

Subject: Student Development Course (SDV)

1. Purpose.....	1
2. Policy	1
3. Responsibilities	2
4. Procedures.....	2
5. Definitions	2
6. References.....	3
7. Review Periodicity and Responsibility	3
8. Effective Date and Approval	3
9. Review and Revision History	3

1. Purpose

Tidewater Community College (TCC) is committed to providing 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. To promote such an environment, TCC complies with the Virginia Community College System (VCCS) policy 6.4.0.3 (Orientation/Student Development) which states that “all curricular students, except those in career studies certificate programs, must enroll in SDV 100, 101, or 108, within the first 15 credit hours of enrollment.”

2. Policy

All TCC curricular students, except those in career studies certificate programs, shall be required to successfully complete a student development course (SDV 100, 101, or 108) within the first 15 credit hours of enrollment. All curricular students placed in at least one developmental education course shall be required to enroll in one of the student development courses (SDV 100, 101, or 108) during their first semester of enrollment at TCC. The requirement may be waived for students who hold an Associate’s Degree or Bachelor’s Degree from a regionally accredited institution as per VCCS Policy 6.4.0.3 and TCC SDV Waiver Guidelines. Other requests for a waiver may be considered on a case-by-case basis by a dean of students for SDV 100 or 108, or academic dean or director for SDV 101 in accordance with Policy 2110 Course Substitutions and Waivers. Students must successfully complete the required number of credit hours for their chosen degree.

3. Responsibilities

The Vice President for Student Affairs shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies of the Virginia Community College System. The respective Campus Dean of Student Services or designee shall be responsible for determining if a request for an SDV 100 or SDV 108 waiver is approved. The respective academic dean or director shall be responsible for determining if a request for an SDV 101 waiver is approved.

4. Procedures

The following procedures will be followed.

During the third week of the fall and spring semesters, the Office of Information Systems will run a query to identify first-time, first-year, curricular placed students (except those in career studies certificate programs) who have not enrolled in an SDV course within the first 15 credit hours of enrollment. A postcard and email correspondence will be sent by the Office of Public Affairs and Communication to the identified students by the end of the fourth week of the fall and spring semesters, notifying them that a registration hold will be placed on their records in the eighth week of the current semester if they do not enroll in a SDV course for the current semester. They will be encouraged to meet with an advisor or counselor for assistance.

During the eighth week and the sixteenth week of the fall and spring semesters, a query will be run by the Office of Information Systems to identify first-time, first-year, curricular placed students (except those in career studies certificate programs) who have not enrolled in an SDV course within the first 15 credit hours of enrollment. A registration hold will be placed, and an email will be sent to the identified students communicating that a hold has been placed on their registration and they must meet with an advisor or counselor to select an SDV course in which they will enroll. The advisor or counselor will then remove the hold in SIS to allow for enrollment. If students do not enroll in SDV as instructed, then the registration hold will be placed again using the same query and advising process as outlined above.

5. Definitions

Student: includes any person who has been admitted within the academic year or who is currently enrolled in one or more credit courses.

First-Time Student: is a student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).

6. References

Virginia Community College System (VCCS) Policy 6.4.0.3 for Orientation/Student Development

7. Review Periodicity and Responsibility

The Vice President for Student Affairs shall review this policy annually at the first anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This revision to the policy is effective upon its approval by the College President on September 1, 2016.

Policy Approved:

Procedure Developed:

Edna V. Baehre-Kolovani, Ph.D.
President

Michael D. Summers, Ed.D.
Interim Vice President for
Student Affairs

9. Review and Revision History

The initial version of this policy was approved on May 7, 2015.

- Revision 1

Changes responsibilities for SDV 101 waivers to academic dean/director providing consistency with Policy 2110 - Course Substitutions and Waivers.

Approved September 1, 2016 by President Edna V. Baehre-Kolovani, Ph.D.