollment?**

Dual enrollment courses offer students an opportunity to earn college-level coursework while completing requirements for high school graduation.

### **2. Can dual enrollment students receive financial assistance?**

Yes, dual enrollment students may receive funding. All eligible dual enrollment students are encouraged to apply for the Tennessee Dual Enrollment Grant before the semester deadline. There is also additional financial assistance available for many CTE dual enrollment students.

### **3. One of my parents works for the State of Tennessee or for the Tennessee Board of Regents system. Will I receive a fee discount?**

Yes! Dependents of Tennessee State employees will receive a 25% discount on tuition, and TBR system employee dependents receive a 50% discount on tuition. You are responsible for completing and submitting the necessary fee discount forms.

### **3. If I need to withdraw from a course, what do I need to do?**

Contact your high school counselor. Students that fail to withdraw from their dual enrollment course following the proper college guidelines will receive a failing grade on their transcript.

### **4. Will TCAT-E dual enrollment courses transfer to other institutions?**

Many of our coursework hours transfer to another TCAT with a similar program. It is the student's responsibility to contact the college or university he/she plans to attend to ensure that the courses will be accepted at those institutions. Based on agreement with Northeast State and ETSU, many hours in specific programs will transfer to credit hours and students



may continue their education and work towards an Associate's Degree. If a student has specific questions concerning courses that commonly transfer, he/she should contact Student Services at 423.342.3964.

**5. Who teaches dual enrollment courses?**

All dual enrollment courses are taught by a TCAT-E instructor, or a qualified high school teacher that meets TCAT quality assurance guidelines.

**6. Are dual enrollment courses different from other similar courses offered on TCAT-E campuses?**

No, dual enrollment courses meet the same academic standards and quality as all other courses offered by TCAT-E.

**8. How are dual enrollment courses graded?** Dual enrollment courses are graded in accordance with criteria and standards established in the course syllabus.

**9. What do I need to do if I want to attend TCAT-E when I graduate to finish the full diploma program?**

Dual enrollment students wishing to continue taking TCAT-E courses after high school must complete a Traditional Student Application by going to:  
<https://tcatelizabethton.edu/apply/now>

**10. Are dual enrollment courses ever canceled?**

Yes, classes can be cancelled by the instructor for extenuating circumstances. If you are attending a Dual Enrollment class taught by a high school instructor, it will follow the schedule, including inclement weather, of the school system. If you are in a Dual Enrollment class at the main campus or extension campuses taught by a TCAT-E instructor, it will follow the schedule of TCAT, including for inclement weather.

**11. How do I access my final grades for my dual enrollment coursework?** Final grades are located in your MyTCAT account. Once you have logged into MyTCAT, you will select "Student," "Records," "Final Grades," and then choose the correct term.

**12. If I change schools mid-semester, can I continue taking my dual enrollment course(s)?**

If you are taking a dual enrollment course at your high school, you will not be able to continue in the course. If you are taking a course at a TCAT-E campus, you may be able to continue. Call Student Services at (423.342.3964) for more information.

## **Quick Contacts**

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**Admissions**

admissions@tcatelizabethton.edu

### **Financial Aid**

financialaid@tcatelizabethton.edu

### **Workforce Development**

workforce@tcatelizabethton.edu

### **Veterans Services**

veterans@tcatelizabethton.edu

## **ACCESSIBILITY SERVICES**

The Tennessee College of Applied Technology is committed to providing program access and accommodations for all academically qualified students with disabilities. This commitment is consistent with the College's obligation under Section 504 of the Rehabilitation Act of 1973 ("the Rehab Act") and the Americans with Disabilities Act of 1990 (ADA). Qualified students are defined as individuals who, with or without reasonable modifications and accommodations, meet the essential eligibility requirements for the program services and activities offered by the College. A disability is defined as a physical or mental impairment that substantially limits one or more of an individual's major life activities.

It is the responsibility of the student to initiate the process to request reasonable accommodations. Students seeking accommodations should contact the TCAT Disability Services Contact prior to their first trimester of enrollment, immediately upon the start of their program, or as soon as the need arises, and provide current medical documentation of their qualifying disability. Documentation should include, at a minimum, a written summary from a professional who is licensed to practice in the field appropriate for diagnosing and/or treating the disability in question.

After receiving a request for reasonable accommodation with appropriate medical documentation, the TCAT will engage in an interactive process with the student to determine appropriate and reasonable accommodation(s) in relation to the documented disability and program requirements. Reasonable accommodations will be determined on an individualized basis, through that interactive process, based on the nature of the student's disability and the nature of the academic program. Accommodations that would materially alter or waive educational program requirements and/or standards are not considered to be reasonable accommodations.

A request form for disability assistance is available by contacting the Disability Services Contact.

## **Disability Services Contact**

**Patricia Henderson**  
**Student Services Coordinator**  
[patricia.henderson@tcatelizabethton.edu](mailto:patricia.henderson@tcatelizabethton.edu)

## **MYTCAT AND D2L**

MyTCAT is the online student portal that allows access to D2L, your student e-mail account, final grades, unofficial transcripts, your class schedule, financial aid information, and much more. D2L is an online platform used to access online course work and submit assignments. D2L also allows students to communicate with their instructors.

## **GRANTS AND SCHOLARSHIPS**

### **DUAL ENROLLMENT GRANT**

The Dual Enrollment Grant program is defined as a grant for study at an eligible postsecondary institution that is funded from net proceeds of the state lottery and awarded to students who are attending an eligible high school and who are enrolled in college courses at eligible postsecondary institutions for which they will receive college credit. The Dual Enrollment Grant program is funded by the Tennessee Lottery and administered by the Tennessee Student Assistance Corporation. This program provides opportunities for students to begin working toward a college degree, while still pursuing a high school diploma.

### **CAREER READINESS SCHOLARSHIP**

The Career Readiness Scholarship is available to students who are residents of Sullivan or Washington counties, are taking CTE dual enrollment courses, and attend a public school within Sullivan or Washington counties (Sullivan East, West Ridge, Dobyons-Bennett, DB Excel, Cora Cox Academy, Tennessee High, Daniel Boone, David Crockett, or Science Hill). The scholarship will pay the tuition balance for any CTE courses not paid for or fully paid for by the Dual Enrollment Grant. Sullivan County residents are eligible by submitting proof of residency—a parent's/guardian's ID card, utility bill, car registration, or lease agreement that displays both name and current physical address.

### **THIRD PARTY SCHOLARSHIPS**

At times, high school CTE programs receive a surplus of funds and choose to offer scholarships for students in certain CTE dual enrollment courses at the high schools. Students whose high school CTE programs offer this scholarship will be notified in their welcome letters in July or

November. To determine if a scholarship is available for your CTE course, please contact the CTE Office at your high school.

## **INCLEMENT WEATHER POLICY**

All dual enrollment students taking courses at their high schools will follow their own school system's schedule. Homeschool students and those taking traditional TCAT-E courses at one of our main campus or an extension campus will follow TCAT's inclement weather policy. For the most current information about weather-related class cancellations and/or campus closings, please check the TCAT homepage. Students also have the option to sign up for the TCAT Alert system (Rave) and receive notifications via email and/or text message. Students may also monitor local TV and radio stations for announcements. When weather conditions are questionable, but classes are not cancelled, students should consider safety a primary factor in determining attendance. Note: Decisions that affect the regular schedule will be announced at approximately 6 a.m. for day classes and 4 p.m. for evening classes.

## **GRADING POLICIES AND PROGRESS STANDARDS**

Students are evaluated on skill and theory in each program during the academic term. Grade and attendance records are maintained as part of the student record.

Instructors shall have a course outline/curriculum that stipulates the customary length of time for a module of study. Instructors shall consult with their advisory committees on their course outline/curriculum. Instructors shall communicate their program's specific pace/progress schedule to every incoming student.

Since all occupational training offered in the college involves technical knowledge and occupational and employability skills, students are encouraged to apply themselves to achieve success in their chosen vocational objective.

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## **Student Progress**

A. Evaluations of student achievement toward a program's identified occupational competencies are recorded for each student at the end of 432 hours of instruction that comprise a term. Those evaluations shall be based on the following scale of progress:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 0 – 59
- P = Pass

- CONT = Continuing/Incomplete
- W = Withdrew

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

- I. Skill Proficiency
- II. Theory/Related Information

## **Worker Characteristic Grading (Work Ethic Program)**

The U.S. Department of Labor estimates that 80 percent of workers who lose their jobs do so not because of lack of occupational skills, but because of poor work ethics. The mission of technical education is to provide business and industry with trained workers who possess both strong occupational skills and good work habits.

Business and industry leaders have identified essential worker characteristics that should be taught and practiced to help develop a viable and effective workforce.

The ten worker characteristic traits identified are:

- |               |                          |
|---------------|--------------------------|
| 1. Attendance | 6. Productivity          |
| 2. Character  | 7. Organizational Skills |
| 3. Teamwork   | 8. Communication         |
| 4. Appearance | 9. Cooperation           |
| 5. Attitude   | 10. Respect              |

The Tennessee College of Applied Technology has incorporated a worker characteristic course focusing on the worker characteristics to be taught each term. These sessions are conducted throughout the term, depending on the class schedule. Each student will receive a worker characteristics course grade, which will be recorded on the student's transcript.

## **Tennessee Board of Regents Policies (TBR) & Guidelines for TCAT's**

Select Tennessee Board of Regents policies are located here for convenience; however, a complete listing of policies and guidelines may be found at <http://www.tbr.edu/policies/default.aspx?id=1166>.

**Instructional Projects: TBR Guideline Tennessee College of Applied Technology - 010**

<https://policies.tbr.edu/guidelines/instructional-projects-colleges-applied-technology>

**Procedures for Grievances by Students: TBR Guideline Tennessee College of Applied Technology - 023**

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

Complaints regarding accreditation can be made by contacting the Council on Occupational Education. The Tennessee Colleges of Applied Technology are accredited by the Council on Occupational Education. The Council on Occupational Education is located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, phone: 800-917-2081 (toll-free); website [www.council.org](http://www.council.org).

**Academic Retention and Readmission at the Tennessee Colleges of Applied Technology: TBR Policy 2:03:01:05**

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

<https://policies.tbr.edu/policies/academic-retention-and-readmission-tennessee-colleges-applied-technology>

**General Policy on Student Conduct & Disciplinary Sanctions: TBR Policy 3:02:00:01**

<https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions>

**Student Due Process Procedure: TBR Policy 3:02:01:00**

<https://policies.tbr.edu/policies/student-due-process-procedure>

**Sex Discrimination and Sexual Harassment: TBR Policy 6:02:00:00**

It is the intent of the Tennessee Board of Regents that the institutions under its jurisdiction shall fully comply with Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act and Regulations issued pursuant thereto (45 C.F.R. Parts 83 and 86). This policy and procedure is adopted by the Board to assist the institutions in such compliance.

See also:

TBR Policies [6:01:00:00](#) & [6:03:00:00](#) (recited above in this Handbook).  
[TBR Guideline P-080, Complaint & Investigation Procedure.](#)

<https://policies.tbr.edu/guidelines/discrimination-harassment-complaint-investigation-procedure>

**Freedom of Speech and Expression: TBR Policy 1:03:02:60**

<https://policies.tbr.edu/policies/freedom-speech-and-expression>

This policy reflects the commitment of the Board of Regents and the institutions it governs to freedom of speech and expression for all students and all faculty.

**Fees and Refunds: TBR Guideline Tennessee College of Applied Technology -080**

<https://policies.tbr.edu/guidelines/fees-and-refunds>

This guideline complements and implements provisions of Guideline B-060 (Fees, Charges, and Refunds), relative to the Tennessee College of Applied Technology. All provisions of B-060 shall otherwise remain in effect for the Tennessee College of Applied Technology. The purpose of this Guideline is to ensure uniform administration of fees and refunds at the Tennessee College of Applied Technology and to establish related procedures between the Tennessee College of Applied Technology and Lead Institutions.

**Student Scholarships, Grants, Loans & Financial Aid Programs: TBR Policy 3:04:01:01**

<https://policies.tbr.edu/policies/student-scholarships-grants-loans-financial-aid-programs-tennessee-colleges-applied>

This policy covers the establishment of and participation in student scholarship and financial aid programs by Tennessee Colleges of Applied Technology.

**Traffic and Parking: TBR Policy 7.05.00.00**

To facilitate and regulate the safety and orderly operation of motor vehicles on TBR institution property or institution-controlled property and to provide parking facilities for their operation within the limits of available space.

<https://policies.tbr.edu/policies/traffic-and-parking>

**Uniform Procedures for Cases Subject to the Uniform Administrative Procedures Act :  
6476**

<https://policies.tbr.edu/policies/uniform-procedures-cases-subject-uniform-administrative-procedures-act>

The purpose of these procedures is to provide a basis for uniform procedures to be used by institutions governed by the Tennessee Board of Regents, for the hearing of cases which may be subject to T.C.A. § 4-5-101 et seq.