THE COLLEGE

Tidewater Community College, founded in 1968, is one of 23 two-year colleges that make up the Virginia Community College System (VCCS). Serving the cities of Chesapeake, Norfolk, Portsmouth, Virginia Beach, and portions of Suffolk, the college offers a comprehensive range of programs designed to meet the educational and training needs of the people it serves. Programs of study lead to associate degrees or certificates; they include the first two years of university-parallel instruction and over 140 career and technical programs. The college also offers both credit and non-credit continuing education and special workforce training programs. TCC is the largest provider of higher education and workforce development services in Hampton Roads, enrolling about 45,000 students annually – the second largest undergraduate student body in the Commonwealth of Virginia.

TCC has grown from a single location to four campuses, as well as district administrative offices, a regional visual arts center, a regional automotive center, a historical theater, a regional health professions center, an advanced technology center, and a regional workforce development center. Classes are also offered at other off-campus locations such as military installations.

TCC’s central offices are located in the Joseph N. Green, Jr. District Administration Building at 121 College Place, Norfolk. The facility houses the Office of the President and the offices of Student Learning and Academic Services, Student Success and Enrollment Management, Administrative Services, Development and the TCC Educational Foundation, Financial Services, Information Systems, Institutional Advancement, and Institutional Effectiveness. Within those offices are the college’s central administrative staff in the functional areas of accounting & payroll, educational technology, emergency preparedness, facilities, grants & sponsored programs, human resources, instructional resources, purchasing, safety & security, student records, and the Women’s Center.

TCC’s Regional Workforce Development Center, located in northern Suffolk, provides training, education, assessments, and services for area businesses to enhance their success.

TCC campuses now feature student centers, which provide offices and meeting space for student groups and clubs, cafes, fitness equipment and recreation. Licensed child care is offered on all campuses in partnership with the YWCA of South Hampton Roads.

TCC HISTORY

The college’s original location, formerly the site of Frederick College, was donated to the Commonwealth of Virginia by Fred W. Beazley and the Beazley Foundation. It opened in the fall of 1968 and became the site of the Portsmouth Campus. Overlooking Hampton Roads harbor, the campus was located in what eventually became northern Suffolk. The Fred W. Beazley Portsmouth Campus moved to the Victory Village section of the city in 2010.

Portsmouth Campus: A statewide bond referendum in 2002 provided initial funding to relocate the Portsmouth Campus from northern Suffolk into the city of Portsmouth to better serve the educational needs of the city and the region while maintaining the comprehensive programmatic offerings of the campus. The Fred W. Beazley Portsmouth Campus consists of three academic and administrative buildings with state-of-the-art technology, instructional labs, and equipment designed to provide a learning-centered environment. It is also the home of the Beazley School of Nursing. Its student center opened in 2013.

The TCC Visual Arts Center, part of TCC’s Portsmouth Campus, is located in historic Olde Towne Portsmouth. It is Virginia’s first community college center dedicated solely to arts and art education. The state-of-the-art facility offers degrees in Graphic Design and Studio Arts, and includes a roof top glassblowing studio, classroom studios, MAC laboratories, a Books and Images Library, the Belle B. Goodman and Michael F. LaBouvé Galleries, and the Anne S. Iott Permanent Art Collection.

Virginia Beach Campus: In 1971, TCC established the Virginia Beach Campus in temporary quarters on Camp Pendleton, a state military installation. After the City of Virginia Beach donated land to TCC, a permanent campus opened in 1974 at the city’s geographical center. Seven academic buildings, each named for a borough of Virginia Beach, house academic programs, administrative offices, and student services. Recent additions to the campus include the Advanced Technology Center, the Science Building, the Regional Health Professions Center, and the Center for Military and Veterans Education. The Joint-Use Library, a partnership with the City of Virginia Beach, and a student center opened in 2013.

Chesapeake Campus: The Chesapeake Campus was established in 1973, when the City of Chesapeake purchased and donated the former Chesapeake College site to TCC. The campus is located between the communities of Great Bridge and Deep Creek. The George B. Pass Building houses academic programs, administrative offices, laboratories, student services, and a library. The Marian P. Whitehurst Technology Center houses academic programs, administrative offices, laboratories, and a conference center. A new Academic Building opened in 2013, and the student center opened in 2014.
A state-of-the-art Regional Automotive Center, located in the Oakbrooke Business and Technology Center, is part of the Chesapeake Campus. It opened for classes in 2008. As the only high tech educational facility for the automotive industry in Hampton Roads, the center includes classrooms, instructional laboratory bays, and an automotive “showroom” area.

**Norfolk Campus:** The Norfolk Campus opened in January 1997 as a part of the city’s downtown revitalization. The Martin Building, donated by the heirs of Alvah H. Martin, houses a library, classrooms, and faculty and administrative offices. The Mason C. Andrews Science Building houses the Ada R. Michaels Student Services Area, laboratories, classrooms, and faculty offices. The Stanley C. Walker Technologies Building houses computer laboratories, classrooms, and faculty offices. The TCC Jeanne and George Roper Performing Arts Center houses classrooms, computer laboratories and a restored 1926 theater that seats over 800. The award-winning student center opened in 2011.

**TIDEWATER COMMUNITY COLLEGE MISSION STATEMENT**

Tidewater Community College provides collegiate education and training to adults of all ages and backgrounds, helping them achieve their individual goals and contribute as citizens and workers to the vitality of an increasingly global community.

Commitments that inform the mission:

- Open access to high-quality, affordable education to prepare students for transfer to a four-year baccalaureate institution, as well as for entry or advancement in the workforce.
- Cultural diversity as a critically important strength for students to meet the changing needs of a pluralistic, democratic society.
- Lifelong learning to heighten the awareness of students to multiple paths for achievement, while helping them pursue the choices most conducive to their individual needs.
- Partnerships and proactive responsiveness to develop cutting-edge programs that meet the changing needs of students and industry, while contributing to the economic, civic and cultural vitality of the region, the Commonwealth, the nation, and the international community.
- A comprehensive range of programs and services recognized for excellence by leaders of business, industry, and government, and by educators in K-12 education and four-year colleges and universities.

**ACCREDIATION AND GOVERNING BOARD**

Tidewater Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tidewater Community College.

The State Board for Community Colleges governs TCC, a member institution of the Virginia Community College System. The State Board approves the college’s associate degrees and certificates. The Tidewater Community College Board approves the college’s career studies certificates.

**Certain curricula of the college are accredited by specialized accrediting organizations. They include the following:**

- The Automotive Technology programs (general automotive, Mopar CAP, Honda PACT, and Toyota T-TEN): accredited by the National Automotive Technicians Education Foundation (NATEF).
- The Culinary Arts program: accredited by the American Culinary Federation’s accrediting commission.
- The Funeral Service program: accredited by the American Board of Funeral Service Education.
- The Health Science programs: accredited by the Accreditation Council for Occupational Therapy Education, the Commission on Accreditation for Health Informatics and Information Management Education, the Commission on Accreditation in Physical Therapy Education, the Joint Review Committee on Education in Diagnostic Medical Sonography, the Joint Review Committee on Education in Radiologic Technology, the Committee on Accreditation for Respiratory Care, the Accreditation Commission for Education in Nursing, the Virginia Board of Nursing, and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

**COLLEGE GOVERNANCE**

The collegial governance of Tidewater Community College is founded on the belief that the internal constituencies of the institution—administration, faculty, classified employees, and students—are to be genuinely represented and have a meaningful voice in the decisions affecting the operation, policy development, and strategic planning of the college. The purpose of the TCC governance structure is to define the roles that board members, administrators, faculty, classified staff, and students should play in shared responsibility and cooperative action. The design of the governance system adheres to two basic operating principles—that people’s time is a precious commodity that should not be wasted, and that people do their best work when there is a high expectation that their work will matter.

Mutual trust, good faith, support, and commitment to the institution and its students are essential to the success of shared
governance. Because shared governance is intended to serve the entire college, it is incumbent upon all constituent groups, committees, and task forces to ensure that representation from all areas of the college is fair, timely, and inclusive.

For further information on college governance, visit the college website at www.tcc.edu, search keyword: governance.

TIDEWATER COMMUNITY COLLEGE EDUCATIONAL FOUNDATION, INC.
The Tidewater Community College Educational Foundation, Inc. accepts contributions and gifts that support the college, its programs, and its students. The Foundation is incorporated in the Commonwealth of Virginia and is approved by the Internal Revenue Service as a nonprofit, tax-exempt charitable organization.

Gifts and contributions to the foundation are tax deductible for the donor and can be made in the form of cash, negotiable securities, equipment, facilities, supplies, real estate, or buildings. Donors can designate the foundation as part of their estate planning and/or as a beneficiary in insurance policies; they may also establish memorial funds through the foundation on behalf of individuals and families.

TIDEWATER COMMUNITY COLLEGE ALUMNI ASSOCIATION
The TCC Alumni Association provides a lifelong connection to the college for those who have advanced their careers or begun the work toward a bachelor's degree since 1968. The more than 500,000 people who have studied at TCC are all eligible for membership in the Alumni Association, and the more than 100,000 individuals who have received a degree or completed over 24 credit hours are automatically included on its rolls. Founded in 2010, the Association is led by a board of directors, including ten honorary members who hold positions of distinction in local and state government. For more information, visit www.tidewateralumni.org.

VIRGINIA TIDEWATER CONSORTIUM
Tidewater Community College is a member of the Virginia Tidewater Consortium for Higher Education. For further information, contact Enrollment Services or visit www.vtc.edu.edu.

PROGRAMS
As a comprehensive institution of higher education, Tidewater Community College offers transfer and career/technical programs generally extending no longer than two years beyond the high school level.

CAREER AND TECHNICAL EDUCATION DEGREES AND CERTIFICATES
Career and technical education degree, certificate, and career studies certificate programs prepare students for employment. These programs are designed to meet regional demand for technicians, paraprofessionals, skilled craft workers, and specialized office workers in industry, business, government, and other professional fields. These programs normally require two years or less of training beyond high school to prepare students for success in meeting the demands in agriculture, business, engineering, health and medicine, industry, service, and other technical and occupational fields. Students may access gainful employment consumer information for each certificate and career studies certificate program offered by the college at http://www.tcc.edu/welcome/collegeadmin/OIE/Ge/GainfulEmployment.htm.

Associate of Applied Arts degrees (A.A.A.) and Associate of Applied Science degrees (A.A.S.) are awarded to students majoring in one of the curricula with an emphasis on career and technical coursework. Students pursuing these degrees may plan to seek full-time employment immediately upon graduation from college.

Certificates are awarded to students who complete career and technical education curricula consisting of a minimum of 30 semester credit hours in occupational areas.

Career Studies Certificates are awarded to students who complete career and technical education curricula consisting of 9-29 semester credit hours in occupational areas.

COLLEGE TRANSFER DEGREES
The college transfer degrees include first-year and second-year courses in arts and sciences and pre-professional programs designed to meet standards acceptable for transfer to baccalaureate (four-year) degree programs. TCC transfer courses are designed to be equivalent to those offered at four-year institutions to ensure maximum transferability.

Associate of Arts degrees (A.A.) are awarded to students majoring in liberal arts who may plan to transfer to a four-year college or university after completing their community college program.

Associate of Science degrees (A.S.) are awarded to students majoring in specialized pre-professional programs or programs with a heavy emphasis on general education coursework who may plan to transfer to a four-year college or university after completing their community college program.

The Certificate in General Education program offers students an opportunity to combine courses to meet a subset of lower-level general education requirements needed at a four-year college or university. This program is not intended to meet all lower-level general education requirements and federal financial aid cannot be used for this program.
STATE POLICY ON TRANSFER
In 1991, the State Council of Higher Education for Virginia (SCHEV) and the Virginia Community College System (VCCS) adopted the State Policy on Transfer to ensure transferability of the Associate of Arts and Associate of Science degrees from community colleges. Graduates of TCC’s A.A. and A.S. degrees who are accepted into baccalaureate degree programs can expect to be classified as juniors and to have met lower-level general education requirements at public four-year colleges and universities in Virginia. Details on the state transfer policy are available at www.schev.edu.

Note: While TCC’s Associate of Science degree in General Studies may be transferable to many four-year institutions, the flexible design of the program is not intended to ensure the same ease of transferability as the other transfer degrees.

GUARANTEED ADMISSION AND ARTICULATION AGREEMENTS
Tidewater Community College works with baccalaureate degree-granting institutions to develop articulation agreements to assist TCC students in their transfer. The VCCS also negotiates guaranteed admission agreements (GAA) with four-year institutions. These agreements guarantee admission to qualified students enrolled in any community college in the VCCS.

GAA and articulation agreements apply only to graduates of the degrees designated in the agreements. Students interested in transferring to a four-year institution prior to completing associate degrees must apply through the transfer institution’s competitive admissions process, and transferability of course work will be evaluated on a course-by-course basis.

To review these agreements, visit TCC’s website at www.tcc.edu, search keywords: articulation agreement. Additionally, students are advised to consult frequently with advisors or counselors for the most accurate information on transfer and articulation.

TWO-YEAR COLLEGE TRANSFER GRANT
The Two-Year College Transfer Grant Program (CTG) was enacted into law in Virginia in 2007. Under this program, qualified students who complete their associate degrees at Virginia two-year public colleges and then transfer to participating Virginia four-year colleges or universities may receive the CTG award.

For more information, go to www.schev.edu (click on Financial Aid) or the Financial Aid office at your intended four-year transfer institution. Additional information is available from the Virginia Education Wizard at www.vawizard.org/vccs/Transfer.action.

INTERNATIONAL STUDY ABROAD
The International Programs Office coordinates a number of activities that both enhance curriculum and prepare students for a culturally diverse, technologically engaged, and interdependent world. In addition, students have a variety of opportunities during the summer or semester break to study abroad. Additional information is available at www.tcc.edu, search keywords: study abroad.

DEVELOPMENTAL STUDIES
Developmental courses prepare students for admission to the college’s various programs by helping them develop the basic skills and understanding necessary to succeed in college-level courses. Placement testing determines whether students are required to enroll in developmental courses.

ENGLISH AS A SECOND LANGUAGE (ESL)
TCC offers an extensive ESL program consisting of four levels: Intermediate I and II, advanced, and bridge.

CONTINUING EDUCATION
Continuing Education programs make lifelong learning possible for residents of the college’s service area. These programs include credit and non-credit courses and are offered during day, evening, and weekend hours. For additional information, go to www.tcc.edu/wd.

WORKFORCE SOLUTIONS
Tidewater Community College offers training programs and courses for business, industry, and government clients to ensure their employees have the right knowledge and skills for optimum job performance. TCC’s workforce development programs assist businesses in retaining valuable associates by offering courses at the college’s or client’s on-site location. In addition, the college’s business, industry and government training centers offer customized training, as well as traditional credit courses, certification programs, collaboration services, teleconferencing, and other business-essential services. Call (757) 822-1234 for additional information.

REGISTERED APPRENTICESHIP PROGRAMS THROUGH TCC
TCC is a provider of Apprenticeship Related Instruction (ARI) for students participating in employer-sponsored registered apprenticeship programs. Sponsored programs can range in length from three to five years. In addition to TCC’s long-standing program with the Norfolk Naval Shipyard, TCC’s Apprenticeship Coordinator works with more than 50 sponsors to develop curriculum programs and monitor course offerings and student progress. After completing ARI course work through TCC and on-the-job training provided by the registered employer/sponsor, the apprentice is awarded the journeyman certificate by the Virginia Department of Labor and Industry. For additional information about specific application periods and the programs and types of courses offered through TCC, call (757) 822-1122 or contact the apprenticeship office at (757) 822-1172.
ADMISSION TO THE COLLEGE

GENERAL ADMISSION

Individuals are eligible for admission to Tidewater Community College if they are high school graduates or the equivalent, or if they are 18 years of age or older and are able to benefit academically from study at the college, as demonstrated by assessment in reading, writing, and mathematics. Applicants 18 years of age or older who have not earned a high school diploma or GED, or who received a “Special Diploma” or “Certificate of Completion” from a Virginia public high school, may be admitted if they meet minimum assessment scores in reading, writing, and mathematics. Minimum scores are accessible from the college’s website at http://www.tcc.edu/students/admissions/ATB.htm.

Individuals may submit applications in person, by mail, or online at www.tcc.edu. TCC advises all prospective students to consult with counselors or academic advisors to discuss their educational interests and the requirements for admission to specific curricula. Applicants may be admitted as curricular or non-curricular students.

By submitting an application to the college, an applicant makes a voluntary decision to participate in a collegiate experience and abide by the policies, rules, and regulations of TCC and the State Board for Community Colleges. In granting admission to an applicant, the college extends the privilege of joining the college community. Students may remain a part of that community as long as the required academic and behavior standards of the college and the VCCS are met.

Tidewater Community College does not discriminate on the basis of race, color, religion, national origin, political affiliation, veteran status, gender, age, sexual orientation, or disability in its programs or activities. Inquiries related to the college’s nondiscrimination policies should be addressed to the Director of Human Resources, P.O. Box 9000, Norfolk, Virginia 23509-9000, (757) 822-1708.

CURRICULAR ADMISSION

Students accepted for general admission who have been admitted to one of the college’s academic programs are considered curricular students. Curricular students may be either full-time or part-time students.

Upon admission, all curricular students:

must take placement tests and meet with counselors or academic advisors for interpretation of the test results. Curricular students who score below college level must enroll in appropriate developmental courses and may enroll only in those college credit courses for which they meet developmental prerequisites. Note: Students may submit SAT or ACT results in lieu of taking the college’s placement tests if their scores meet or exceed the minimum determined as acceptable. Minimum scores that may qualify a student for exemption are at www.tcc.edu, search keywords: placement testing.

AND

must submit official transcripts from all colleges and universities attended. Graduates who complete secondary school in a home school setting must provide a graduation date and may be required to provide documentation of coursework. (Note: The VCCS Student Information System academic records are sufficient for students transferring coursework within the VCCS.)

AND

may be required to submit additional information with the application to determine admission eligibility or admission to specific curricula.

ADMISSION TO SPECIFIC CURRICULA

Some curricula may specify admission requirements in addition to the college’s general admission requirements. Students who do not meet all program admission requirements may be able to make up deficiencies by successfully completing prescribed developmental courses or other course prerequisites. TCC advises all students to consult with counselors or academic advisors to discuss their educational interests and the requirements for admission to specific curricula.

Admission to the college does not guarantee admission to credit programs with restricted enrollments or competitive admissions requirements. Information on restricted admissions programs is available elsewhere in this catalog and from campus division offices.

ADMISSION PRIORITIES

When enrollments must be limited for any curriculum, priority shall be given to all qualified applicants who are residents of the political subdivisions supporting the college and to Virginia residents not having access to the curriculum at their local community college, provided such students meet required prerequisites and apply for admission to the program prior to registration or by a deadline established by the college. In addition, residents of localities with which the college has clinical-site or other agreements may receive equal consideration for admission.

CURRICULUM CHANGES

To change curricula, students should consult with counselors or academic advisors to discuss academic requirements and to make sure that all prerequisites for admission to the new curricula have been met (if applicable). Students must complete Curricula Change Forms, available from Advising and Counseling, on any campus or online using the e-advising service. Students certified for veteran’s benefits must notify the Veterans Affairs Office of the change at their campus of record. Students receiving
financial aid should consult with a financial aid staff member to discuss curricula changes and the impacts on aid eligibility.

NON-CURRICULAR ADMISSION
Non-curricular students are those who have not requested formal admission to curricula or who do not meet requirements for curricular status. Non-curricular applicants may be required to complete placement testing. There are numerous reasons to apply for non-curricular status, including the following:

- to upgrade skills for a current job
- to develop skills for a new job
- to explore a new career
- to take classes for personal satisfaction or general knowledge
- to take classes at TCC while maintaining primary enrollment at another college or university
- to take classes at TCC for transfer to another college or university without completing graduation requirements for a TCC degree
- to take college-level classes as a high school student
- to enroll with special approval (usually for one semester) to meet general or specific admission requirements as stated in the TCC catalog
- to enroll in classes while waiting for admission to a program with restricted enrollment or competitive admissions and procedures.

NON-IMMIGRANT ALIENS
TCC is authorized under Federal Law to enroll non-immigrant alien students.

APPLICANTS WITH DISABILITIES
Applicants with disabilities are not required to identify themselves. However, students wishing to request special assistance or academic accommodations because of disabilities or chronic health problems should contact Educational Accessibility at their campus of record 30 days prior to the first day of classes. Students seeking accommodations or program modifications must provide completed documentation of the disability in the form of a report or a letter from a doctor containing detailed information about the disability.

INTERNATIONAL STUDENTS
In addition to the general admission requirements of the college, all international applicants pursuant to F-1 status must meet the admission requirements established by the International Student Services (ISS) office before enrolling at the college. Applicants who have already acquired F-1 status and who are enrolled full-time at other SEVIS approved institutions may be eligible for admission to TCC as transfer students. Contact the ISS office at the Virginia Beach Campus at (757) 822-7342 or visit the ISS website at www.tcc.edu/students/ISS for specific application deadlines and admission procedures to the college pursuant to F-1 status. Applicants in non-immigrant classes other than F-1 are required to meet with the international student advisor to determine admission eligibility and/or limitations.

SENIOR CITIZENS HIGHER EDUCATION ACT
Any person 60 years or older who has been domiciled in Virginia for a minimum of one year and whose Virginia taxable income is not more than $15,000 qualifies for free tuition benefits for credit classes on a space available basis. Anyone 60 years or older, regardless of income level, who has been domiciled in Virginia for a minimum of one year qualifies for free tuition to audit credit classes or non-credit classes on a space available basis. For further information, contact Enrollment Services on any campus about credit classes, and contact Workforce Development for non-credit classes. Registration dates for credit classes are restricted to those listed in the class schedule. For non-credit classes, registration is available on the first day the class meets.

ADMISSION FOR HIGH SCHOOL AND HOME SCHOOL STUDENTS
High school juniors and seniors and home school students studying at the high school junior or senior levels who meet requirements for participation in the college's dual enrollment programs may be admitted according to the Virginia Plan for Dual Enrollment and Virginia Community College System policy. Although high school and home school students are not normally qualified for general admission, the college may offer admission to those students who meet additional criteria and demonstrate readiness for college. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption. Documentation of parental permission is required for all dual enrollment students.

Because admitting high school freshmen and sophomores is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis and formal approval by the college president is required for admission.

All students admitted under this section must demonstrate readiness for college, as determined by placement testing or acceptable scores on standardized examinations recognized by the college. Eligibility for continued enrollment will be reviewed each term.

Family Educational Rights and Privacy Act (FERPA) regulations may be discussed with applicants and parents to clarify disclosure regulations concerning personally identifiable information.

For additional information regarding admission of high school or home school students, visit http://www.tcc.edu/students/admissions/adm_special.htm.
ADMISSION REFUSAL OR REVOCATION
The college reserves the right to evaluate and document special cases and to refuse or revoke admission if the college determines that applicants or students pose threats, are potential dangers, are significantly disruptive to the college community, or if such refusals or revocations are considered to be in the best interest of the college. The college also reserves the right to refuse admission to applicants who have been expelled or suspended from, or determined to be threats, potential dangers, or significantly disruptive by other colleges.

REAPPLICATION
Students who have interrupted their enrollment at the college for more than three years must reapply by submitting updated Applications for Admission online or to campus Enrollment Services.

CLASSIFICATION OF STUDENTS

CURRICULAR
Curricular students are either full-time or part-time students working toward completion of certificates or associate degrees at the college.

NON-CURRICULAR
Non-curricular students have not requested admission to certificate or associate degree programs or do not meet requirements for curricular status.

FULL-TIME
Full-time students enroll in 12 or more credit hours of coursework in a semester or summer session.

PART-TIME
Part-time students enroll in fewer than 12 credit hours during a semester or summer session.

ACADEMIC LOAD
The minimum full-time academic load is 12 credit hours. The maximum load, without special permission, is 18 credit hours.

STUDENT LEVEL
Students are classified as freshmen until they have completed 30 credits of coursework. Students are classified as sophomores after completing 30 credits of coursework.

CAMPUS OF RECORD
Applicants must select a campus of record—Chesapeake, Norfolk, Portsmouth, or Virginia Beach—when applying for admission. Students may take classes and perform many administrative functions at any of TCC’s four campuses, but students’ records will be maintained at the designated campus of record. Except for students accepted into special admission programs (i.e., Federal Work Study, Health Professions, Trucking, Veterans Affairs) or in situations deemed necessary by the campus Dean of Student Services, students shall not change their campus of record.

PLACEMENT TESTING
Placement Tests are given to evaluate students’ reading, writing, and mathematics skills. Test results are used to assist students in identifying academic strengths and recognizing specific skills that need further development.

The following students are required to take the Placement Test:
- New students entering associate degree or certificate programs
- New students planning to take English, math, or courses with English or math requisites
- Students who do not meet the General Admission requirements
- Non-curricular students who have completed nine or more credit hours and have a grade point average below 2.0

Select students are not required to take the Placement Test. Visit the college website at www.tcc.edu, search keywords: Placement Test.

ENGLISH AS A SECOND LANGUAGE PLACEMENT TESTING
Most non-native English speaking students are required to take the English as a Second Language (ESL) Placement Test which includes assessment in reading, listening, and writing. Enrollment in ESL courses indicated by Placement Test scores is required prior to enrolling in college courses. Students must successfully complete all of the required ESL courses before enrolling in other English courses and most other courses. Students who do not meet minimum scores may not enroll at TCC. These students shall be referred to ESL programs within the community. Upon successful completion, these students can retest for TCC enrollment.

Select non-native English speakers are not required to take the ESL Placement Test and, instead, may take the placement test for native speakers. For more information on ESL Placement Test exemption requirements, visit the college website at www.tcc.edu, search keywords: ESL Placement Test.
REQUIRED ENROLLMENT IN DEVELOPMENTAL COURSES
Admitted students who score below college level on the English Placement Test must enroll in developmental and/or study skills courses and complete them successfully before enrolling in other English or history courses, or courses that require competency in college-level English.

Admitted students who score below college level on the mathematics Placement Test must enroll in developmental courses and complete them successfully before enrolling in other mathematics courses.

Admitted students whose COMPASS/ESL test results indicate the need for ESL instruction must successfully complete the prescribed ESL courses before enrolling in non-ESL courses.

The college reserves the right to withdraw students from classes for which students did not complete the appropriate prerequisites.

ABILITY TO BENEFIT
New students who first enrolled in a curriculum on or after July 1, 2012, and who do not have a high school diploma, GED, or who have not completed a secondary school education in a home-school setting, no longer have the option to demonstrate ability to benefit through placement testing to be eligible for Federal Student Aid. These students are not eligible to receive financial aid from Federal Student Aid programs including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Direct Loans, and other programs classified as Title IV.

ORIENTATION
Orientation supports student success by facilitating the transition of new students into the college. All new students should attend an orientation session after taking the Placement Test. For more information and to make orientation reservations, visit TCC’s website at www.tcc.edu, search keyword: orientation.

GENERAL EDUCATION GOALS AND STUDENT LEARNING OUTCOMES
General education is that portion of the collegiate experience that addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbound by disciplines and honors the connections among bodies of knowledge. TCC degree graduates will demonstrate competency in the following general education areas:

1. Communication
A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. Degree graduates will demonstrate the ability to:
   - understand and interpret complex materials;
   - assimilate, organize, develop, and present an idea formally and informally;
   - use Standard English;
   - use appropriate verbal and non-verbal responses in interpersonal relations and group discussions;
   - use listening skills; and
   - recognize the role of culture in communication.

2. Critical Thinking
A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. Degree graduates will demonstrate the ability to:
   - discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data;
   - recognize parallels, assumptions, or presuppositions in any given source of information;
   - evaluate the strengths and relevance of arguments on a particular question or issue;
   - weigh evidence and decide if generalizations or conclusions based on the given data are warranted;
   - determine whether certain conclusions or consequences are supported by the information provided; and
   - use problem solving skills.

3. Cultural and Social Understanding
A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. Degree graduates will demonstrate the ability to:
   - assess the impact that social institutions have on individuals and culture—past, present, and future;
   - describe their own as well as others’ personal ethical systems and values within social institutions;
   - recognize the impact that arts and humanities have upon individuals and cultures;
   - recognize the role of language in social and cultural contexts; and
   - recognize the interdependence of distinctive world-wide social, economic, geopolitical, and cultural systems.

4. Information Literacy
A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. Degree graduates will demonstrate the ability to:
• determine the nature and extent of the information needed;
• access needed information effectively and efficiently;
• evaluate information and its sources critically and incorporate selected information into his or her knowledge base;
• use information effectively, individually, or as a member of a group to accomplish a specific purpose; and
• understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.

5. Personal Development
An individual engaged in personal development strives for physical well-being and emotional maturity. Degree graduates will demonstrate the ability to:

• develop and/or refine personal wellness goals; and
• develop and/or enhance the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decisions.

6. Quantitative Reasoning
A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions. Degree graduates will demonstrate the ability to:

• use logical and mathematical reasoning within the context of various disciplines;
• interpret and use mathematical formulas;
• interpret mathematical models such as graphs, tables and schematics, and draw inferences from them;
• use graphical, symbolic, and numerical methods to analyze, organize, and interpret data;
• estimate and consider answers to mathematical problems in order to determine reasonableness; and
• represent mathematical information numerically, symbolically, and visually, using graphs and charts.

7. Scientific Reasoning
A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. Degree graduates will demonstrate the ability to:

• generate an empirically evidenced and logical argument;
• distinguish a scientific argument from a non-scientific argument; and
• reason by deduction, induction, and analogy;
• distinguish between causal and correlational relationships; and
• recognize methods of inquiry that lead to scientific knowledge.

CREDIT FOR OTHER EDUCATION AND EXPERIENCE

TRANSFERRING FROM OTHER COLLEGES
Normally, transfer students who are eligible for re-entrance at the last college they attended are also eligible for admission to Tidewater Community College. Students who are not eligible to return to a previous college may not be permitted to enroll at TCC.

Currently enrolled curricular students may request a transcript evaluation for the purpose of receiving transfer credit for course work completed elsewhere. Credit is awarded based on students’ curricula and enrollment status. Grades and grade point averages do not transfer to TCC, and students must earn a C or higher in courses for possible transfer. Students requesting an evaluation of previous coursework for credit must have official transcripts, with appropriate college seals and authentication, sent directly from each institution attended to:

TCC Office of the College Registrar
P. O. Box 9000
Norfolk, VA 23509-9000

Students must also submit an online Request for Evaluation form at www.tcc.edu, search keywords: evaluation request. For more information, contact the Office of the College Registrar or visit TCC’s website at www.tcc.edu, search keywords: transfer credit.

Credit awarded for one curriculum may not apply to a new curriculum, and a re-evaluation of transfer credits may be necessary. Students seeking a re-evaluation of credits after officially changing their curricula may do so by completing a new online Request for Evaluation form.

TRANSCRIPTS FROM INSTITUTIONS OUTSIDE THE U.S.
Transfer credit may be awarded for course work completed at international colleges and universities that are accredited or approved by the appropriate Ministry of Education or other governmental agency. Course work must be evaluated by one of the professional organizations or agencies approved by the Virginia Department of Education and listed as a member of the National Association of Credential Evaluators.

For additional information, visit TCC’s website at www.tcc.edu, search keywords: foreign transcript.
TRANSFER CREDIT APPEALS PROCEDURE
The Office of the College Registrar notifies students via their VCCS student email accounts when the evaluation of transfer credits is completed. Students may appeal decisions regarding the transferability of specific courses or the applicability of specific courses to requirements in the curriculum. Students must file appeals in writing within 15 business days of official notification of transcript evaluation results. Specific information on the transferability of credit and procedures for appealing transfer credit decisions is available from Advising and Counseling or on the TCC website at www.tcc.edu, search keywords: transfer appeal.

ADVANCED STANDING CREDIT
TCC awards credit for many standardized examinations, training provided by non-collegiate institutions, such as armed forces and service schools, professional certifications, and experiential learning. Advanced Standing credit is awarded as determined by qualified faculty members at the college and according to procedures and standards approved by those qualified faculty ensuring that assessment procedures are appropriate for the credit awarded. Credit is awarded only as required by a student's degree program.

Advanced Standing credit may only be awarded to matriculated students who are in “active attendance” at the college. A student in “active attendance” is defined as one who has completed or is enrolled in one or more credit hours at the college after the current semester’s regular deadline for dropping a course with a tuition refund. Advanced standing credit shall not be awarded for a previously enrolled course.

TCC awards Advanced Standing credit applicable to a student’s program of study. Regardless of the credit hours earned through Advanced Standing, the student must meet the residency requirements for the selected program of study, which means that a minimum of 25% of the total number of credits for any degree or certificate must be earned at TCC.

When credit is awarded for Advanced Standing, student records shall reflect Advanced Standing credit and the applicable source. When credit is awarded for Advanced Standing, no letter grade is assigned on the student's transcript; and hours earned from credit are not used in computing the grade point average.

Credits earned through Advanced Standing are not counted as part of the student's academic load when full-time or part-time status is reported to the Financial Aid office or to an external party such as the Social Security Administration, an employer, health insurance carrier, the Immigration and Naturalization Service, or the Department of Veterans Affairs. Tidewater Community College assumes no responsibility regarding the acceptance of Advanced Standing credit by other institutions to which the student may transfer.

For additional information, visit TCC's website at www.tcc.edu, search keyword: registrar.

CREDIT BY STANDARDIZED EXAMINATION
The college awards credit for acceptable scores, in accordance with Virginia Community College System policy or the College Board as applicable, for the College Level Examination Program (CLEP), Advanced Placement (AP), the International Baccalaureate (IB) program, the Cambridge Advanced Program, Excelsior College/UEXCEL, DANTES DSST, the Defense Language Institute Foreign Language, Defense Language Proficiency Test (DLPT), and other approved third-party examinations.

All test scores must be sent directly from the testing agency to:
TCC Office of the College Registrar
P. O. Box 9000
Norfolk, VA 23509-9000

In addition to official score reports, students must submit online Request for Evaluation forms at www.tcc.edu, search keywords: evaluation request. For more information, contact Advising and Counseling on any campus. For score requirements and additional information, visit TCC’s website at www.tcc.edu, search keyword: registrar.

CREDIT BY LOCAL EXAMINATION
Credit by local examinations is a means of achieving academic credit for coursework through satisfactorily demonstrating subject-matter competency through an examination developed, administered, and evaluated by college faculty. Credit shall not be awarded for a course previously enrolled in, and examinations can only be attempted once. Local examinations are not appropriate for all courses and are developed by faculty with approval from an academic dean. Students must earn a “C” (70%) or better on the examination to earn academic credit for the course.

CREDIT THROUGH TRAINING BY NON-COLLEGIATE INSTITUTIONS
The college awards credit for applicable armed service school experiences, non-collegiate institutions, and earned professional certifications and licensures. Where applicable, credit shall be awarded in accordance with The American Council on Education’s College Credit Recommendation Service (CREDIT), the ACE Guide to the Evaluation of Educational Experiences in the Armed Services, or other approved organizations.

Requests by students can be made through submission of an Application for Credit by Exam or Previous Non-Collegiate Training form to the discipline dean/director after consulting with a faculty member or program head. For more information, see TCC’s website at www.tcc.edu, search keyword: registrar.
CREDIT THROUGH EXPERIENTIAL LEARNING

Experiential Learning Credit is a means of achieving Advanced Standing credit through occupational experience determined by the college to be equivalent to the course(s) to be exempted. Students may obtain learning through work, volunteer activities, and participation in civic assignments; travel; independent study; and similar life experiences that are demonstrated through the submission of a portfolio that documents course relevancy.

A student seeking Experiential Learning Credit through portfolio development and submission should consult a TCC academic dean or academic advisor or counselor to determine if portfolio credit is an appropriate option given curriculum and academic and professional goals.

Contact the appropriate campus dean or an academic advisor or counselor for more information or visit the college website at www.tcc.edu, search keywords: registrar.

SUBSTITUTION OR WAIVER OF CURRICULUM REQUIREMENTS

Students who want to substitute previously completed credit courses or to use documented knowledge and skills to waive courses required in their curricula must:

- Gather documented evidence or justification (e.g., course syllabus, catalog course description) in support of the requests, and consult counselors or academic advisors.
- Complete Student Request for Requisite Approval forms.
- If advised, submit the completed forms to the appropriate academic deans for approval.

Substituted courses must cover the same content or otherwise meet the spirit of the courses being replaced. Course substitutions granted are curriculum specific and may not apply to other curricula. Waivers do not result in the awarding of credit, and students may be required to take additional credits to make up the credits by completing additional courses. For additional information, visit TCC’s website at www.tcc.edu, search keywords: course substitution.

SERVICEMEMBERS OPPORTUNITY COLLEGES

Tidewater Community College is an institutional member of Servicemembers Opportunity College (SOC), a group of approximately 1,800 colleges and universities providing voluntary post-secondary education to members of the military throughout the world. Additionally, TCC is one of approximately 150 colleges and universities selected to participate in the SOC Degree Network System (DNS). Both of these programs help assure the ease of transfer of course credits and earned degrees among member institutions, providing those on active duty, the National Guard, Reservists, their families, and veterans greater course and degree mobility should they find it necessary to transfer to another duty or work station.

Within the framework of SOC, TCC actively participates in the following programs: SOCAD (available for Air Force, Army, Army Reserve, and National Guard personnel); SOCNAV (available for Naval and Marine personnel); and SOCCOAST (available for U.S. Coast Guard personnel). The college also participates in the Concurrent Admissions Program (CONAP) offered by SOC in cooperation with the U.S. Army or the U.S. Army Reserve. Students participating in these programs should apply for the applicable SOC contract.

For more information or to request an official SOC evaluation, contact the Center for Military and Veterans Education (CMVE). eLearning students may contact CMVE advisors through dedicated toll free lines at 888-227-6289; or for international calls at 855-399-7480. Local students may contact the CMVE at the Virginia Beach Campus at 757-822-7777 or 757-627-6289. The CMVE SOC Coordinator may also be contacted directly via email at vbsoc@tcc.edu or, if Navy, at Navy@tcc.edu.

REGISTRATION INFORMATION

ENROLLMENT

To take courses at TCC, students may register in a variety of ways:

- online, using the Student Information System (www.tcc.edu/sis),
- in person at any campus or off-campus enrollment site, or
- by mail or fax, sending materials according to the instructions and deadlines listed on TCC’s website.

Currently enrolled students in good academic and financial standing at the college should consult counselors or academic advisors prior to the enrollment period to determine which classes to take.

Students with academic blocks on their records due to academic suspension or dismissal may not register until granted readmission. Students with administrative blocks on their records—holds resulting from unpaid library charges, financial aid overpayments, or other student debts to the college—may not register until their balances are paid and their records are cleared.

Students are encouraged to enroll prior to the first day of classes. Students who add classes or register after the first day of classes are counted absent from class meetings missed as a result of late registration.

Complete enrollment procedures are outlined on the TCC website, and assistance is available on each campus in the Enrollment Services Office. For additional information, visit TCC’s website at www.tcc.edu, search keyword: enrollment.
COURSE REQUISITES
Prerequisites are courses or other requirements that must be successfully completed prior to enrollment in other courses. Co-requisites are courses or other requirements that must be taken simultaneously with other courses, unless the co-requisites were completed previously. Requisites are listed in the course description section of this catalog and the college’s curriculum portal (www.tcc.edu/incur), and may include developmental courses identified through placement testing. The college’s Student Information System (SIS) may block students from registering for courses if the requisites have not been met. Students who believe they have satisfied requisites, but are blocked from registering should consult counselors or academic advisors for assistance. The college reserves the right to withdraw students from courses in which they have enrolled without successfully completing the appropriate requisites.

ACADEMIC LOAD
The full-time course load is 12 to 18 credit hours. Students should consult counselors or academic advisors to plan academic loads that will be compatible with their work schedules, family responsibilities, health, and other obligations. As a rule, one credit hour of coursework requires at least two hours of study outside of class each week.

Students who wish to take more than 18 credit hours of course work in a session must obtain the approval of the campus dean of student services or designee.

Students who are on academic warning or academic probation should meet with counselors or academic advisors and may be required to take reduced course loads for the next semester.

MINIMUM ENROLLMENT REQUIREMENT
Each course is offered on the condition of adequate enrollment. The college reserves the right to cancel or discontinue any course offered, either because of inadequate enrollment or for any other reason deemed appropriate by the college.

AUDITING COURSES
To audit courses (attend classes without taking examinations or receiving credits), students must obtain permission from the appropriate academic deans or designees on the campuses where the courses are taught. Students must then register and pay full tuition.

To change the status of courses from audit to credit, or from credit to audit, students must complete the changes by the deadline to add courses during the term’s regular session (i.e. 16-week sessions in the fall and spring semesters and 10-week session during the summer term).

Audited courses do not carry credits and are not counted as part of the academic load when full-time or part-time status is reported to the Financial Aid Office or to external parties such as the Social Security Administration, an employer, health insurance carrier, the Immigration and Naturalization Service, or the Department of Veterans Affairs. Advanced standing credit will not be awarded for audited courses.

CHANGE OF REGISTRATION
Students must follow established procedures for making any changes to their course schedules or curricula. Changes are not official until students complete all required procedures online, in person, or by providing written permission to a representative authorized to act on their behalves. To prevent problems with permanent college records, financial aid status, or veterans’ benefits, students are encouraged to consult counselors or academic advisors before making changes to their enrollment.

TYPES OF CHANGES
The deadlines for adding and dropping courses and withdrawing without academic penalty from regular session courses are published every semester in the college’s academic calendar. Adding means enrolling in new courses during the published add/drop period. Students may need special permission from provosts or designees to add courses after the first class meetings.

Dropping means officially cancelling registration for courses on or before the last drop date and allows for tuition refunds. Enrollment in dropped courses will not appear on academic records, and students will not receive grades for the dropped courses.

Contact Enrollment Services for the last date to withdraw from dynamic courses (courses which are shorter than the 16-week session during fall and spring or the 10-week session in the summer).

COURSE WITHDRAWAL
Withdrawing from courses means students officially leave courses after the refund period. Students may withdraw from courses without academic penalty after the last day to drop for tuition refunds and during the first 60 percent of a session and receive grades of W (withdrawal). This grade will be reflected on students’ permanent records. The last day to withdraw without academic penalty is published in TCC’s academic calendar. Dynamic session classes have unique withdrawal dates. Contact Enrollment Services for the last day to withdraw. After the last day to withdraw without academic penalty, students will receive failing grades of F or U if they withdraw or are administratively withdrawn from courses. The college reserves the right to withdraw students for just cause.

Exceptions to this policy may be made if all of the following conditions are met:
Instructors initiate withdrawals approved by academic deans.

- Students are able to document mitigating circumstances.
- Students were making satisfactory progress in the courses.

Students should not stop attending college without officially withdrawing from all classes. Failure to properly withdraw from the college may result in the assignment of F or U grades to the permanent records. Students should meet with counselors or academic advisors to consider options before withdrawing from courses.

**EFFECTIVE DATE OF OFFICIAL COLLEGE AND COURSE WITHDRAWAL**

When students withdraw from classes or from the college, the official withdrawal date is the date on which the request is processed by the college, not the date of the last class attended or last date of participation for online courses, unless the two dates are the same. If students are administratively withdrawn from courses, the official withdrawal date is the last day the students attended or participated in class, as reported by the instructors.

**ACADEMIC REGULATIONS**

**COURSE CREDITS**

The semester hour credit for each course is listed in the course description of this catalog.

Each semester hour of credit given for a course is based on one academic hour (50 minutes) of formalized, structured instructional time per week for 15 weeks. This totals 750 minutes of instruction. In addition, each course requires an examination/evaluation period. Courses may consist of lectures, out-of-class study, online study, laboratory and/or shop study, or combinations thereof, with credit awarded as follows:

- **Lecture:** One academic hour of lecture (including lecture, seminar, discussion or other similar activities) per week for 15 weeks, plus the examination/evaluation period equals one collegiate semester-hour credit.
- **Laboratory:** Two to five academic hours (depending on the discipline) of laboratory, clinical training, supervised work experience, coordinated internship, or other similar activities per week for 15 weeks, plus the examination/evaluation period equals one collegiate semester-hour credit.
- **Asynchronous eLearning Courses:** Traditional contact hours combined with learning activities in which students and faculty are separated by time and place; content is equivalent to that of traditional lecture/laboratory classes.

**COURSE NUMBERING**

Courses numbered less than 100, ESL courses numbered 2 through 20, and developmental studies courses numbered 1-9 are not applicable toward associate degree programs. Some developmental courses, with the approval of the Vice President for Academic Affairs and Chief Academic Officer (or designee), may provide credit applicable to certificate programs.

Courses numbered 10 through 99 (except for approved ESL courses) are basic occupational courses for certificate programs. The credits earned in these courses are applicable toward certificate programs, but are not applicable toward an associate degree and do not qualify for federal financial aid.

Courses numbered 100 through 299 are freshman and sophomore courses applicable toward associate degree and certificate programs.

**GRADING SYSTEM**

The quality of performance in any academic course is reported by a letter grade, which the instructor is responsible for assigning.

The grades of A, B, C, D, P and S are passing grades. Grades of F and U are failing grades. R and I are interim grades. Grades of W and X are final grades carrying no credit.

- **P - PASS**
  - No grade point credit. This grade applies only to non-developmental specialized courses and seminars approved by the appropriate academic dean. A maximum of seven semester credit hours with a P grade may be applied toward a degree or certificate.

- **S - SATISFACTORY**
  - No grade point credit. The grade of S indicates satisfactory completion of course objectives in developmental studies and ESL courses.

- **U - UNSATISFACTORY**
  - No grade point credit. The grade of U is assigned when the student has not made satisfactory progress in developmental studies, ESL courses, or courses taken on a Pass/Unsatisfactory basis.

- **R - RE-ENROLL**
  - No grade point credit. The R grade may be used as a grade option, in developmental and ESL courses only, when the student has made satisfactory progress but has not completed all of the instructional objectives for developmental studies or ESL courses. Students must re-enroll in the course and pay the specified tuition to complete the course objectives.

- **W - WITHDRAWAL**
  - No grade point credit. A grade of W is awarded to students who...
withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60 percent of the session. After that time, the student will receive a grade of F except under mitigating circumstances, which must be approved by the course instructor and the appropriate academic dean. A copy of the withdrawal form and supporting documentation will be placed in the student’s academic file.

**X - AUDIT**

No credit. Permission from the appropriate academic dean or designee is required to audit a course. Students must register through the usual registration process and pay the normal tuition. Audited courses do not count as part of a student’s course load. Students desiring to change status in a course from audit to credit or from credit to audit must do so within the add/drop period for the course. Students who desire to earn credit for a previously audited course must re-enroll in the course for credit and pay normal tuition to earn a grade other than X. Advanced standing credit shall not be awarded for a previously audited course.

**I - INCOMPLETE**

No credit. The grade of I is used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an I grade, the student must (1) have satisfactorily completed more than 50% of the course requirements and (2) request the faculty member to assign the I grade and indicate why it is warranted. The faculty member has the discretion to decide whether the I grade will be awarded. Since the “incomplete” extends the enrollment in the course, requirements for satisfactory completion shall be established through student/faculty consultation. In assigning the I grade, the faculty member must complete documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed, and (4) identifies the default grade (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the subsequent semester (to include summer session) without written approval of the campus provost. The student will be provided a copy of the documentation.

The instructor must submit a Grade Change form to change the I grade to the grade earned after course work is completed. If the work is not completed on time, another grade (B, C, D, F, P, R, or U) must be assigned based on the course work already completed. An I grade will be changed to a W only under documented mitigating circumstances, which must be approved by the campus provost. A copy of the withdrawal form and supporting documentation will be placed in the student’s academic file.

**COMPUTING THE GRADE POINT AVERAGE (GPA)**

To determine the GPA, multiply the number of credits for each class by the number of points awarded for the grade received and divide the total number of grade points earned by the number of credits attempted. Credits that do not generate grade points, such as credits for developmental courses, are not included in the calculation of credits attempted. Grades of P (pass), R (re-enroll), S (satisfactory), U (unsatisfactory), and W (withdrawal), I (incomplete), or X (audit) do not receive grade points.

**SEMESTER GPA**

To determine a semester GPA, divide the total number of grade points earned in all courses taken in a given semester by the total number of credits attempted for the semester.

**CURRICULUM GPA**

To determine a curriculum GPA, divide the total number of grade points earned in all courses applicable to the student's curriculum by the total number of credits attempted in courses applicable to that curriculum.

**CUMULATIVE GPA**

To determine a cumulative grade point average, divide the total number of grade points earned in all courses by the total number of credits attempted.

See Repeated Course Policy below for information on calculating GPA for non-developmental courses taken more than once.

**REPEATED COURSE POLICY**

Beginning with the fall semester 1996, only the most recent attempt of a repeated course is used to calculate the cumulative GPA, and only credits earned in the most recent attempt are counted toward meeting curriculum requirements. Grades earned during previous attempts remain on the permanent records of students. Note: This policy applies only to courses first attempted in the summer 1988 or later, and does not affect GPA adjustments made for courses completed and repeated under the previous repeat policy (summer 1994 - summer 1996).

Some courses are exempt from consideration as repeats and an adjustment to GPA is not made. Exempted courses are those numbered in the 90s, 93s, 95s, 96s, 97s, 98s, and 99s; courses identified by the phrase “may be repeated for credit”; and selected other courses. Periodically, the VCCS will rename or renumber courses, but they remain equivalent to the courses as previously named or numbered. In such cases, completion of a renumbered/renamed course may be determined to be a repeat of a course completed previously under a different department and/or course number. These determinations are made on a college-wide basis, and exceptions cannot be made for individual students.

Implementation of this policy does not affect GPA calculations for prior terms or academic, financial, or administrative events that have occurred in the past. Direct any questions to the coordinator of Enrollment Services.
LIMIT ON REPEATING A COURSE
Students are limited to two attempts in the same credit or developmental course for the purpose of improving their grades. (Grades of A, B, C, D, F, I, P, R, S, U, X and W count as attempts.) The appropriate academic dean must approve exceptions to this policy. This limitation does not apply to certain courses identified as repeatable for credit.

The process for appealing final course grades is outlined in the Student Handbook.

EXAMINATIONS
Students are expected to take examinations as scheduled by their instructors. No exceptions will be made without permission of instructors and academic deans.

COURSE ATTENDANCE
Students should be present and on time for all scheduled class and laboratory meetings. Instructors do not have to admit students who arrive late. If students add classes or register after the first day of classes, the students are counted absent from all class meetings missed.

If students are absent more than 15 percent of scheduled instructional time, attendance may be defined as unsatisfactory. This calculation includes absences occurring during the add/drop period.

Instructors may establish more stringent attendance policies, and students are responsible for understanding the attendance requirements for each course in which they are enrolled.

When instructors determine student absences constitute unsatisfactory attendance, students may be withdrawn from courses. Students will receive W grades during the first 60 percent of courses. If students are withdrawn after 60 percent of courses, grades of F (or U in the case of developmental courses) will be assigned unless students can document mitigating circumstances. Students who are withdrawn from courses because of unsatisfactory attendance are not eligible for refunds of tuition and fees.

ACADEMIC STANDING
Students are considered to be “in good academic standing” if they maintain semester minimum GPAs of 2.00, are eligible to re-enroll at the college and are not on academic suspension or dismissal status.

ACADEMIC WARNING
Students who fail to attain minimum GPAs of 2.00 for any semester shall be placed on academic warning. Students on academic warning should consult with counselors or academic advisors and take advantage of academic support services provided by the college.

ACADEMIC PROBATION
Students who fail to maintain cumulative GPAs of 1.50 after attempting 12 or more semester credits shall be on academic probation until their cumulative averages are 1.75 or better.

The statement “Academic Probation” will appear on the students’ permanent records. Students on academic probation are ineligible for appointive or elective offices in student organizations unless special permission is granted by the campus Dean of Student Services. Students must consult counselors or academic advisors before registering and usually are required to carry reduced course loads the next semester.

Note: Although cumulative GPAs between 1.5 and 1.99 may not result in formal academic probation, students must earn a minimum of 2.0 in their curricula to receive associate degrees or certificates.

ACADEMIC SUSPENSION
Students on academic probation who fail to earn minimum semester GPAs of 1.50 shall be placed on suspension only after they have attempted 24 semester credits.

The statement “Academic Suspension” will appear on the students’ permanent records. Academic suspension shall be for one semester. Suspended students may appeal and be reinstated at the conclusion of the suspension period by submitting Applications for Readmission available online or from campus Enrollment Services. Readmission applications should be submitted to Advising and Counseling for review.

Following reinstatement after academic suspension, students must earn minimum 2.0 GPAs for the semester in which they return, and minimum GPAs of 1.75 in all subsequent semesters for which they are enrolled. The statement “Subject to Dismissal” shall be placed on students’ permanent records. Students who have been reinstated from academic suspension will remain subject to dismissal until their cumulative GPAs are raised to a minimum of 1.75. Reinstated students may be required to carry reduced course loads the following semester and are required to consult with counselors or academic advisors.

ACADEMIC DISMISSAL
Students who do not attain at least 2.00 GPAs for the semester of reinstatement following academic suspension shall be academically dismissed. Students who achieve at least 2.00 GPAs for the semester of their reinstatement following academic suspension must earn at least 1.75 GPAs in all subsequent semesters of enrollment. Failure to attain 1.75 GPAs in each subsequent semester until the cumulative GPAs reach 1.75 shall result in academic dismissal.
The statement “Academic Dismissal” will appear on the permanent records of students. Academic dismissal is normally permanent. In exceptional circumstances, students may appeal and be reinstated by submitting Applications for Readmission available online or from campus Enrollment Services. Readmission applications should be submitted to Advising and Counseling for review. Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPAs are raised to a minimum of 1.75. Reinstated students may be required to carry reduced course loads the following semester and are required to consult with counselors or academic advisors.

**ACADEMIC RENEWAL POLICY**

Students who return to the college after a separation of five years or more (i.e., 60 months or greater) may petition for academic renewal by submitting Academic Renewal Petition Forms to Enrollment Services.

If students meet eligibility requirements for academic renewal, D and F grades earned prior to re-enrollment are not calculated into the cumulative and curricula GPAs, subject to the following conditions:

- Prior to petitioning for academic renewal, students must demonstrate renewed academic interest and effort by earning at least 2.5 GPAs in the first 12 semester hours completed after re-enrollment.
- All grades received at the college will remain a part of the students’ permanent records.
- Students will receive degree credits only for courses in which grades of C or better were earned prior to academic renewal, providing that such courses meet current curricula requirements.
- Total hours for graduation will be based on all course work taken at the college after readmission, as well as former course work for which grades of C or better were earned and credits transferred from other colleges or universities.
- Students may use the academic renewal policy only once, and it cannot be revoked once approved. The notice “Academic Renewal has been granted” and the effective dates will appear on official transcripts.

**HONORS**

**PRESIDENT’S HONOR ROLL**

Students who have earned a minimum of 20 hours of credit at the college will be included on the president’s honor roll for each semester that their cumulative grade point averages are 3.5 or higher.

**DEAN’S LIST**

Students who carry a minimum of 12 credit hours per semester will be included on the dean’s list for each semester in which they earn grade point averages of 3.2 or higher.

**GRADUATION HONORS**

Students who have fulfilled the requirements for AA, AS, AAA, AAS, and one-year certificate programs are eligible for graduation honors, based on the minimum cumulative grade point averages listed below. Honors are not awarded for career studies certificates.

- 3.2 Cum laude (with honor)
- 3.5 Magna cum laude (with high honor)
- 3.8 Summa cum laude (with highest honor)

**GRADUATION REQUIREMENTS**

Students are responsible for fulfilling all graduation requirements and meeting all conditions listed below:

- Fulfill all of the course and credit hour curricula requirements with a minimum of 25 percent of the credit hours earned in coursework taken at TCC;
- Earn GPAs of at least 2.0 in all studies completed that are applicable toward graduation in the curricula;
- Submit Applications for Graduation by the college’s published deadline. Applications are available online at www.tcc.edu, search keyword: graduation;
- For curricula consisting of more than 45 credit hours, satisfy computer competency requirements. Students with disabilities that may affect achieving and documenting computer competencies should contact the Educational Accessibility representative at their campus of record. Successful completion of computer competency tests does not carry any academic credit. For information on how to satisfy the computer competency requirement, see www.tcc.edu, search keywords: computer competencies;
• Resolve all financial obligations to the college and return all learning resources and other college materials; and
• Be certified by appropriate college officials for graduation.

CATALOG DETERMINATION AND DEGREE DESIGNATION
The catalog year used to determine graduation requirements is the one in effect at the time students are admitted to the curricula from which they plan to graduate, provided the catalog is not more than six years old (including the year in which students plan to graduate). Students may choose to graduate under the requirements listed in any subsequent catalog as long as it is not more than six years old (including the year in which they plan to graduate).

Only degree titles appear on diplomas when awards are conferred. Degree majors and specializations, if any, appear on the students' permanent records (transcripts). Multiple specializations within a degree appear on transcripts, provided students meet the additional requirements and apply to receive multiple specializations.

In awarding students additional degrees, certificates or career studies certificates, the college may grant credit for all completed, applicable courses which are requirements of the additional degrees, certificates, or career studies certificates. However, the awards must differ from one another by at least 25% of the credits.

STUDENT OUTCOMES ASSESSMENT REQUIREMENT
As a part of the college's efforts to improve institutional effectiveness, students may be required to take tests or complete surveys designed to measure student learning in general education or selected majors prior to graduation. Work products submitted by students to fulfill course requirements may also be collected and evaluated. These assessment activities evaluate the college's academic programs and general education requirements. Test results are confidential and aggregated across curricula. No minimum score or level of achievement is required for graduation.

COMMENCEMENT
The college holds commencement ceremonies for students who meet graduation requirements for degree and certificate programs. Attendance at a commencement ceremony is strongly encouraged.

COLLEGE RECORDS POLICIES

STUDENT ADDRESS OF RECORD
The college sends official communications to the addresses students provide to campus Enrollment Services, or to student VCCS/TCC e-mail accounts. To make address changes, students must complete and submit Student Data Change forms to a campus Enrollment Services Office or may make the change through the college's Student Information System (SIS).

FINAL GRADE REPORTS
Final grades for each semester or term become a part of students' permanent records and are recorded on official transcripts. Grade reports are available to students via the college's website (www.tcc.edu) through the Student Information System (SIS).

TRANSCRIPTS AND CERTIFICATIONS
Transcripts are copies of students' permanent academic records. To receive personal copies of their transcripts or to send official copies of their transcripts elsewhere, students must submit requests online. Transcripts sent to educational institutions or agencies must be official and bear the college seal. Generally, transcripts given or mailed directly to students are not considered official. Students must settle all financial obligations with the college before transcripts will be released. Visit www.tcc.edu, search keyword: transcripts, for options for requesting official transcripts or for instructions on printing an unofficial transcript from the Student Information System (SIS).

Certifications are letters or forms verifying student enrollment status for health and auto insurance companies, military IDs, scholarships, job applications, promotion packages, etc. These requests normally take seven to fourteen working days or longer to process during heavy registration periods or grade processing times. Students must settle all financial obligations with the college before certifications will be released. Contact the campus Enrollment Services Office to request certifications.

Students must present picture IDs to pick up transcripts or certifications. Third parties may pick up transcripts or certifications, but only if students have provided the college written permission, dated and signed by the students, to release documents to specific individuals. The specified individuals must present their picture IDs.

Contact campus Enrollment Services for information and assistance with transcripts and certifications.

HOLD ON RECORDS
Students whose records are put on hold will not be permitted to register, nor will the college issue transcripts, certificates, or degrees to students until all their financial obligations to the college have been settled.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. TCC’s policy governing student rights to access, challenge the accuracy of, or request release of the education record and grades is provided within the Student Handbook and on TCC’s website at www.tcc.edu, search keyword: FERPA.

STUDENT RECORDS RETENTION POLICY
Transcripts are official documents of student academic history and are used for record reconciliation. All other student documents are subject to disposal by the college in accordance with state policy.

WEAPONS AND FIREARMS
Possession or carrying of any weapon by any person, except a law-enforcement officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities, and places of like kind where people congregate, or while attending any sporting, entertainment or educational events.

Any individual in violation of this prohibition shall be directed to remove the weapon immediately. Failure to comply may result in a student conduct referral, an employee disciplinary action, or arrest.

These prohibitions shall not apply to current sworn and certified local, state and federal law-enforcement officers with proper identification. Additionally, the college has authorized the armed guards of the armored transport company that services the college’s business offices to carry their weapons while performing their contracted responsibilities.

The college’s Policy 1101 (Weapons) is available online at www.tcc.edu/policies/1000/1101Weapons.pdf.

CURRICULAR REQUIREMENTS

A.A./A.S. DEGREES
In selecting courses, students are expected to follow curricula guides for their intended majors and specializations. Students who plan to transfer to four-year colleges or universities are urged to acquaint themselves with the requirements of the institutions and major departments to which they intend to transfer. With careful planning, students may be able to meet both general education requirements and prerequisites for majors with the same courses, allowing greater flexibility in selecting electives. Students should consult counselors or academic advisors to select courses most appropriate for their curricula. Many TCC courses are transferable as general electives even if they do not fulfill core requirements.

A.A.A./A.A.S. DEGREES AND CERTIFICATES
In selecting courses, students are expected to follow the curricula guides for their intended majors and specializations. Where appropriate, students may select courses from lists of approved courses provided by their division office to meet requirements in the degrees or certificates. While general education courses other than those designed specifically for transfer may be used to meet portions of the general education requirements, principles published by the Commission on Colleges of the Southern Association of Colleges and Schools require that general education courses be general in nature and not “...narrowly focused on those skills, techniques, and procedures peculiar to a particular occupation or profession.” A.A.S./A.A.A. degrees generally are not designed for transfer, but students can increase the transferability of selected applied degrees by substituting transfer courses where appropriate to meet program requirements.
GENERAL EDUCATION ELECTIVES
Curricula guides designate specific courses that must be taken to satisfy requirements. When general education electives are required as specified in curricula guides, students may select courses from the lists below. Students may not use the same course to satisfy more than one curriculum requirement. With careful planning, some general education electives may meet prerequisites for courses in the curricula. Many of the courses below commonly transfer to meet core requirements at public four-year institutions. Some may not fulfill program requirements at the transfer institution but may transfer as elective credit.

Students who plan to transfer are advised to consult counselors or academic advisors and appropriate transfer guides and institutions to ensure selected courses meet TCC’s and the intended transfer institutions’ requirements. Typically, transcripts for transfer students who do not complete the associate of arts or science degrees will be reviewed by the receiving institutions on a course-by-course basis.

Students must request transcript evaluations to determine if credits completed at accredited institutions may be transferred to TCC and applied to curriculum requirements.

Mathematics Elective¹
MTH 152, 157, 158, 163, 164, 166, 173, 174, 270, 277, 279, 285

Science with Lab Elective (Natural Sciences)²
BIO 101, 102, 141, 142, 150
CHM 111, 112, 241, 242
ENV 121, 122
GOL 105, 106, 110, 111, 112
NAS 125, 130, 131, 132
PHY 100, 201, 202, 241, 242

Humanities Elective³
ART 101, 102, 201, 202
CST 130, 141, 151, 152, 229
ENG 125, 211, 212, 236, 241, 242, 243, 244, 251, 252, 253, 254
HUM 150, 201, 202, 220, 235, 241, 246, 247, 256, 259, 260
MUS 121, 122, 221, 222
PHI 101, 102, 111, 115, 220, 226
REL 200, 210, 215, 216, 217, 230

Social Science Elective (Behavioral Sciences)
ECO 120, 201, 202
GEO 210, 220, 221, 222, 225
HIS 101, 102, 111, 112, 121, 122
PLS 130, 211, 212, 241, 242
PSY 200, 201, 202, 215, 216, 230, 231, 232, 235, 236, 270
SOC 200, 201, 202, 211, 212, 215, 246, 268
SSC 210

Student Development Elective⁴
SDV 100, 101, 108

Health/Physical Education Elective⁵
DIT 121, 125
PED (any activity course)

¹Some career and technical programs specify additional course options. To view these options, students should review their advising transcripts in the Student Information System.
²Associate of Science Degree: Science requires sequenced science with lab courses.
³Students in curricula that require more than one Humanities elective may select from these additional courses for one of the electives: CHI 101, 102, 201, 202; FRE 101, 102, 203, 204; GER 101, 102, 201, 202; RUS 101, 102, 201, 202; SPA 101, 102, 203, 204.
⁴VCCS/TCC requirement; generally not transferable or transferable as elective credit. All curricular students placing in at least one developmental education course are advised to take the student development elective in their first semester of enrollment. All curricular students, except those in career studies certificate programs, must enroll in the student development elective within the first 15 credit hours of enrollment. The requirement may be waived for students who hold an Associate Degree or Bachelor’s Degree from a regionally accredited institution.
⁵VCCS/TCC requirements; generally not transferable or transferable as elective credit.

APPROVED ELECTIVES
In addition to required courses and general education electives, curricula may require approved electives. To view the list of courses which satisfy approved elective requirements, students should review their advising transcripts in the Student Information System and consult counselors or academic advisors. Transfer students are advised to consult transfer guides to determine transferability of elective courses.