

Policy Name:	Academic Retention
TBR Policy Number:	2:03:01:05
TCAT-D Policy Number:	AA-103
Effective Date:	March 3, 2016
Date of Last Revision:	March 3, 2016
Functional Area:	Academic Affairs

Academic Retention and Readmission at the TCATs

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 retention procedures are specified:

1. Student 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.

a. 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 be referred to Student Services for counseling. Counseling hours must be prorated for all part-time students and full-time students enrolled for less than a full term.

b. 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. Suspension hours must be prorated for all part-time and full-time students enrolled for less than a full term.

c. A student is considered tardy if not in the classroom at the designated time for class to start.

- 5 tardies - documented warning by instructor

- 6 tardies - documented probation by designated authority

- 7 tardies - referred to the President

d. An attendance record for each student is maintained in the school office.

2. Student Progress

a. This policy provides minimum criteria for evaluating student achievement relating to identified occupational competencies, in compliance with this policy, to define retention standards of the institution.

b. Evaluations are recorded for each student at the end of 72 days of instruction that comprise a term. Those evaluations include the following scale of progress:

A = 93 - 100 B = 85 - 92 C = 77 - 84 D = 70 - 76 F = 0 - 69

c. The term grade report will reflect each student's progress in the following categories:

Skill Proficiency, Related Information, Worker Characteristics

d. A student must maintain a "C" or better average for the 72 day period of instruction. Failure to do so will result in suspension at the end of the term.

3. Readmission from Suspension

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:

a. Assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension and

b. Assessment of the likelihood that the readmitted student may succeed in pursuing his or her training objective.

4. Exceptions

a. In individual cases of extenuating circumstances the President may make exceptions to suspension due to absences. Such exceptions should be fully documented.

b. Additional retention standards for specific programs may be maintained by the school pursuant to accreditation or licensing requirements.

TBR Meeting, September 30, 1983; Revised: TBR Meeting, June 30, 1989; Revised: TBR Meeting, September 29, 1995; TBR Meeting, September 22, 2000; Revised: TBR Meeting, September 30, 2005; Revised: TBR Meeting, September 29, 2006.