

the college

Tidewater Community College, founded in 1968, is one of twenty-three 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 its service area. Programs of study lead to the associate degree or certificate; they include the first two years of university parallel instruction and over 60 career and technical programs. The college also offers both credit and non-credit continuing education and special training programs.

TCC has grown from a single location to four campuses, administrative offices, a regional visual arts center, a historical theater, and an advanced technology center. Classes are also offered at off-campus locations.

The Portsmouth Campus, formerly the site of Frederick College, was donated by Frederick W. Beazley and the Beazley Foundation. It opened in the fall of 1968 as the original site of TCC. Overlooking Hampton Roads harbor, the campus is located west of the city of Portsmouth, near Interstate 664. The Frederick W. Beazley Classroom Building houses academic programs, administration, the Learning Resources Center, and student services.

The Virginia Beach Campus was established in temporary quarters on Camp Pendleton, a state military reservation, in 1971. A permanent campus was constructed on land donated by the City of Virginia Beach at the geographical center of the city and opened in the fall of 1974. Five academic buildings, each named for the boroughs of Virginia Beach, house academic programs, a Learning Resources Center, administrative offices, and student services. Recent additions to the campus include an advanced technology center and a new science building.

The Chesapeake Campus was established in 1973 when the City of Chesapeake purchased the former Chesapeake College. The campus is located between the rapidly growing communities of Great Bridge and Deep Creek. The George B. Pass Building houses academic programs, administration, laboratories, student services, and the Learning Resources Center. The Marian P. Whitehurst Technology Center houses academic programs, administration, laboratories, and a conference center.

The Visual Arts Center, TCC at Olde Towne Portsmouth, opened in the spring of 1995. As a regional center for the arts, the center contains the Belle B. Goodman Gallery, as well as classroom and studio facilities.

The Norfolk Campus opened January 1997 in Norfolk as a part of the city's redevelopment effort. The Martin Building, donated by the heirs of Alvah H. Martin, houses the campus Learning Resources Center, classrooms, faculty and administrative offices, and training and conference facilities. The Mason C. Andrews Science Building houses student services, laboratories, classrooms, and faculty offices. The Stanley C. Walker Technologies Building houses computer laboratories, classrooms, and faculty offices. The TCC Jeanne and George Roper Center for Performing Arts houses a theater that seats over 600, classrooms, and computer laboratories.

general information

College district administrative offices are located at 121 College Place, Norfolk. A new facility houses the Office of the President and the Offices of Academic and Student Affairs, Institutional Effectiveness, Grants, Finance, Administrative Services, Accounting, Human Resources, Payroll, Purchasing, Marketing, Creative Services, Publications, and the Office of Information Systems.

accreditation and recognition

Tidewater Community College, a member of the Virginia Community College System, is governed by the State Board for Community Colleges and subject to policies of the State Council of Higher Education for Virginia.

TCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. The commission can be contacted at 1866 Southern Lane, Decatur, Georgia, 30033; telephone number (404) 679-4500.

Curricula of the college are approved by the State Board for Community Colleges and the TCC Board. Two-year associate degree programs are also approved by the State Council of Higher Education for Virginia.

Certain curricula of the college are accredited by specialized accrediting organizations. They include health science programs, accredited by the Commission on Accreditation of Allied Health; education programs through the American Association of Medical Assisting; the American Council on Occupational Therapy Education; the American Health Information Management Association; the Commission on Accreditation in Physical Therapy Education; the Joint Review Committee for Diagnostic Medical Sonography; the Joint Review Committee on Education in Radiologic Technology; the Committee on Accreditation for Respiratory Therapy; the National League for Nursing Accrediting Commission; the Virginia Board of Nursing; and Commission on Accreditation of Allied Health Education Programs for EMT Professions. The Funeral Services Program is accredited by the American Board of Funeral Service Education. The Culinary Arts Program is accredited by the American Culinary Federation's accrediting commission.

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.

general information

- 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.

tidewater community college educational foundation, inc.

The Tidewater Community College Educational Foundation, Inc. exists to accept contributions and gifts that will be used for the support of 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; or they may establish memorial funds through the foundation on behalf of individuals and families.

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

Tidewater Community College is a comprehensive institution of higher education offering programs of instruction generally extending no longer than two years beyond the high school level.

career and technical education

Career and technical education programs prepare students for employment. They are designed to meet the increasing demand for technicians, paraprofessionals, skilled craft workers, and specialized clerical workers in industry, business, government, and the professions. These programs, which normally require two years or less of training beyond high school, include preparation for careers in agriculture, business, engineering, health and medicine, industry, service, and other technical and occupational fields. The curricula are developed and offered primarily to meet regional needs.

general information

tech prep

Tech Prep Programs facilitate a seamless transition from high school to post-secondary education and the job market. Participants take a sequence of courses integrating academic and occupational preparation designed for a specific career cluster. Call (757) 822-7434 for additional information.

college transfer education

The college transfer programs 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 closely parallel those offered at four-year institutions.

dual enrollment

High school juniors and seniors may be eligible to participate in dual enrollment programs with the public schools, provided they demonstrate readiness for college-level course work through the college's mandatory placement testing program.

international study abroad

The International Programs office coordinates a number of activities that enhance curriculum and develop student awareness, understanding, and appreciation of the interconnectedness of the social and cultural mores among local, regional, state, national, and global communities. In addition, a variety of opportunities are available during the summer or semester break for students to study abroad. Additional information is available at www.tcc.edu, search keywords: "study abroad".

general education

General education provides students with a collegiate experience that addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It promotes multiple disciplines, and honors the connections among bodies of knowledge. VCCS degree graduates will demonstrate competency in the following general education areas:

- Communication
- Critical Thinking
- Cultural and Social Understanding
- Information Literacy
- Personal Development
- Quantitative Reasoning
- Scientific Reasoning

Both the college's accrediting association and the State Board for Community Colleges require that all curricula include general education components. The associate degree programs at Tidewater Community College support a collegiate experience that focuses on the above definition and attendant areas.

general information

developmental studies

Developmental courses prepare students for admission to the college's transfer and career and technical programs by helping them develop the basic skills and understanding necessary to succeed in college-level courses. Mandatory placement testing determines whether students are required to enroll in developmental courses.

continuing education

Continuing Education programs are designed to 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 development

Tidewater Community College offers training programs and courses for business, industry, and government clients to ensure that employees have the right knowledge and skills for optimum job performance. Results-oriented profiles, assessments, training, and education assist businesses in retaining valuable associates. TCC offers workforce development programs at either the college's or client's location. 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.

naval apprentice program

The Portsmouth Campus provides academic coursework for the Norfolk Naval Shipyard Cooperative Education Apprentice Program. Contact the Student Development office at the Portsmouth Campus for more information

distance learning

Tidewater Community College offers a variety of classes through distance delivery, including telecourses, teleconference classes, and web-based online classes. Students are able to select from a wide range of courses taught by TCC faculty. These classes are of comparable academic quality and transfer exactly like their classroom counterparts. For technical requirements, resources for students, student success strategies, and schedules of classes, visit the Distance Learning website at www.tcc.edu/students/dtls or call (757) 822-1122 for additional information.

admission to the college

Prospective students are eligible for admission to Tidewater Community College if they have a high school diploma or the equivalent, or if they are 18 years of age or older and able to benefit from a program of instruction. The college reserves

general information

the right to evaluate special cases and to refuse admission if such a refusal is considered to be in the best interest of the college.

Applications may be submitted in person, by mail, or online at www.tcc.edu. All prospective students are advised to consult with a counselor or academic advisor to discuss their educational interests and requirements for admission to a specific program. Applicants may be admitted as curricular or non-curricular students.

By submitting an application (paper or online) to the college, students are making 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 may be directed to the Director of Human Resources, Post Office Box 9000, Norfolk, VA 23509-9000, 757-822-1708.

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

Applicants with disabilities are not required to identify themselves. However, students wishing to request special assistance or academic accommodations because of a disability or chronic health problem should contact Disability Services at their home campus 45 days prior to the first day of classes. Students seeking accommodations or program modifications must provide justification and documentation that is less than three years old.

Curricular students are those who have been admitted to one of the college's academic programs. All curricular students are required to take placement tests and see a counselor for interpretation of the results. To be admitted as a curricular student, applicants must:

- Submit a completed official Application for Admission.
- Complete Student Assessment Program placement testing.
- Submit official transcripts from all high schools, colleges, and universities attended. Note: The VCCS Student Information System academic records are sufficient for students transferring course work within the VCCS.

High school transcripts are not required if the record is more than 10 years old or if the college determines that high school transcripts are not necessary for admission to the college or to a particular curriculum.

Non-curricular students, those who have not requested formal admission to a curriculum, must submit a completed official Application for Admission and may be required to complete Student Assessment Program placement testing.

general information

exceptions to general admissions policy

High school dual enrollment students will be considered for admission to Tidewater Community College according to the Virginia Plan for Dual Enrollment. Other applicants not meeting the college's general admissions criteria may apply to the college for special consideration. Generally, enrollment of individuals who have not met the general admissions requirements is intended to enhance and enrich the student's traditional secondary education experience.

Dual enrollment in developmental studies courses by high school students is prohibited because it takes the place of traditional experiences that are available through public or private school systems, other agencies, or from a home schoolteacher or tutor. However, high school seniors enrolled in their final term prior to their graduation may enroll in developmental courses when a need is indicated by placement test results. In all cases, these special-admission applicants must complete placement tests with scores high enough to waive developmental studies courses ENG 1, ENG 3, ENG 4, ENG 5, and MTH 2.

All individuals applying for admission under special provisions must meet with a Campus Dean for Student Services or designee to review the appropriateness of the requested college credit course(s) as it relates to the student's educational goals. Eligibility for continued enrollment will be reviewed each term and authorized by a Campus Dean for Student Services or designee based on educational performance (the student must have completed all previous college courses with a grade point average of at least 2.0). The applicant who is admitted under special provisions will be classified as non-curricular until s/he qualifies for general admission as a regular student.

Family Educational Rights and Privacy Act (FERPA) regulations must be discussed with the student and parent to clarify disclosure regulations concerning personally identifiable information.

Individuals who do not meet the college's general admission requirements, but apply as an exception to the general admissions policy, may be considered provided they meet one of the following criteria:

1. The applicant must have a written recommendation from the high school principal or designee, who must certify that the individual is eligible for enrollment at the high school and amply prepared for a college-level course. Applicants who are not eligible for enrollment at the high school due to disciplinary reasons will not be considered for admission to TCC.
2. Applicants who are home-schooled students must: a) provide a copy of their authorization to home-school provided by the division school system; b) provide official evidence that they are performing at their appropriate grade level, as determined by the division superintendent (options include: results from the same or alternate forms of standardized achievement tests used in the Virginia State Assessment Program or results from other assessments which, in the judgment of the division superintendent, indicate that the student is achieving at an adequate level); and c) provide a written recommendation from their tutor or a teacher certifying that the applicant is performing at the required grade level.

general information

Applicants will participate in the college's placement testing program to demonstrate prerequisite academic preparedness. All applicants shall meet course prerequisites as determined by the college.

The college reserves the right to evaluate special cases and to refuse admission to an applicant if such refusal is considered to be in the best interest of the college.

classification of students

curricular

A curricular student is either a full-time or a part-time student working toward completion of a certificate or associate degree at the college. Students are classified as curricular students when they have been placed in one of the college's specific programs of study, called a curriculum. To be placed in a curriculum, a student must be a high school graduate or have earned a General Educational Development diploma (GED), have completed required developmental courses, or have been otherwise determined to be qualified for admission. All information required for admission to the college must be retained in the student's academic file.

non-curricular

A student who has not requested admission to a curriculum is classified as a non-curricular student. Non-curricular students may register for courses for any of the following reasons:

- 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 with 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

full-time

A full-time student is one who is enrolled in 12 or more credit hours of course work in a semester or summer session.

general information

part-time

A part-time student is one who carries 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 course work in a degree program. Students are classified as sophomores after completing 30 credits of course work in a degree program.

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 campus, but student records will be maintained at the designated campus of record. To change a campus of record classification, students should contact Enrollment Services on any campus.

assessment and placement testing

To be successful in a program of study at TCC, students must have fundamental skills in English (reading and writing) and mathematics. To ensure that students are prepared to benefit from their courses, the college has developed the Student Assessment Program for placement testing.

A series of computerized placement assessment tests—COMPASS—is used to evaluate students' reading, writing, and mathematics skills. These tests are not admissions tests. Instead, test results are used to assist students in identifying academic strengths, recognizing specific skills that need further development, and planning the best sequence of courses.

COMPASS tests can be taken on any campus. Prior to testing, students must pay a testing fee at the campus Business office, and a receipt and a photo ID must be presented at the exam site.

Students with documented disabilities should contact Student Development or Disability Services for placement testing accommodations.

For more information on the Student Assessment Program, contact campus Enrollment Services.

general information

required testing

- New students who plan to enter either an associate degree or certificate program must take the English (reading and writing) and mathematics placement tests and see a counselor to review test results.
- Non-curricular students who plan to enroll in any English or history course must take the placement tests for English (reading and writing).
- Non-curricular students who plan to enroll in any mathematics course must take the mathematics placement test.
- Non-curricular students who have completed nine credit hours at TCC and have a grade point average below 2.0 must take the placement tests before enrolling in any additional credit course work.
- If English is not a student's first language, s/he must document English proficiency or take the COMPASS/ESL placement test before enrolling in any courses at the college. If the test results indicate a need for ESL instruction, the student must successfully complete the required ESL courses before enrolling in any non-ESL courses. For more information on assessment testing, visit the website at www.tcc.edu, search keyword: "compass", or contact the campus Welcome and Entry Center.
- Students applying for admission under special provisions must participate in the placement testing program to demonstrate prerequisite academic preparedness.
- With evidence of satisfactory performance (a grade of **C** or better) in English and mathematics courses taken at another higher education institution, students may be exempt from placement testing at TCC.
- Students may be exempt from placement testing based on the following scores on the ACT or SAT college entrance exams, provided the scores are less than three years old:

ACT Verbal (Writing and Reading), minimum score 21

ACT Mathematics, minimum score 21

SAT Verbal (Writing and Reading), minimum score 500

SAT Mathematics, minimum score 500

required enrollment in developmental courses

- Students who do not achieve the appropriate scores on the English placement tests must enroll in developmental and/or study skills courses and complete them successfully before enrolling in other English or history courses.
- Students who do not achieve the appropriate scores on the mathematics placement test must enroll in developmental courses and complete them successfully before enrolling in other mathematics courses.
- Students who do not achieve an appropriate score on the reading portion of the English placement test must successfully complete the required

general information

developmental reading and/or study skills courses before enrolling in most college-level courses.

- If a student's COMPASS/ESL test results indicate a need for ESL instruction, s/he must successfully complete the prescribed ESL courses before enrolling in non-ESL courses.
- Students who do not achieve the required score on the ACT or SAT test must enroll in developmental courses and complete them successfully before enrolling in other college-level courses.

Developmental courses prescribed through the Student Assessment Program are considered prerequisites for college-level courses. The college reserves the right to withdraw a student from any class for which s/he did not complete the appropriate prerequisites.

ability to benefit

Students who have not earned an Advanced Studies, Standard, or Modified Standard high school diploma or GED will be required to demonstrate ability to benefit from instruction at TCC if they apply for financial aid. Student Assessment Program test results may serve as official documentation of ability to benefit.

other admission requirements

admission requirements for international students

In addition to the general admission requirements of the college, all international applicants must also meet the admission requirements established by the International Student Services (ISS) office before enrolling at the college. If an international applicant has obtained a student visa to attend another college, s/he may be eligible for admission to TCC as a transfer student. Contact the International Student Services office for information regarding F1 transfer applications. Non-immigrant students holding or seeking F1 status can obtain the necessary forms and instructions on how to apply for an I-20 from the International Student Services office. Prospective students in non-immigrant classes other than F1 are required to meet with the International Student Advisor to determine admission eligibility and/or limitations.

For more information and specific application deadlines, please visit the International Student Services office at the Virginia Beach Campus (757) 822-7342 or the ISS website at www.tcc.edu/students/iss.

admission to specific courses

Students may be required to successfully complete designated courses or meet specific conditions before enrolling in certain courses. These prerequisites are listed in each semester's "TCC Schedule of Classes." Developmental courses prescribed through the Student Assessment Program are considered prerequisites for college-level courses. The college reserves the right to

general information

withdraw a student from any class for which s/he did not complete the appropriate prerequisites. The College's student information system (SIS) may block a student from registering for a course if the prerequisites have not been met.

admission to specific curricula

Students applying for admission to an associate degree program (Associate of Arts, Associate of Science, Associate of Applied Arts, or Associate of Applied Science) must have an Advanced Studies, Standard, or Modified Standard high school diploma or equivalent, have completed prescribed developmental courses, or otherwise be considered eligible by the college. Students may also be required to submit additional information with the application.

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.

curriculum changes

To change curricula, students should consult a counselor or academic advisor to make sure that all prerequisites for admission to the new program have been met. Students must also complete a Curricula Change form, available from campus Enrollment Services. Students certified for veteran's benefits must also notify their campus of record Veterans Affairs office of the change.

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 a given program at their local community college, provided such students 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.

reapplication

Students who have interrupted their enrollment at the college for more than three years must reapply by submitting an updated application for admission to campus Enrollment Services.

senior citizens higher education act

Any person 60 years or older who has been living in Virginia for a minimum of one year qualifies for free tuition benefits for credit classes on a space available basis if his or her Virginia taxable income is not more than \$15,000. Any person 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

general information

classes on a space available basis. For further information, contact Enrollment Services on any campus for credit classes, and Workforce Development for non-credit classes. Registration dates for these credit classes are restricted to those listed in the class schedule for credit. For non-credit classes, registration is available on the first day the class meets.

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.

Students enrolled in a curriculum or plan of study at TCC are eligible to request a transcript evaluation for the purpose of awarding advanced standing or transfer credit for coursework completed elsewhere. Credit is awarded based on the student's plan of study. Credit awarded for one plan of study may not apply to a new curriculum and a re-evaluation of transfer credits may be necessary. Students seeking a re-evaluation of credits when a plan of study has been officially changed may do so by making a request in writing to the college Registrar.

transcripts from institutions outside the u.s.

Transfer credit may be awarded for coursework completed at international colleges and universities that are accredited or approved by the appropriate Ministry of Education or other governmental agency and evaluated by one of the professional organizations or agencies that is a member of the National Association of Credential Evaluators or is approved by the Virginia Department of Education.

transfer credit appeals procedure

The Central Records office notifies the student when the evaluation of transfer credit has been completed. A student may appeal a decision regarding the transferability of a specific course(s) or the applicability of a specific course to program requirements in the student's academic plan. The appeal must be filed in writing within 15 business days of the official notification of transcript evaluation results. Specific information on the transferability of credit and procedures for appealing transfer credit decisions is available from Enrollment Services or on the TCC website at www.tcc.edu, search keyword: "transcripts".

credit by examination

Students who believe they are qualified to receive credit for certain college courses based on their educational background, work experience, or former

general information

independent study may receive college credit by earning acceptable scores on tests offered through the College Level Examination Program (CLEP) of the Educational Testing Service, the Proficiency Examination Program (PEP) of American College Testing, or the Defense Activity for Non-Traditional Education Support Program Subject Standardized Tests (DANTES).

Students may also receive credit through the Advanced Placement Program (AP) in a participating high school.

All test scores must be sent directly from the testing agency to:
TCC Central Records office, P. O. Box 9000, Norfolk, VA 23510

Students must also submit an online Request for Evaluation form at www.tcc.edu, search keywords: "evaluation request". For more information, contact Enrollment Services.

Where no standardized examination exists, academic deans may authorize the administration of locally-developed challenge exams.

credit by examination for information technologies certifications

Students who hold industry-recognized certifications may be prepared to challenge for credit a Tidewater Community College course that covers much of the same material. However, TCC's courses provide instructional content that frequently goes beyond the scope of the knowledge and skills required for a particular certification. Local testing is required to determine if a student is to be awarded credit for the course related to the certification. The procedure for such testing follows:

- Students who hold industry-recognized certification in information technology (such as Microsoft, Novell, etc.) must present the certification documentation to the appropriate campus academic dean for evaluation for credit. In order to be eligible for such an evaluation, the student must be enrolled in one of the college's Information Technology (IT) curricula.
- Based on the information presented, the academic dean will determine what course(s) the student is eligible to challenge. The student will be informed of the objectives for the course that form the basis of the challenge examination.
- In order to be granted credit for the course, the student must successfully pass a TCC examination that includes both a written and a hands-on component. A faculty member in the appropriate discipline will grade the examination.
- If credit is awarded, no letter grade is assigned on the student's transcript. Rather, a code will be placed on the transcript indicating credit was awarded by exam.
- Upon recommendation of the faculty, the appropriate academic dean shall submit the necessary substitution form to the campus Enrollment Services office for the credit to be entered on the student's record.

substitution of curriculum requirements

If a student has earned credit for a course that has not previously been used to satisfy a requirement in the curriculum, and s/he wants to substitute that course for one required in the curriculum, the student should consult a counselor or academic advisor, complete a Course Substitution Form, and submit the completed form to his/her academic dean for approval. The course that is substituted must meet the content and/or spirit of the course that is being replaced. Course substitutions granted for one curriculum may not apply to a new curriculum if the student changes his/her plan of study.

credit for military service experience and education

Credit may be allowed for courses completed in military service schools if such credit is recommended in the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services, and if the work is applicable to the student's program of study. To receive this credit, students enrolled in a curriculum must submit the appropriate documentation and an evaluation request to: **TCC Central Records office, P. O. Box 9000, Norfolk, VA 23510**

In addition, students must also submit an online Request for Evaluation form at www.tcc.edu, search keywords: "evaluation request". Veterans may also receive a waiver of credit for physical education requirements by submitting a discharge certificate or other appropriate certification to Enrollment Services or, in the case of students receiving veterans' benefits, to the Veterans Affairs office. This waiver carries no credit, so students must earn elective credits to meet the total credit requirements for their curriculum.

service-members opportunity colleges

Tidewater Community College is an institutional member of Service-members Opportunity College (SOC), a group of approximately 1,000 colleges and universities providing voluntary post-secondary education to members of the military throughout the world. This program is designed to ease the transfer of course credits, provide flexible academic residency requirements, and provide appropriate credit for learning received through military training and experiences.

Within the framework of SOC, TCC actively participates in SOCAD, SOCNAV, SOCMAR, and SOCGUARD. The SOCNAV program is available for naval and coast guard personnel. The SOCAD program is available for army, army reserve, and National Guard personnel. The SOCMAR program is available for marine personnel. These programs guarantee the transfer of comparable courses among participating colleges and universities. 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. For more information, consult the Enrollment Services office at the Virginia Beach Campus (757) 822-7104.

general information

registration information

enrollment

To take courses at TCC, students may enroll using the online student information system (www.tcc.edu/sis), or the touchtone telephone enrollment system (757) 822-2000, come in person to any campus or off-campus enrollment site, or mail materials according to the instructions and the deadline listed in the "TCC Schedule of Classes." Currently enrolled students in good academic and financial standing at the college may consult their counselor or academic advisor prior to the enrollment period.

Students with academic blocks on their records because they are on academic suspension or dismissal may NOT register until granted readmission. Students with administrative blocks on their records—holds due to unpaid library charges, financial aid overpayments, or other student debts to the college—may NOT register until their record is cleared.

Students are encouraged to enroll prior to the first day of classes. Students who add a class 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 in the TCC Schedule of Classes published each semester, and assistance is available on each campus.



Student Information System (SIS)
www.tcc.edu/sis

online enrollment

The SIS (www.tcc.edu/sis) enables students to access information and perform a number of functions over the Internet. Eligible students can register online, add or drop classes, check their schedules, find open sections of classes, and pay tuition and fees using MasterCard and VISA.

Through SIS students also have access to their personal information: address, financial aid and payment history, unofficial transcript, and transfer credit evaluation.

touchtone enrollment

The touchtone response system enables students with counselor approval to enroll or drop and add courses from any touchtone phone. The system also provides information on course availability in case the student's first choice is not available. Once registered, students can use an approved credit card to pay tuition by touchtone.

The touchtone system has a special security feature that allows students to choose a PIN number, providing easy access to personal as well as general college information. Students can review their address, class schedule, and financial information, as well as graduation application deadlines, computer competency graduation requirements, and other important announcements.

general information

academic load

The full-time course load is 12 to 18 credit hours. Students should consult a counselor to plan an academic load that will be compatible with their work schedule, family responsibilities, health, and other obligations. As a rule, one credit hour of course work 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 provost or designee.

Students who have received an academic warning or are on academic probation may be required to take a reduced course load for the next semester.

academic advisors and counselors

Counselors are professional staff located in the campus student development or counseling center. Academic advisors are faculty members who help students plan a course of study in their academic area. Both are available to act as academic consultants and can assist students with planning a program of study for graduation, employment, or transfer. Students are encouraged to consult a counselor or an academic advisor before each registration period and to confer with a counselor or academic advisor frequently during the semester regarding academic matters. The student is responsible, however, for ensuring that graduation requirements are fulfilled.

minimum enrollment requirement for classes

Each course is offered on 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 a course

To audit a course (attend class without taking examinations or receiving credit), students must obtain permission from the appropriate academic dean or designee on the campus where the course is taught. Students must then register for the course and pay full tuition.

To change the status of a course from audit to credit, students must complete the change by the end of the add period. To change the status of a course from credit to audit, students must complete the change by the official last day for withdrawal from a class without academic penalty. Contact Enrollment Services for assistance.

Audited courses 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.

general information

change of registration

After the initial enrollment in classes, students must follow established procedures for making any changes to their course schedule or plan of study. A change is not official until all required procedures are completed online, through the touchtone system, in person, or by providing written permission to a representative authorized to act on behalf of the student. To prevent any problems with permanent college records, financial aid status, or veterans' benefits, students are encouraged to consult a counselor or an academic advisor to make changes to their enrollment.

types of changes

Adding a course means enrolling in a new course during the add period published in the TCC Schedule of Classes. Students may need special permission from the provost or designee to add a course after the first class meeting.

Dropping a course means officially canceling registration for a course on or before the last day to drop for a tuition refund published in the TCC Schedule of Classes. Enrollment in the course will not appear on the student's college record, and the student will not receive a grade for the course.

Withdrawing from a course means officially leaving the course after the refund period. Enrollment in the course will appear on the student's college record, and the student will receive a grade for the course. The college reserves the right to withdraw a student for just cause.

The deadlines for adding and dropping courses and withdrawing without academic penalty from regular session courses are published every semester in the TCC Schedule of Classes and the college calendar. Contact Enrollment Services for the last date to withdraw from special session courses.

course withdrawal

Students may withdraw from a course without academic penalty during the first 60 percent of a session and receive a grade of **W** (withdrawal). The last day to withdraw without academic penalty from regular session courses is published in the TCC Schedule of Classes. Contact Enrollment Services for the last day to withdraw from special session courses. After that date, students will receive a failing grade of **F** or **U** if they withdraw or are administratively withdrawn from a course.

Exceptions to this policy may be made only when initiated by the instructor and approved by the academic dean; only if the student is able to document mitigating circumstances; and only if the student was making satisfactory progress in the course.

Students should not stop attending college without officially withdrawing from all classes. Failure to properly withdraw from college may result in the assignment of **F** or **U** grade(s) to the permanent record. Please see a counselor or an academic advisor to consider options before withdrawing from college.

financial information

tuition and fees

Tuition is subject to change by action of the State Board for Community Colleges. Call (757) 822-1122 for current tuition and fee rates.

The college assesses all students an institutional, technology, and student activity fee, payable with tuition on a per credit hour basis up to a maximum of 15 credit hours per semester. To cover licensing fees and administration costs, TCC also charges a fee for Student Assessment Program testing.

books and materials

Students are expected to buy all books, supplies, and consumable materials needed for their studies, with an estimated cost of \$500 per semester for a full-time student. Barnes and Noble at Tidewater Community College serves all TCC locations, with the main bookstore located at MacArthur Center in Norfolk, a satellite bookstore at the Virginia Beach Campus, and kiosks at the Chesapeake and Portsmouth campuses. During peak book-selling periods, temporary on-campus distribution centers operate on the Chesapeake and Portsmouth campuses. Books and supplies are may be ordered online. For additional information go the bookstore's website at www.tcc.bncollege.com.

other expenses

Students may be required to pay facilities and equipment fees for physical education instruction in specific instances. Students may also have to pay transportation, admission, and other expenses related to field trips.

charges

Students are expected to pay charges for any property (such as laboratory or shop equipment, supplies, library books, and materials) that they damage or lose. For more information, see Services Denied for Debt. Students will also be charged a fee of \$20.00 for each returned check.

student domicile

The college determines the student's eligibility for in-state tuition rates based on information supplied on the Application for Admission. This determination is made under provisions of Section 23-7.4 of the Code of Virginia. A copy of State Council of Higher Education for Virginia's Guidelines for Determining Domicile and Eligibility for In-State Tuition Rates is on file at the reserve desk of each campus Learning Resources Center or is available on the State Council of Higher Education website at www.SCHEV.edu. For information on domicile determination, the appeal procedure and deadlines, consult the TCC Student Handbook.

refunds

Students may receive a full refund for classes dropped before the official last day to withdraw for tuition refund listed in the class schedule for regular session

general information

courses and available from Enrollment Services for special session classes. To obtain a refund after that date students must follow the tuition refund appeal procedure.

services denied for debt

Students will not be permitted to register or to attend classes, and the college will not issue transcripts, certificates, or degrees to the student, until all amounts due the college are paid in full.

student financial aid

Financial assistance is provided for students through one or more of the following sources: grants, scholarships, loans, and work study. The college does not discriminate on the basis of race, color, creed or religion, sex, age, national origin, or disability.

To be considered for most financial aid programs, students must apply for financial aid as soon as possible after January 1, and demonstrate need every school year. Campus-based aid is initially awarded on a first-come, first-served basis for Fall and Spring until funds are depleted. If a student does not attend the first semester, all awards will be canceled and the student must submit written documentation to have his/her financial aid awards re-processed. Depending on the availability of funds, campus-based aid probably will not be available to be re-awarded. To remain eligible for most programs, students must comply with Standards of Satisfactory Progress. Applications are available at each campus financial aid office or can be filed electronically on the Internet at www.fafsa.ed.gov. If the student does not have a Department of Education PIN number, the signature page must be downloaded and mailed, or the application will not be considered.

If a student withdraws from all classes, federal regulations require that a portion of tuition and fees covered by a financial aid program be refunded to that program. The percentage refunded to the program depends on the withdrawal date. The college may also retain an administrative fee when refunds are calculated.

Financial aid personnel are available on each campus to provide information about programs, application procedures, and eligibility. The financial aid program employs the following criteria and procedures in administering the financial aid programs described:

grants

Federal Pell Grant. The Pell Grant Program is a federal program designed to assist students in defraying the costs of attending college. Money received must be used solely for educational purposes which include tuition, fees, room, board, books, supplies, and miscellaneous expenses. Awards under this program are grants and do not require repayment.

general information

Federal Supplemental Educational Opportunity Grant (FSEOG). Under this federal program, funds are available to provide grants to students who, for lack of financial means of their own or of their families, would be unable to enter and remain in college. The student must be enrolled for at least six credit hours and be eligible for the Federal Pell Grant. Awards under this program are grants and do not require repayment.

College Scholarship Assistance Program (CSAP). Under this state program, students are eligible for grants if they are Virginia residents and need financial assistance to attend college for at least six credit hours. This is a grant and does not require repayment.

Commonwealth Award (COMA). This state program, administered by the Virginia Community College System, is for Virginia residents with financial need. Students must be enrolled in at least six credit hours. The grant, which does not have to be repaid, cannot exceed the average cost of tuition.

Higher Education Teacher Assistance Program (HTAP). This state program is for students eligible to enroll in a K-12 teacher preparation program. Recipients must be Virginia residents, enrolled full time (12 credits or more) and have a cumulative grade point average (GPA) of at least 2.50. Students must be nominated by a faculty member.

Part-Time Tuition Assistance Program (PTAP). This program is for Virginia residents with financial need who are taking from one to six credit hours. The grant cannot exceed the cost of tuition.

Virginia Guaranteed Assistance Program (VGAP). This state program, administered by the VCCS, is for first-time, full-time freshmen. Recipients must be Virginia residents, must have graduated from a Virginia high school with at least a 2.5 cumulative grade point average, and must demonstrate financial need. The grant, which does not have to be repaid, cannot exceed the average cost of tuition.

scholarships

Private Scholarships. The scholarship program is supported by contributions made by local citizens, businesses, and organizations. While most scholarships are designated by the donors, a few may be available on a competitive basis. Information may be obtained from the Financial Aid office at each campus.

Nursing Scholarships. Students in the nursing curriculum are eligible to apply for state nursing scholarships. Applications and information are available at the Financial Aid office on the Portsmouth and Virginia Beach campuses.

Awards and Scholarships. Several types of scholarships and awards are made available from TCC local funds. See the TCC Scholarships and Employment Opportunities brochure or check with your campus Financial Aid office for more details.

general information

employment

Federal Work-Study Program (FWSP). The Federal Work-Study Program provides part-time jobs for students who are in need of financial assistance in order to attend college. Employment may be on or off campus, and hourly wages comply with minimum wage laws. Students are paid every two weeks. Most students average ten to fifteen hours of work per week. Other employment opportunities are available through the TCC Service Corps.

loans

Federal Stafford Student Loan (FSSL). Stafford Student Loans are either subsidized or unsubsidized loans made by banks directly to students. Loan limits are \$2,625 for freshmen and \$3,500 for sophomores. If a student does not qualify for the full amount under the subsidized Stafford program, s/he may receive a combination of subsidized and unsubsidized loans totaling the loan limit. For more information, contact the Financial Aid office on your campus of record.

Federal Parent Loans for Undergraduate Students (FPLUS). FPLUS loans enable parents to borrow the student's cost of attendance, minus other aid, for each dependent student who is enrolled at least half time (six credit hours per semester). To be eligible for this award, students must first apply for financial aid using the FAFSA.

special programs for assistance

Rehabilitative Services. The college cooperates with the State Department of Rehabilitative Services in providing education and training for qualified students with disabilities.

Virginia National Guard Tuition Assistance. Based on available funds, members of the National Guard who have been prior participants in the program may be considered for additional grants. Inquiries should be made to the Unit Commander.

Virginia Program for Children and Spouses of Deceased Law Enforcement, Firefighting and Rescue Squad Personnel.

The Commonwealth of Virginia provides financial assistance for attendance at public higher education institutions to children or spouses of law enforcement officers; firefighters or rescue squad members; a sworn law enforcement officer; a special agent of the Department of Alcohol Beverage Control; a state correctional, regional or local jail officer; a Sheriff; a Deputy Sheriff; or a member of the Virginia National Guard serving in the Virginia National Guard or as a member of the United States Armed Forces, who were killed in the line of duty. This assistance covers the cost of tuition and required fees. For more information, contact your campus Business Manager.

Virginia War Orphans Education Program. The Virginia War Orphans Education Program provides educational assistance for children, or surviving children of certain veterans. Individuals entitled to this benefit may use it to pursue

general information

any vocational, technical, undergraduate or graduate program of instruction. Applications are available in the Veterans Affairs office on each campus. The application should be submitted at least four months before the expected date of enrollment.

tax credits

Tax credits provide benefits for community college students. The HOPE Scholarship tax credit may apply to the first two years of a college or vocational school program. The Lifetime Learning tax credit is for adults who want to return to school, change careers, or upgrade skills. Consult your tax advisor to see if you are eligible for these credits.

academic regulations

degrees and certificates

The college offers the following degrees and certificates upon successful completion of an approved program.

The Associate of Arts Degree (AA) is 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.

The Associate of Science Degree (AS) is awarded to students majoring in specialized pre-professional programs who may plan to transfer to a four-year college or university after completing their community college program.

The Associate of Applied Arts Degree (AAA) is awarded to students majoring in one of the career and technical curricula who may plan to obtain full-time employment immediately upon graduation from college.

The Associate of Applied Science Degree (AAS) is awarded to students majoring in one of the career and technical curricula who may plan to obtain full-time employment immediately upon graduation from college.

The Certificate is awarded to students who complete one of the approved non-degree curricula consisting of a minimum of 30 semester credit hours in an occupational area.

The Career Studies Certificate is awarded to students who complete one of the approved non-degree curricula consisting of 9-29 semester credit hours in an occupational area.

Degrees and certificates are awarded three times each year following the fall, spring and summer sessions.

course credits

The semester-hour credit for each course is listed in the TCC Schedule of Classes and with the course description in the TCC 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 fifteen

general information

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, laboratory and 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 Distance Learning Courses:** A mix of traditional contact hours and learning activities with students and faculty 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 and Student Affairs (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.

general information

S - satisfactory

No grade point credit. The grade of **S** is assigned for 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 grade of **R** is assigned 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 class to complete the course objectives.

W - withdrawal

No 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 when making satisfactory progress and 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 must be placed in the student's academic file.

X - audit

No credit. Permission of the appropriate academic dean or designee is required to audit a course. After the last day for students to withdraw from class without penalty, the grade **X** is invalid for students enrolled in the course for credit.

I - incomplete

No credit. Used for verifiable unavoidable reasons. Since the "incomplete" extends the enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. The **I** grade may be assigned only in the case of mitigating circumstances beyond the student's control, and only after at least 75 percent of the course has been satisfactorily completed. It is the student's responsibility to notify the instructor of the student's desire for a grade of **I**. Incomplete grades assigned for the fall semester must be made up by the last day of instruction in the following spring semester; incomplete grades assigned at the end of the spring semester and summer term must be made up by the last day of instruction in the following fall semester, unless the instructor establishes an earlier deadline. In exceptional cases, extensions of time needed to complete course work for **I** grades may be granted beyond the subsequent semester, with the written approval of the campus provost.

general information

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

computing the grade point average (GPA)

The grade point average is determined by multiplying the number of credits for each class by the number of points awarded for the grade received and dividing 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.

A	4 points	Excellent
B	3 points	Good
C	2 points	Average
D	1 point	Poor
F	0 points	Failure

Developmental credits are not included in GPA computation. Grades of **P, R, S, U, and W (withdrawal), I (incomplete), or X (audit)** do not receive grade points.

semester GPA

The semester grade point average is determined by dividing 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

The curriculum grade point average is determined by dividing 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

The cumulative grade point average is determined by dividing the total number of grade points earned in all courses by the total number of credits attempted.

See Repeated Course Policy 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. 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 during 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 an individual student.

Implementation of this policy does not affect any GPA calculations for prior terms or any 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. (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.

final grade appeal

The college’s grade appeal procedure provides a process for contesting final grades awarded. There are two grounds for appeal:

- the assignment of a grade in a manner other than that described on the course outline or amended by the instructor with appropriate notice;
- the assignment of a grade using a method other than that used for the other students in the class.

Students must submit a written final grade appeal to the Dean of Student Services (or designee) on the campus where the course was held and at least 10 working days prior to the first day of classes of the next academic term.

general information

other academic regulations

course prerequisites

Students must successfully complete some courses before enrolling in others. These prerequisites are listed in each semester's TCC Schedule of Classes and may include developmental courses identified through the college's Student Assessment Program. The college reserves the right to withdraw students from courses in which they have enrolled without successfully completing the appropriate prerequisites.

course co-requisites

A co-requisite is a course that must be taken along with another course, unless the student has already completed it successfully. Co-requisites are listed in the "TCC Schedule of Classes" and may include developmental courses identified through the college's Student Assessment Program. The college reserves the right to withdraw students from courses if they are not also enrolled in the co-requisite course or have not completed it successfully.

required declaration of curriculum

Students are expected to declare a curriculum by the time they have accumulated 24 semester hours of credit. Students who are uncertain about a curriculum should contact a counselor or academic advisor.

examinations

Students are expected to take examinations as scheduled. No exceptions will be made without the permission of the academic dean and the instructor of the course.

course attendance

Students are expected to be present and on time at all scheduled class and laboratory meetings. Instructors do not have to admit students who arrive late. If a student adds a class or registers after the first day of classes, s/he is counted absent from all class meetings missed. When absences in a course equal the number of weekly class sessions of that course, the student's standing in that class may be in jeopardy.

If a student is absent more than 20 percent of scheduled instructional time for a course, attendance may be defined as unsatisfactory. This calculation includes absences occurring during the add/drop period.

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

general information

When an instructor determines that absences constitute unsatisfactory attendance, s/he may withdraw a student from the course. The student will receive a grade of **W** during the first 60 percent of a course. If the student is withdrawn after 60 percent of the class, a grade of **F** (or **U** in the case of a developmental course) will be assigned unless the student can document mitigating circumstances.

Students who are withdrawn from a class because of unsatisfactory attendance are not eligible for a refund of tuition and fees.

academic standing

Students are considered to be “in good academic standing” if they maintain a semester minimum GPA of 2.00, meet eligibility requirements, and are not on academic suspension or dismissal status.

academic warning

Students who fail to attain a minimum grade point average of 2.00 for any semester shall be placed on academic warning.

academic probation

Students who fail to maintain a cumulative grade point average of 1.50 after attempting twelve or more credit hours shall be on academic probation until such time as their cumulative average is 1.50 or better.

The statement “Placed on Academic Probation” will appear on the student’s permanent record. Students on academic probation must consult a counselor before registering and will usually be required to carry a reduced course load the next semester. Note: Although a grade point average between 1.5 and 1.99 may not result in formal academic probation, students must earn a minimum of 2.0 in their curriculum to receive an associate degree.

academic suspension

Students on academic probation who fail to earn a semester grade point average of 1.50 shall be placed on suspension only after they have attempted 24 semester credit hours.

The statement “Placed on Academic Suspension” will appear on the student’s permanent record. Academic Suspension normally shall be for one semester unless the student reapplies and is accepted for readmission to another curriculum. Whatever the time period, students on academic suspension may not re-enroll at the college until they are formally reinstated. To be considered for reinstatement, students must submit an Application for Readmission available from campus Enrollment Services.

Following reinstatement after academic suspension, students must earn a minimum 2.0 grade point average for the semester in which they return, and a

general information

minimum 1.5 grade point average in all subsequent semesters for which they're enrolled. Students remain on academic probation until the cumulative grade point average is raised to a minimum of 1.5.

academic dismissal

Students who are on academic suspension and do not maintain at least a 2.00 grade point average for the semester of their reinstatement to the college shall be academically dismissed. Students who have been placed on academic suspension and achieve a 2.00 for the semester of their reinstatement must maintain at least a cumulative 1.50 GPA in each subsequent semester of attendance. Students remain on probation until their cumulative GPA is raised to a minimum of 1.50. Failure to attain a cumulative 1.50 GPA in each subsequent semester until the cumulative GPA reaches 1.50 shall result in academic dismissal.

The statement "Placed on Academic Dismissal" will appear on the student's permanent record. Academic dismissal is normally permanent. With good cause, students may reapply by submitting an Application for Readmission and may be accepted under special considerations.

academic renewal policy

Students who return to the college after a separation of five years or more may petition for academic renewal by submitting an Academic Renewal Petition Form to Enrollment Services.

If a student is determined to be eligible for academic renewal, **D** and **F** grades earned prior to re-enrollment will not be used in calculating the cumulative and curriculum grade point averages, subject to the following conditions:

- Prior to petitioning for academic renewal the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first 12 semester hours completed after re-enrollment.
- All grades received at the college will remain a part of the student's official transcript.
- Students will receive degree credit only for courses in which grades of **C** or better were earned prior to academic renewal, providing that such courses meet current curriculum 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 a grade of **C** or better was earned and credits transferred from other colleges or universities.
- The academic renewal policy may be used only once and cannot be revoked once approved. The notice "Academic Renewal has been granted" and the effective dates will appear on the official transcript.

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 the cumulative grade point average is 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 a grade point average 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 the career studies certificate.

3.2 Cum laude (with honor)

3.5 Magna cum laude (with high honor)

3.8 Summa cum laude (with highest honor)



Planning to graduate go to www.tcc.edu, search keyword: "graduation".

graduation requirements

The student is responsible for fulfilling all graduation requirements and meeting all conditions listed below.

catalog determination and degree designation

The catalog year used to determine graduation requirements is the one in effect at the time the student is admitted to the curriculum from which s/he plans to graduate, provided the catalog is not more than six years old (including the year in which the student plans 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 s/he plans to graduate).

Only the degree title appears on the student's diploma when the award is conferred. The degree major and specialization(s), if any, appear on the student's permanent record (transcript). Multiple specializations within the same degree appear on the transcript provided students meet the additional requirements and apply to receive multiple specializations.

application for graduation

Students intending to graduate must officially apply for graduation by the application deadline. Details regarding deadlines and processes are located at www.tcc.edu, search keyword: "graduation".

general information

required computer competencies

Tidewater Community College endorses the principle of computer competency for all students intent on completing a curriculum in excess of 45 semester credits. Students must demonstrate all of the following competencies:

- Working knowledge of computing concepts, components, and operations to accomplish educational and career tasks.
- Use of the appropriate components of an integrated productivity software package involving word processing, spreadsheet, database, communication applications.
- Ability to access, retrieve, and apply networked information resources, e.g., on-line catalog, virtual libraries, and the internet.
- Use of telecommunication software, e.g., electronic mail, listservs, bulletin boards, and/or news groups, to communicate with faculty, students, and information providers.

Contact the campus Enrollment Services office for information on the ways in which students may fulfill these requirements. Students with disabilities that may be related to achieving and documenting computer competencies should contact the Disability Services representative at their campus of record. Successful completion of computer competency tests does not carry any academic credit.

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 achievement in general education or selected majors prior to graduation. These assessment activities are required for the sole purpose of evaluating the college's academic programs. Test results are confidential and aggregated across programs. No minimum score or level of achievement is required for graduation.

general education requirements

General education requirements address the knowledge, skills, attitudes, and values characteristic of educated persons. They are unbound by disciplines and honor the connections among bodies of knowledge. TCC degree graduates will demonstrate competency in the following general education areas:

- Communication
- Critical Thinking
- Cultural and Social Understanding
- Information Literacy
- Personal Development
- Quantitative Reasoning
- Scientific Reasoning

TCC's associate degree programs support a collegiate experience that focuses on the above definition and attendant areas. Degree graduates will demonstrate competency in the following general education areas:

general information

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:

- 1.1 understand and interpret complex materials;
- 1.2 assimilate, organize, develop, and present an idea formally and informally;
- 1.3 use standard English;
- 1.4 use appropriate verbal and non-verbal responses in interpersonal relations and group discussions;
- 1.5 use listening skills; and
- 1.6 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:

- 2.1 discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data;
- 2.2 recognize parallels, assumptions, or presuppositions in any given source of information;
- 2.3 evaluate the strengths and relevance of arguments on a particular question or issue;
- 2.4 weigh evidence and decide if generalizations or conclusions based on the given data are warranted;
- 2.5 determine whether certain conclusions or consequences are supported by the information provided; and
- 2.6 use problem solving skills.



To submit an application for Graduation go to www.tcc.edu, search keywords: “graduation application”.

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:

- 3.1 assess the impact that social institutions have on individuals and culture—past, present, and future;
- 3.2 describe their own as well as others’ personal ethical systems and values within social institutions;
- 3.3 recognize the impact that arts and humanities have upon individuals and cultures;
- 3.4 recognize the role of language in social and cultural contexts;
- 3.5 recognize the interdependence of distinctive world-wide social, economic, geopolitical, and cultural systems.

general information

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:

- 4.1 determine the nature and extent of the information needed;
- 4.2 access needed information effectively and efficiently;
- 4.3 evaluate information and its sources critically and incorporate selected information into his or her knowledge base;
- 4.4 use information effectively, individually or as a member of a group, to accomplish a specific purpose; and
- 4.5 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:

- 5.1 develop and/or refine personal wellness goals; and
- 5.2 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:

- 6.1 use logical and mathematical reasoning within the context of various disciplines;
- 6.2 interpret and use mathematical formulas;
- 6.3 interpret mathematical models such as graphs, tables and schematics, and draw inferences from them;
- 6.4 use graphical, symbolic, and numerical methods to analyze, organize, and interpret data;
- 6.5 estimate and consider answers to mathematical problems in order to determine reasonableness; and
- 6.6 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

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

associate degree requirements

To be awarded an associate degree from the college, the student must fulfill the following requirements:

- Fulfill all of the course and credit hour requirements of the degree curriculum, with a minimum of 25 percent of the credit hours earned in course work taken at Tidewater Community College;
- Earn a grade point average of at least 2.0 in all studies completed that are applicable toward graduation in the curriculum;
- Complete one course designated “international.” (Applies to AA and AS graduates only.);
- Submit an Application for Graduation online at www.tcc.edu, search keyword: “graduation” by the college’s published deadline. (Deadlines are published in the TCC Schedule of Classes.);
- Satisfy computer competency requirements. For correct information on how to satisfy this 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.

certificate requirements

To be eligible for graduation with a certificate from the college, the student must fulfill the following requirements:

- Fulfill all of the course and credit hour requirements of the certificate curriculum, with a minimum of 25 percent of the credit hours earned in course work taken at Tidewater Community College;
- Earn a grade point average of at least 2.0 in all studies completed that are applicable toward graduation in the curriculum;
- Submit an Application for Graduation online at www.tcc.edu, search keyword: “graduates” by the college’s published deadline. (Deadlines are published in the TCC Schedule of Classes.)

general information

- 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.

Students graduating with a certificate consisting of more than 45 credit hours must also meet the college's computer competency requirement. Information on how to satisfy this requirement is located on the College's website at: www.tcc.edu/students/graduates/computer.htm.

second degree or certificate

In awarding students an additional certificate or degree, the college may grant credit for all previously completed applicable courses that are requirements of the additional degree or certificate. However, the awards must differ from one another by at least 25 percent of the credits required.

commencement

The college holds two formal commencement ceremonies each year for students who meet graduation requirements for one-year and two-year curricula. Attendance at these formal commencement ceremonies is strongly encouraged.

college records policies

student address of record

Official communications from the college are sent to the address given to campus Enrollment Services by the student and/or to the student's TCC email address. To make address changes, students must complete a Student Data Change form and submit it to a campus Enrollment Services office.

final grade reports

Final grades for each term become a part of the student's permanent record and are recorded on the official transcript. Term grade reports are available to the student via the college's website (www.tcc.edu) through the Student Information System (SIS).

transcripts and certifications

A transcript is a copy of a student's permanent academic record. An official transcript carries the college seal. Students must submit a written request or web request to receive a personal copy of their transcript or to send a copy of their transcript elsewhere. Transcripts sent to educational institutions or agencies must be official and carry the college seal. Generally, transcripts given or mailed directly to a student will not bear the college seal and will be stamped "Issued to Student." Students must settle all financial obligations with the college before a transcript will be released. Visit www.tcc.edu, search keyword: "transcripts", for options for requesting official transcripts.

general information

Official transcripts normally take seven to fourteen working days to process, or longer during heavy registration periods or grade processing times. Transcripts for students who have taken courses on the quarter system (prior to summer 1988) or through cross-registration may take up to 14 working days to process.

Students can obtain an unofficial copy of their transcript by using the Student Information System (SIS) at www.tcc.edu.

To request a hard copy of the unofficial transcript, students must complete a request form and present the completed form and a picture ID to the Enrollment Services office. The college can provide most unofficial transcripts on the same day. Some requests must be sent to Central Records if the records are very old or involve cross-registration.

Certifications are letters or forms verifying a student's 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 a certification will be released. Contact the campus Enrollment Services office to request certifications.

Students must present a picture ID to pick up transcripts or certifications. A third party may pick up a student's transcript or certification, but only if the student has provided the college written permission—dated and signed by the student, to release the document to a specific individual. That individual must present his or her picture ID.

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

hold on records

Students will not be permitted to register, nor will the college issue transcripts, certificates, or degrees to a student, until all 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 policy governing a student's right to access, challenge the accuracy, or request release of his/her education record and grades may be found at www.tcc.edu, search keyword: "ferpa".

directory information policy

The following information is considered directory information, which may be released without student authorization unless the student notifies the Enrollment Services office in writing by the end of the first week of classes that the information should not be released:

general information

1. Student's name
2. Participation in officially recognized activities and sports
3. Address
4. Telephone listing
5. Weight and height of members of athletic teams
6. Electronic mail address
7. Degrees, honors and awards received
8. Date and place of birth
9. Major field of study
10. Dates of attendance
11. Grade level
12. The most recent educational agency or institution attended
13. Course credit load

The college must comply with judicial orders or lawfully issued subpoenas provided the institution makes a reasonable attempt to notify the student in advance of the compliance.

student records retention policy

The permanent record is the only official document of a student's academic history and the only official document used for record reconciliation. All other student documents are subject to disposal by the college in accordance with state policy.

student conduct

The chancellor of the VCCS is authorized by the State Board for Community Colleges to impose appropriate penalties including expulsion from the college for student conduct which tends to discredit or injure the college. This authority has been delegated by the chancellor to the administration of each community college, subject to review by the chancellor or a delegated representative.

The VCCS guarantees to students the privilege of exercising their rights of citizenship under the Constitution of the United States without fear of prejudice and takes special care to ensure due process and to spell out defined routes of appeal when students feel their rights have been violated.

Students are considered to be responsible adults and are expected to maintain standards of conduct appropriate to membership in the college community. The college, therefore, emphasizes standards of student conduct rather than limits or restrictions on students. Guidelines and regulations governing student conduct usually are developed by representatives of the student body, faculty, counseling staff, and administration.

The college reserves the right to take disciplinary action compatible with its own best interest if such action is clearly necessary. Failure to meet standards of conduct acceptable to the college may result in disciplinary probation, suspension, dismissal, or other penalty depending upon the nature of the offense.

general information

Students who are dismissed must reapply to the college. Readmission is not assured.

right to attend class

Students have the right to attend duly assigned classes on any TCC Campus. That right includes the right to attend the class without physical violence, fear of violence, psychological abuse, or racial, sexual, or other harassment.

academic conduct

academic freedom

Tidewater Community College is committed to the concept of academic freedom as presented in the American Association of University Professors policy statement.

Membership in the academic community imposes on students, faculty members, administrators, and trustees an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus (AAUP Policy Documents & Reports, 1990 edition, 77).

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community (AAUP Policy Documents & Reports, 1990 edition, 153).

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled (AAUP Policy Documents & Reports, 1990 edition, 154).

If a problem arises concerning class content and/or procedures, it is appropriate for a student to discuss the problem with the faculty member before seeking help from an administrator. If a student feels that s/he has been injured by an infringement of academic freedom, the Student Grievance Procedure provides an avenue for resolution. The purpose of the Student Grievance Procedure is to

general information

provide equitable and orderly process to resolve grievances, other than appeals of final grades, by students at TCC.

academic misconduct

Academic misconduct includes, but is not limited to, the following actions:

- cheating on an examination or quiz—either giving or receiving information;
- copying information from another person on graded assignments;
- using unauthorized materials during tests;
- collaboration during examinations;
- buying, selling or stealing examinations;
- arranging a substitute for oneself during examinations;
- substituting for another person, or arranging such a substitution;
- plagiarism—intentional or accidental;
- submission of work other than your own for written assignments;
- collusion with another person or persons in submitting work for credit, in class or lab, unless such collaboration is approved in advance by the instructor.

faculty disposition of academic misconduct

Faculty members processing an instance of apparent academic misconduct in which the penalty sought is not dismissal from the college will employ the following procedure:

Faculty members who have reliable evidence of academic misconduct will (1) investigate the matter, and (2) review the facts of the matter and the proposed penalty with the appropriate academic dean. They may then take one or more of the following actions:

- require the work to be accomplished again;
- give no credit for the test, paper or exercise;
- assign a grade of **W** or **F** for the course; or
- refer the matter to the campus Dean for Student Services or designee for possible disciplinary sanction through the college's disciplinary procedure.

If the faculty member chooses to refer the matter to the campus dean or designee for disposition, the Plenary Disciplinary Procedure shall be followed, and dismissal from the college is a possibility.

Students may appeal a faculty penalty through the Student Final Grade Appeal Procedure when a final course grade is involved, or through the Student Grievance Procedure for penalties not involving final course grades.



student misconduct

behavior subject to disciplinary action

Students may be subject to disciplinary action for on-campus or off-campus conduct. Federal, state and local laws apply on campus. Disciplinary action may be initiated for academic misconduct, which also may lead to criminal charges, in the following circumstances:

1. **Criminal Charges:** when a student is formally charged with the commission of a crime.
2. **Threat to Health or Safety:** when the student's continued presence at the college is deemed to constitute a threat to the health, safety, or welfare of members of the campus community.
3. **Bomb Threat, Fire Alarm:** when a student activates a fire alarm, or makes a threat to damage or bomb college property, or encourages, incites, entices, or solicits any person to commit such a threat, the student shall be disciplined by the college and recommended for criminal prosecution to the full extent of the law.
4. **Weapons:** when a student is in possession, on his/her person or in his/her car, or uses weapons, including guns, knives, etc.
5. **Obscenity, Profanity:** when a student utters obscene or profane words.
6. **Assault, Battery, Fighting:** when a student engages in assault or battery, or fighting.
7. **Sexual Assault, Stalking:** when a student engages in sexual assault or stalking.
8. **Hazing, Harassment:** when a student engages in hazing, psychological abuse, racial, sexual, or other harassment.
9. **Theft:** when a student engages in theft, larceny, embezzlement, or the temporary taking of the property of another.
10. **Property Destruction:** when a student destroys, damages, defaces, or misuses public or private property.
11. **Illegal Entry:** when a student illegally enters or occupies state property.
12. **Riot:** when a student engages in a riot or a disorderly assembly.
13. **Gambling:** when a student engages in unauthorized gambling or gaming.
14. **Alcoholic Beverages:** When a student possesses, consumes, or displays behavior arising out of the consumption of alcoholic beverages.
15. **Drugs:** when a student engages in the possession, use, sale, or manufacture of illegal or controlled drugs.
16. **Forgery:** when a student forges, alters, or misuses college documents or records, including student identification cards.

general information

17. **Computer Security:** when a student engages in unauthorized use of computer resources, or makes unauthorized efforts to penetrate or modify any computing hardware or software, or uses computer resources to effect any of the acts prohibited by the TCC Student Handbook.

Disciplinary action by the college is not a criminal process, and the double jeopardy doctrine does not apply to student discipline. The college may elect to process a charge of misconduct even if the student may be or has been charged with a criminal offense arising out of the same act. The college will not delay its processing of a matter because of pending criminal charges, a trial, or an appeal.

Disciplinary action may also be initiated when a student is reported to college officials for conduct prejudicial to the academic or other functions of the college. Such conduct includes, but is not limited to, the following:

1. **Disruption.** Disruption of a classroom, laboratory, library, office, public student space (such as a student center), meeting, or hearing.
2. **Cheating.** Assisting or engaging in academic cheating or plagiarism.
3. **False Information.** Providing false information to the college.
4. **Registration Data.** Tampering with student registration data, or misuse of the student registration PIN number.
5. **Debt.** Issuing bad checks or failing to pay a debt owed to the college.
6. **Children on Campus.** Failure to comply with college policy regarding children on campus.
7. **Smoking.** Smoking tobacco or similar products inside college buildings, or in areas of the college grounds where smoking is prohibited.
8. **Littering.** Littering college grounds or buildings.
9. **Traffic Rules.** Failure to obey traffic and parking rules, or failure to obey commands of college security staff.
10. **Failure to comply.** Failure to comply with an official and proper order of a duly designated college official, or with any college policy or procedure.

In summary, rights and responsibilities are equal for all persons. Freedom of speech includes the freedom not to listen. Federal, state, and local laws apply on the campuses. Rights and responsibilities are irrevocably intertwined. Personal conduct, both on and off campus, reflects equally upon the student, the student's family, and the college. Disorderly conduct will not be tolerated. The college places primary responsibility for student conduct on the student. Students are also responsible for the conduct of their guests at college events.

acceptable use of electronic resources

As part of its mission, the college provides access to the internet on each campus. In accordance with the American Library Association's position on the widest possible access to all resources of the internet without discriminating

general information

against any category of library user, our patrons are allowed the fullest access to the internet, unless restricted by federal, state, local, and institutional laws and policies. These include laws dealing with copyright, libel, obscenity, and plagiarism. Since the internet is an unregulated information source, the college has no control over the information found therein and cautions that the internet may contain inaccurate materials or materials of a controversial nature. The staff reserves the right to monitor its computer resources to protect the integrity of the computing systems, to track problems, and to insure equal and appropriate access to all users (i.e., time limits can be imposed during high use periods). Computer users are asked to employ common sense and courtesy in their use of the college's resources.

computer ethics guideline

State Law (Article 71 of Title 182 of the Code of Virginia) classifies damage to computer hardware or software (182-1524), unauthorized examination (182-1525), or unauthorized use (182-1526) of computer systems as (misdemeanor) crimes. Computer fraud (182-1523) and use of a computer as an instrument of forgery (182-1524) can be felonies.

discrimination or harassment

It is the policy of Tidewater Community College to provide equal employment and educational opportunities for all persons without regard to race, color, religion, national origin, political affiliation, veteran status, gender, age, or sexual orientation and for all otherwise qualified persons with disabilities. This policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans.

TCC does not tolerate discrimination or harassment on the basis of race, color, religion, national origin, political affiliation, veteran status, gender, age, sexual orientation, or disability.

sexual harassment

The harassment of students, faculty, or staff due to their sex is prohibited. College disciplinary or grievance procedures will be utilized when allegations of sexual harassment are made. The college will utilize the Notice of Investigative Guidance on Sexual Harassment, published by the U.S. Office of Education's Office of Civil Rights, in addressing such matters.

Tidewater Community College's position is that sexual assault and sexual harassment are forms of misconduct that undermine the integrity of the student and employment relationship. No student or employee—either male or female—should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual misconduct does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and that debilitates morale, and therefore, interferes with work and academic effectiveness. Such behavior may result in disciplinary action up to and including dismissal. Additionally, a student or employee charged with sexual misconduct can be prosecuted under Virginia criminal statutes.



general information

smoking

Smoking and/or the use of any tobacco product is prohibited in all buildings at TCC and in state-owned vehicles.

weapons and firearms

Tidewater Community College's employees (including temporary workers provided by other employers), vendors, contractors, students, and volunteers are prohibited from carrying, maintaining, or storing a firearm or weapon on college property and in any college facility, even if the owner has a valid permit.

Any such individual who is reported or discovered to possess a firearm or weapon in violation of this policy will be asked to remove it immediately. Failure to comply may result in the imposition of appropriate employee or student sanctions, including disciplinary action, and/or arrest.

The college provides an exception to this prohibition for sworn law enforcement officials appointed pursuant to appropriate sections of the Code of Virginia and sworn federal law enforcement officers.

academic services

The college's full range of academic services, including tutoring and other individual assistance with academic matters, is described more fully in the TCC Student Handbook.

learning resources centers (LRC)

Each campus houses a library and learning laboratory in a Learning Resources Center (LRC). A separate Slide and Print Library is located at the Visual Arts Center.

The Learning Resources Centers contain research materials in both print and electronic format to support the courses, curricula, and mission of the college. Library materials include books, newspapers, magazines, journals and an extensive collection of indexes, abstracts and full text databases. Materials in the Learning Laboratories include videotapes, audiotapes, films, cd-roms, computer files, and other audiovisual materials. In addition, faculty members may place materials on reserve in the Library or the Learning Laboratory for their students' use. Library and Learning Laboratory staff members are available to help students take full advantage of the available resources. The Learning Resources Centers maintain a web site that provides access to the LRC catalog, the electronic research resources, and to many of the services the LRC provides.

Students must have a valid Tidewater Community College ID card in order to check out LRC materials for home use or to access materials in restricted LRC locations. Students are responsible for the LRC materials they use. Patrons who fail to return books/materials by the due date will receive 30 days notice prior to being submitted to the college collection office. Patrons will be charged for the cost of the materials as well as a collection fee. The college will use

general information

internal and external resources as necessary to ensure the collection of the debt. Student records will be sealed and no services will be provided until the entire debt is satisfied. Additional LRC policy documents are identified on the LRC website at www.tcc.edu, search keywords: “LRC usage” and are available in the campus LRCs.

interactive computer laboratories

Interactive computer labs are located on the Norfolk and Portsmouth campuses and provide self-paced computer training for students and the public. Call (757) 822-1310 for information on the courses offered.

service learning

Service Learning is a teaching method that provides students with a better understanding of why education is important and applicable to everyday life. Students learn and develop through experiences that meet community needs. Meaningful service in the community, along with structured reflection on that service, are incorporated into the curriculum. Students practice newly acquired skills and knowledge in real-life situations and extend learning into the community to enhance classroom learning and foster a sense of caring for others.

student services

Tidewater Community College’s student services programs are described in more detail in the TCC Student Handbook.

counseling

Counselors are available by appointment or on a walk-in basis to assist students with academic, career, and life planning. They help students explore their interests and identify career goals. With a counselor’s assistance, students develop an educational plan to meet their goals whether it is to continue their education at a four-year college or university, to prepare for immediate entry into the job market, or to develop skills for career advancement or personal growth.

Counselors can help students address issues related to career indecision, academic difficulty, time management, low self-esteem, and other obstacles to academic success. They teach a variety of courses on study skills, career development, college survival skills, time management, and test-taking skills.

TCC counseling offices offer individual and group counseling to help students with these concerns. Referral to appropriate local resources is available if a student requires additional professional assistance.

general information

transfer counseling

Transfer counselors can assist students with selecting a transfer institution and designing a program to maximize transferability of courses to public or private colleges and universities in Virginia or another state.

career development

The college offers a comprehensive program to help students develop, evaluate, and implement a career plan. This approach helps students become aware of their interests, skills, values, and life-style preferences and relate them to a career decision. Resources are available to direct students to accurate, up-to-date information about future job outlooks and salaries. Each campus offers individual career counseling and seminars, workshops, and short courses on career-related topics.

student development

The college offers a variety of activities to orient students to the college and help them acquire the skills necessary for success. Courses such as study skills, college success skills, career planning, and other student development classes fulfill the orientation requirement in degree and certificate programs. Students should examine their curriculum to see if a particular SDV course is required. If not, students should choose the topic that best meets their orientation needs.

job referral service

The college offers an employment referral service designed to assist students and graduates in finding employment. Job listings are received from various employers (local companies, federal government, state and city agencies and many more), and posted online to the HireNet.net website. The college also provides additional services such as on-campus recruitment by local employers, assistance with resume writing and interviewing skills. For additional information, contact a campus Student Employment Services office (757) 822-7228 or the Career Services office.

cooperative education program

The Cooperative Education Program is designed to provide students with practical work experience that carries college credit for participating in a coordinated, paid learning program with a cooperating employer. "Co-op" bridges the gap between theory and practice by allowing students to apply skills learned in the classroom on the job. With the assistance and advice from the Cooperative Education office, students can decide if cooperative education will enhance their academic program.

general information

international student services

Non-immigrant students holding or seeking F-1 visa status can obtain the necessary forms and instructions on how to apply for an I-20 from the International Student Services office. Prospective students in non-immigrant classes other than F-1 are required to meet with the International Student Advisor to determine admission eligibility and/or limitations. Advising services for international students are available at the Virginia Beach Campus.

disability services

The mission of TCC's Disabilities Services is to ensure compliance with state and federal law by providing eligible students with disabilities equal access to the curriculum, facilities and support services. In furtherance of this mission, college-wide disabilities services promote awareness through the dissemination of information to the college community, including training and consultation with faculty.

A counselor is available on each campus to help students with physical, sensory, and/or learning disabilities, or chronic health problems that require assistance, academic accommodations, or program modifications. The Coordinator for Disability Services is based at the Norfolk Campus and maintains office hours at the other campuses. Students needing accommodations are encouraged to contact the disability counselor 45 days before classes begin. Telephone numbers for Disability Services are listed in the directory for each campus. All contacts and services are confidential.

financial aid

Each campus maintains a Financial Aid office, where students can receive information about types of financial aid, application forms, and assistance in completing applications for financial assistance. The Financial Aid office also monitors students' eligibility and coordinates disbursement of financial aid awards.

open door project

The Open Door Project is a federally funded Student Support Services/TRIO program that provides academic support and personal services to eligible students at the Norfolk and Portsmouth campuses. The goal of the project is to help participants improve their academic performance, stay in college, and graduate from TCC, and transfer to a four-year college or university. For more information, contact the Open Door Project office at (757)-822-1218.

the women's center

The TCC Women's Center maintains an office on each campus to provide services that help women achieve their academic and personal goals. Among the services offered are workshops, counseling, weekly support groups, crisis intervention, and help in obtaining financial assistance. In addition, the Center



gen. info.

general information

offers a skills training program in conjunction with TCC Workforce Training and Services. Contact the campus Women's Center office for more information.

veterans affairs office

A Veterans Affairs office on each campus assists students in applying for VA benefits, in certifying eligibility, and in maintaining accurate enrollment and student status records.

student activities

TCC provides a comprehensive student activities program that includes publications, intramural athletics, honor societies, campus and community-based cultural and social events, and student clubs and organizations recognized by the Student Government Association and approved by the appropriate college authorities.



Student Activities

www.tcc.edu/student/activities

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".

student life policies

children on campus

TCC has no facilities to provide care for the children of students or visitors. Children cannot be left unattended on the grounds, in automobiles, snack bars, lounge areas, administrative offices, registration sites, or Learning Resources Centers. Children cannot be taken into classrooms or laboratories. Failure to comply with this policy will lead to disciplinary action or, in appropriate circumstances, to referral to appropriate law enforcement officials.

general information

health insurance

Recognizing that comprehensive health care insurance is often vital to one's efforts to maintain a healthy life-style, the college makes health care insurance available to TCC students who desire coverage. Students can obtain information and an application in the office of the campus Dean for Student Services.

International students can obtain health insurance information from the International Student Services office on the Virginia Beach campus.

drug and alcohol abuse prevention

The unlawful possession, use, or distribution of drugs and alcohol by students and employees on college property or as a part of any college activity is prohibited.

The legal sanctions under federal and state law for unlawful possession, use, or distribution of illicit drugs and alcohol include fines and imprisonment.

Substantial health risks have long been associated with the use of illicit drugs and alcohol. These include death; severe impairment of respiratory, circulatory, and other systems; damage to various organs, including, but not limited to, the liver and the brain; and a host of other drug and alcohol induced health risks.

Drug and alcohol counseling, treatment, or rehabilitation programs are available by contacting each campus Counseling Center, or may be obtained from the Community Services Board in the student's or employee's city of residence, or from any private provider.

Students attending a community college may not possess, sell, use, give away, or otherwise distribute illegal drugs. Students violating this policy are subject to suspension, expulsion, or other appropriate discipline. College charges will be processed against students in the normal manner provided by the college rules.

Faculty members, staff members, or any employee of a community college may not possess, sell, use, give away, or otherwise distribute illegal drugs. Faculty members, staff members, or any employees of a community college violating this rule are subject to suspension or other appropriate discipline as provided in the policies, procedures and regulations of the State Board for Community Colleges and/or the State Personnel Statutes and/or the laws of the Commonwealth of Virginia, the counties, and city governments.

In cases where the president or the president's designee believes that the continued presence of a person charged with possession, sale, use or distribution of illegal drugs presents a serious and immediate threat to the welfare of the college community, the students, faculty members, or staff members will be afforded due process and a hearing as soon as possible, after which appropriate action will be taken.

The college is pledged in every way possible to help individuals achieve a realistic understanding of the consequences of drug use for themselves and society. Only informed men and women can hope to make the responsible decisions required to prevent the proliferation of drug abuse. Literature concerning drugs is available from the counselors. Counseling assistance is also available on a confidential basis for any member of the college community who needs this help.

general information



Inclement Weather call
(757) 822-1122.

gen. info.

health services

TCC does not provide health services, emergency or otherwise. In case of emergency, call 911 or ask the campus switchboard operator to call 911.

inclement weather conditions policy

When weather conditions make it necessary to delay opening, cancel classes, or close the college, one of the following notices will be provided by the TCC Information Center and local radio and television stations. Please do not call any other college telephone numbers.

Students can determine the college's status by calling (757) 822-1122, checking the radio or television stations, or the college's website (www.tcc.edu). One of the following notices will be provided:

1. **Message: The college is closed.**
The college is closed day and evening for students and staff.
2. **Message: The college will open/close at ().**
The college will open/close at designated time for students and staff.
3. **Message: The college will open at 4:00 p.m.**
The college will be closed for day classes and day staff, but will open for evening classes and evening staff.
4. **Message: Evening classes are cancelled.**
The college is closed for evening students and staff.

student handbook

The college publishes the TCC Student Handbook along with this Catalog. The TCC Student Handbook contains more information about college procedures, as well as the full text of college policies. Copies are available in campus libraries and in student services offices.

curricula of study

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 university-parallel degree programs who are accepted into a baccalaureate degree program 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.

articulation agreements

Tidewater Community College works with baccalaureate degree-granting institutions to develop articulation agreements that guarantee transfer students are treated on an equal basis with the receiving institution's native students. The Virginia Community College System also negotiates agreements with four-year institutions that guarantee admission to qualified students enrolled in any community college in the VCCS.

TCC's guaranteed admissions and articulation agreements apply only to graduates of the College's university-parallel transfer degree programs. Students interested in transferring to a four-year institution prior to completing the associate degree must apply through the transfer institution's competitive admissions process, and transferability of course work will be evaluated on a course-by-course basis.

TCC works continuously to create additional transfer options and enhance and update existing transfer agreements. Guaranteed admissions agreements are currently available with Christopher Newport University, the College of William and Mary, James Madison University, Longwood University, Norfolk State University, Old Dominion University, Radford University, the University of Mary Washington, the University of Virginia, the University of Virginia's College at Wise, Virginia Commonwealth University, Virginia State University, and Virginia Tech's colleges of Agriculture and Life Sciences and Engineering for students who meet the conditions outlined in the agreements. TCC or the VCCS also has signed agreements with Cappella University, Emory and Henry College, Hampton University's College at Virginia Beach, Lynchburg College, Mary Baldwin College, Randolph College, Regent University, Regis University, Saint Leo University, Strayer University, Sweet Briar College, the University of Phoenix, and Virginia Union University. Most general agreements guarantee admission to the university, but not necessarily to the student's major of choice. Many programs have competitive admissions that require students to meet additional grade point average and course requirements for admission to the program.

Program-to-program articulation agreements provide benefits for students who go beyond the guarantees outlined in the State Policy on Transfer and the guaranteed admissions agreements. Details on the transfer agreements are available from a campus transfer counselor or academic advisor. Students are advised to consult frequently with an advisor or counselor to get the most accurate information on transfer and articulation.

general education requirements

In selecting courses, students are expected to follow the curriculum outline for their intended major. The following list is provided as a guide to planning and is not intended to be a comprehensive summary of TCC courses that may be used to meet general education requirements in associate degree programs. For the purposes of transfer, the list includes courses most commonly accepted to meet core requirements at public four-year institutions. While transfer students who complete the associate's degree can expect to have met the lower-level general education requirements, transcripts for transfer students who do not complete the associate's degree will be reviewed by the receiving institution on a course-

general information

by-course basis. Not all courses listed below will meet core requirements at all four-year institutions, but students may receive elective credit.

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."

Credits transferred into TCC from an accredited institution may be used to satisfy these requirements, but students should request a transcript evaluation to determine which courses may be applied. With careful planning, some general education courses may also meet prerequisites for courses in the major. Students are advised to consult a TCC advisor or counselor and appropriate transfer guides to ensure that selected courses will meet TCC's and the intended transfer institution's requirements.

College Composition: ENG 111, ENG 112

Speech/Communications: SPD 100, SPD 110

Humanities, Fine Arts, and Foreign Languages: ART 201, ART 202, ENG 125, ENG 241, ENG 242, ENG 243, ENG 244, ENG 251, ENG 252, ENG 253, FRE 203, FRE 204, HUM 201, HUM 202, HUM 241, HUM 242, HUM 256, HUM 259, HUM 260, MUS 121, MUS 122, MUS 221, MUS 222, PHI 101, PHI 102, PHI 111, PHI 220, PHI 226, REL 200, REL 210, REL 215, REL 230, SPA 203, SPA 204, SPD 130, SPD 141, SPD 142, SPD 151

Social and Behavioral Sciences: ECO 120, ECO 201, ECO 202, GEO 200, GEO 210, GEO 220, GEO 221, GEO, 222, GEO 225, HIS 101, HIS 102, HIS 111, HIS 112, HIS 121, HIS 122, HUM 210, PLS 130, PLS 211, PLS 212, PLS 241, PLS 242, PSY 200, PSY 201, PSY 202, PSY 215, PSY 216, PSY 230, SOC 201, SOC 202, SOC 211, SOC 212, SOC 268, SSC 210

Natural Sciences: BIO 101, BIO 102, BIO 141, BIO 142, CHM 111, CHM 112, GOL 105, GOL 106, GOL 110, GOL 111, GOL 112, NAS 125, NAS 130, NAS 131, NAS 132, PHY 201, PHY 202, PHY 241, PHY 242

Mathematics: MTH 115¹, MTH 116¹, MTH 152, MTH 158, MTH 163, MTH 166, MTH 173, MTH 240, MTH 270

Health and Physical Education²: DIT 125, HLT 100, HLT 106, HLT 110, HLT 116, HLT 121, HLT 122, HLT 130, HLT 138, HLT 200, HLT 204, HLT 215, HLT 226, PED (any activity course)

Student Development²: SDV 100 or other appropriate SDV course

¹ May be used in applied programs only

² VCCS/TCC requirements; generally not transferable or transferable as elective credit

general information

major field course requirements and prerequisites

AA/AS Degrees: In selecting courses, students are expected to follow the curriculum outline for their intended major and specialization. Students who plan to transfer to a four-year college or university are urged to acquaint themselves with the requirements of the institution and major department to which they intend to transfer. With careful planning, students may be able to meet both general education requirements and prerequisites for the major with the same course(s), allowing greater flexibility in selecting electives. Students should consult their advisor or counselor to select courses most appropriate for their curriculum. Many TCC courses are transferable as general electives even if they do not fulfill core requirements.

AAA/AAS Degrees and Certificates: In selecting courses, students are expected to follow the curriculum outline for their intended major and specialization. Where appropriate, students may select courses from lists of approved courses provided by their division office to meet requirements in the major. 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." AAS/AAA degrees generally are not designed for transfer, but students can increase the transferability of selected applied degree programs by substituting transfer courses where appropriate to meet program requirements.

general electives

In addition to general education and courses required for their major, students may also have the opportunity to enroll in a credit course as a general elective. The curriculum outline for each program lists specific courses students must take to complete the degree or certificate, and most programs limit student choice to lists of approved courses. Some programs, however, may provide flexibility for students to select any credit course at the 100- or 200-level in which they have an interest. Transfer students are advised to consult a TCC advisor or counselor and the transfer institution's transfer guide to determine transferability of elective courses.