

## INTRODUCTION

**F**inancial aid is available for students through a variety of sources including grants, loans, scholarships, and the work-study program. These sources are described in more detail later in this chapter.

Students who wish to receive financial aid for the academic year should apply as soon as possible after January 1<sup>st</sup> of each year. State, and some federal, aid sources are awarded on a first-come, first-served basis. Students wishing to maximize their aid eligibility are encouraged to complete the Free Application for Federal Student Aid, FAFSA (<http://www.fafsa.ed.gov/>), by April 1<sup>st</sup>, preceding their enrollment in the fall semester. Students who complete the FAFSA after April 1<sup>st</sup> will still be awarded, but may not receive as much aid as those who meet the priority deadline. To apply for financial aid, please follow the steps detailed on the following page under the heading “Financial Aid Steps.”

Financial aid advisors are available at each campus to assist students with any financial aid related matter.

### Auditing Courses

Students are not eligible to receive financial aid for audited courses.

## CHANGES IN ENROLLMENT

### Changes in enrollment may impact a student's eligibility for financial aid

Students who enroll in class(es) and then drop class(es) by the College's last day to drop for a tuition refund will receive a full refund of tuition and fees. Any financial aid awarded for the semester will be cancelled. Students who use financial aid for bookstore purchases, then drop classes and have aid cancelled, must return their books to the bookstore for a full refund to the original financial aid source, or pay for their charges personally.

Students who enroll in classes and then withdraw before the Last Day to Withdraw without Academic penalty (60% of semester) are subject to a Return of Title IV Funds calculation. This calculation is mandated by the U.S. Department of Education and is meant to determine the amount of federal financial aid that a student has earned based on the number of days attended. If it is determined that a student has not earned all of the aid he/she received, the student will be responsible for repayment of funds.

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### Financial Aid Eligibility

In order to qualify for financial aid sources, a student must meet the following criteria:

- Be a U.S. citizen or national or an eligible non-citizen as defined by the U.S. Department of Education.
- Be enrolled in an eligible curriculum for financial aid purposes.
- Have a high school diploma or general education development (GED) certificate or have passed an ability to benefit test approved by the U. S. Department of Education. Students who have completed home schooling at the secondary level may also be eligible.
- Be meeting the Standards of Satisfactory Academic Progress at Tidewater Community College.
- Have not defaulted on a federal student loan or owe an overpayment on a federal aid program.

Other factors such as a conviction for the possession or sale of drugs, and a current incarceration may affect eligibility for financial aid. Financial aid advisors are available at each campus to answer questions related to eligibility.

### Financial Aid Steps:

1. Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you prefer to complete a paper application, please contact the U.S. Department of Education at 1-800-433-3243.
  - a. Apply for a Personal Identification Number (PIN) prior to completing the online FAFSA and use it to sign the application electronically. If you are a dependent student, your parents should also apply for a PIN. You may do so at the following website: [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
  - b. Be sure to list Tidewater Community College (TCC) as a school choice on your FAFSA. TCC's school code is 003712.
  - c. If you prefer to sign your application manually, instead of electronically with your PIN, please print the FAFSA signature page and mail it to the Federal Processor immediately upon completing the online application.
2. You will receive a Student Aid Report (SAR) after submitting your FAFSA application. If you file the FAFSA electronically and provide an email address, you will receive the results at your email address approximately five business days from the date you filed. If you complete the paper application, please allow two to four weeks for processing and the results will be mailed to your home.

- a. Review your SAR for accuracy. If you need to make corrections, please do so at the FAFSA ([fasfa.gov](http://fasfa.gov)) website.
  - b. If your SAR states that you have been selected for verification, you will receive a separate official request from TCC to provide certain financial documents.
  - c. Comply with all requests for additional information and take the documents to your campus financial aid office as soon as possible.
3. You will receive an official Financial Aid Award Notice from TCC detailing your estimated expenses for the enrollment period and your eligibility for financial aid.
- a. Review this document carefully and follow any additional directions that it provides. Some sources of aid, such as student loans, require an additional application.
  - b. Determine if your aid will cover your charges. If not, please pay any charges not covered by aid prior to the tuition payment deadline published on the TCC website.
  - c. Allow for adjustments if you are less than full-time. All financial aid awards are based on projected full-time enrollment.
4. Register for Classes
- a. Follow the directions to register as listed in the current semester schedule.
  - b. Be sure that you are enrolled in an eligible curriculum for financial aid purposes. All of TCC's degree programs and most of the certificate programs are considered eligible curriculums for financial aid purposes. Please see your counselor or financial advisor if you have questions.
5. Pay your tuition by the published deadline.
- a. If your aid does not cover all of your tuition expenses, please be prepared to pay the balance by the tuition deadline. If you do not, the classes that are not covered will be dropped.
  - b. Remember that aid is based on projected full-time status. It may be adjusted if you are less than full-time, which could create an outstanding balance that you must pay.
6. Purchase your books
- a. You are expected to purchase your books prior to the beginning of the semester.
  - b. If you have a remaining aid balance after tuition and fees are deducted, you may use the remaining aid at the College bookstore. The dates that you may use remaining financial aid each semester are published at the bookstore.
  - c. If you apply late for financial aid, you may experience a 24-hour delay from the time that your award is applied to when you may use the remaining balance at the bookstore.

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- d. Take your picture ID (driver's license or student ID) with you to the bookstore to facilitate using financial aid for your purchases.

### **Standards of Satisfactory Academic Progress (SAP)**

Students are required to maintain certain academic standards when receiving financial aid. These measurements are called the Standards of Satisfactory Academic Progress and are required by the U. S. Department of Education.

At Tidewater Community College, the Standards of Satisfactory Academic Progress are as follows:

1. A student must satisfactorily complete 67% of all TCC units (credits) beginning with a continually forward from the halfway point of his/her current academic plan (curriculum).
  - a. This applies regardless of whether or not the student previously received financial aid at TCC.
  - b. Courses with a grade of A, B, C, D, P, S or R are considered satisfactory for financial aid purposes and are included in the calculation.
  - c. Courses with a grade of F, W, U, I, or X are considered unsatisfactory for financial aid purposes and included in this calculation.
  - d. Developmental and English as a Second Language (ESL) courses are not included in this calculation.
2. A student must complete his/her current academic plan (curriculum) by the end of 150% of the academic plan (curriculum) length, regardless of whether or not he/she previously received any financial aid.
  - a. Transfer credits are included in this calculation
  - b. If the student changes his/her academic plan, her/she will not necessarily be granted additional time to receive financial aid.
  - c. Developmental and English as a Second Language (ESL) courses are not included in this calculation.
3. A student must maintain the minimum cumulative grade point average (GPA) in accordance with the following schedule.

Units (credits) Attempted	Cumulative Grade Point Average (GPA)
9 to 24	1.00
25 to 47	1.50
48 or more	2.0

Also, a student may only receive financial aid for a maximum of 30 credit hours of developmental courses. A student who takes more than 30 credit hours of developmental courses must-pay for the additional developmental credit hours.

### **Compliance with the Standards of Satisfactory Academic Progress (SAP)**

All financial aid recipients must meet the Standards of Satisfactory Academic Progress for Tidewater Community College as listed above. Failure to meet these criteria will result in the loss of the student's financial aid eligibility.

If academic progress improves, students should contact their financial aid advisor to inquire about reinstatement of aid.

### **Requesting Probationary Status for the Standards of Satisfactory Academic Progress (SAP)**

The campus Financial Aid Officer may exercise his/her professional judgment and certify a student for SAP probationary status. This allows the student to continue receiving aid, while detailing specific criteria that he/she must meet in order to continue aid eligibility.

A student may appeal the loss of financial aid eligibility by completing the following steps:

1. All appeals for probationary status related to SAP must be submitted in writing and normally are submitted at the student's campus of record, but will be accepted at any campus Financial Aid Office. If an appeal is received at the College's Central Financial Aid Office, the appeal will be forwarded to the student's campus of record for processing.
2. The student will submit a written request for probationary status with appropriate supporting documentation (see Criteria for Determining Probationary Status below).
3. The student will receive written notification of the approval or denial of the request within four to six weeks from the campus Financial Aid Officer.
4. Requests that do not represent, in the professional judgment of the campus Financial Aid Officer, a sound basis for granting probationary status will be denied.
5. The decision of the campus Financial Aid Officer is final unless the student provides additional supporting documentation as requested by the campus Financial Aid Officer.
6. If the student is denied Probationary Status at the first level, then the student may appeal to the college-wide Financial Aid Management Team (FAMT) at a second level of appeal. Dissatisfaction or disagreement with the initial decision will not be justification, in and of itself, for further review. Additional supporting documentation is required for consideration at the second level.

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### General SAP Information

Financial aid recipients will be evaluated at least once each academic year in order to determine compliance with the Standards of Satisfactory Academic Progress.

For the purpose of determining compliance with SAP, repeated courses will follow the general College policy. This policy states that when a course is repeated, only the most recent attempt will be used in the calculation of a student's cumulative grade point average. While only the most recent attempt is used in the calculation of the cumulative GPA, all previous attempts remain on the academic record and cannot be removed.

### Criteria for Determining SAP Probationary Status

*Appeals for a probationary status generally will be approved for the following reasons if the student provides appropriate written supporting documentation.*

- Evidence of substantial academic improvement based on official posted grades at the College and including a plan for future improvement.
- Extended incapacitation/hospitalization of the student (which caused the student to miss 20 percent of scheduled instruction) that is documented by a physician's statement on the doctor's official letterhead (copies of the student's medical records will not be accepted). This must be an unscheduled medical emergency diagnosed after the last day to drop for tuition refund. The physician's letter (on his/her letterhead) must include the date the student was first seen for the medical condition, as well as the beginning and ending date the student was incapacitated/hospitalized and must state that the student was physically unable to attend classes during this period of time. A letter that does not specifically state, "the student was physically unable to attend classes" will not be grounds to approve an appeal. Pre-existing conditions are not justifiable.
- Extended incapacitation/hospitalization or death of a student's immediate family member (which caused the student to miss 20 percent or more of scheduled instruction)-verified with appropriate documentation. Immediate family is defined as: father, mother, spouse, child, sibling, stepfather, stepmother, stepchild, stepbrother or stepsister.
- Involuntary job transfers outside The Greater Hampton Roads Metropolitan Area, documented by his/her employer (includes dependent(s) enrolled at Tidewater Community College, if other than the student).
- Involuntary changes in military deployment outside The Greater Hampton Roads Metropolitan Area, documented by the commanding officer (includes dependent(s) enrolled at Tidewater Community College, if other than the student).
- Error in academic advising by TCC Personnel resulting in inappropriate course enrollment. Requests must be initiated through the TCC office where student was advised.
- Late notification of denial to a specific degree program—with supporting documents.

- Institutional errors by TCC that cause the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Administrative difficulties with internships, placements or practicum's involving the single enrollment of a student—with supporting material from placement official.
- Students recalled in support of a national emergency or mobilization declared by the President of the United States in accordance with Section 23-9.6; 2 of the Code of Virginia.

**Appeals for a probationary status will not be approved for the following reasons:**

- Personal errors in judgment or irresponsibility involving transportation, availability of finances, academic ability, time management, etc.
- Misinterpretation or lack of knowledge of college policies and procedures as published in the TCC Catalog, TCC Student Handbook, or TCC Schedule of Classes.
- Dissatisfaction with course content. Issues concerning academic instruction must be addressed with the appropriate Academic Dean.
- Dissatisfaction with academic progress in course.
- Non-attendance or minimal attendance of class.
- Inadequate investigation of course requirements prior to registration and attendance.
- Non-qualification, late application, or loss of eligibility for financial aid or scholarship.
- Non-receipt of mail due to obsolete address on file with the Enrollment Services/Records Office.
- Notification of change in domicile status after the refund period.
- Changes of, or personal conflicts with, the instructor of record.
- Student error resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Voluntary/involuntary acceptance of employment or other activity impacting ability to attend class. (i.e...work schedule/hours changed; lack of child care; vacation).
- Incarceration in a civilian or military facility.
- Other reasons not already specified.

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### **SAP Probationary Status**

If an appeal for probationary status is approved, the student and Financial Aid Officer will develop a plan outlining the actions that the student will take in order to complete his/her degree requirements at Tidewater Community College. In addition to this plan, the student must complete the following criteria:

- Attend at least one semester.
- Enroll in at least two college level courses for a total of six credits.
- Successfully complete all the courses he/she is enrolled in.
- Achieve a minimum 2.50 GPA for the semester.

Upon completion of his/her courses, and once grades have been posted, the student must meet with the Financial Aid Officer to evaluate his/her eligibility for financial aid.

A student will be eligible to be placed in a probationary status one semester at a time until the student either meets all of the College's Standards of Academic Progress or completes all of the degree requirements or 150% of the program length.

### **Return of Title IV Funds Calculation**

The College is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula.

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. Any break of five days or more is not counted as part of the days in the term. This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

**Refunds are allocated in the following order:**

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Direct Stafford Loans (other than PLUS loans)
4. Subsidized Direct Stafford Loans
5. Federal Perkins Loans
6. Federal Parent (PLUS) Loans
7. Direct PLUS Loans
8. Federal Pell Grants for which a return of funds is required
9. Federal Supplemental Opportunity Grants for which a return of funds is required
10. Other assistance under this Title for which a return of funds is required (e.g., LEAP)

## TYPES OF FINANCIAL AID

### Employment

**Federal Work-Study Program (FWS).** The Federal Work-Study Program provides part-time employment opportunities 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 on a bi-weekly basis. Students average fifteen hours of work per week. Students may inquire about eligibility and employment opportunities through the Federal Work-Study Program at any of the campus financial aid offices.

### Grants

**Federal Pell Grant (PELL).** A federal grant designed to assist students with the cost of attending college. Awards are gift aid and do not have to be repaid. Funds must be used for education-related expenses including tuition, books, supplies, transportation, and miscellaneous expenses. Awards are pro-rated based on enrollment. Eligibility for this grant is determined by the U.S. Department of Education upon completion of the Free Application for Federal Student Aid (FAFSA).

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**Federal Supplemental Educational Opportunity Grant (FSEOG).** A state financial aid program for students who are domiciled Virginia residents who demonstrate financial need. Awards are gift aid and do not have to be repaid. Eligibility for this grant is determined by Tidewater Community College and awards are made on a first-come, first-served basis.

**College Scholarship Assistance Program (CSAP).** A state financial aid program for students who are domiciled Virginia residents who demonstrate financial need. Awards are gift aid and do not have to be repaid. Eligibility for this grant is determined by Tidewater Community College and awards are made on a first-come, first-served basis. Students must be enrolled at least half-time in order to receive this grant. Students cannot be enrolled in a program leading to a second associate degree or a bachelor's degree.

**Commonwealth Award (COMA).** A state financial aid program for students who are domiciled Virginia residents who demonstrate financial need. Awards are gift aid and do not have to be repaid. Eligibility for this grant is determined by Tidewater Community College and awards are made on a first-come, first-served basis. Awards cannot exceed the cost of tuition and fees.

**VCCS Grant:** A state financial aid program for students who are domiciled Virginia residents who demonstrate financial need. Awards are gift aid and do not have to be repaid. Eligibility for this grant is determined by Tidewater Community College and awards are made on a first-come, first-served basis.

**Academic Competitiveness Grant (ACG).** A federal grant program available to first year students who graduated from high school after January 1, 2006, and for second year students who graduated from high school after January 1, 2005. Students must be a Federal Pell Grant recipient and have completed a rigorous high school curriculum. In Virginia, this is recognized by receiving the Advanced Studies Diploma. Students may also qualify by completing a required set of courses while in high school. Other eligibility criteria exist for this program.

**Higher Education Teacher Assistance Program (HTAP).** A state financial aid program for students who are domiciled Virginia residents and who are enrolled in a K-12 teacher preparation program. Eligibility for this grant is determined by Tidewater Community College and awards are made on a first-come, first-served basis. Students are nominated by a faculty member and must be enrolled full-time. A minimum cumulative grade point average of 2.5 is required in order to receive this grant.

**Part-Time Tuition Assistance Program (PTAP).** A state financial aid program for students who are domiciled Virginia residents who demonstrate financial need. Awards are gift aid and do not have to be repaid. Eligibility for this grant is determined by Tidewater Community College and awards are made on a first-come, first-served basis. Students must be enrolled in six or less credit hours in order to receive this grant.

**Virginia Guaranteed Assistance Program (VGAP).** A state financial aid program for students who are domiciled Virginia residents, first-time freshman in college, a graduate of any Virginia high school with a minimum 2.5 grade point average, enrolled full-time in an eligible program, and demonstrate financial need as determined from the Free Application for Federal Student Aid (FAFSA). Students must submit a final high school transcript for consideration. Eligibility for this grant is determined by Tidewater Community College and awards are made on a first-come, first served basis. Awards may be renewed for a second academic year if the student has maintained continuous, full-time enrollment.

### Loans

**Federal Family Education Loan Program:** Student loans are available after all other funding sources have been exhausted. This program provides low interest federal student loans to students who are enrolled at least half-time and meet other eligibility requirements. Payments are deferred during periods of enrollment and students receive a grace period after leaving school before payments begin. Loans may also be available to the parents of dependent students who meet certain eligibility requirements. Application information is available at any of the campus financial aid offices or on the College's website at [www.tcc.edu/students/finaid](http://www.tcc.edu/students/finaid).

### Scholarships

**Institution and Foundation Scholarships.** Tidewater Community College provides a variety of scholarship opportunities through both the TCC Educational Foundation and from institutional funds. These scholarships are listed on the College's website and published at each campus at the financial aid office.

**Private Scholarships.** Scholarships provided by private sources external to the College. Information on private scholarships are available from a variety of sources including the financial aid office, local library, high school guidance counselor, community organizations, etc.

**Nursing Scholarships.** Students in the nursing curriculum are eligible to apply for state nursing scholarships. Applications and information are available at the financial aid offices on the Portsmouth and Virginia Beach campuses.

## SPECIAL PROGRAMS

**Rehabilitative Services.** The college cooperates with the State Department of Rehabilitative Services in providing education and training for persons with special disabilities.

**Virginia National Guard Tuition Assistance.** Based on available funds, members of the National Guard may be considered for additional grants. Inquiries should be made to the Unit Commander.

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**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 while serving in the Virginia National Guard or as a member of the United States Armed Forces who was killed in the line of duty. This assistance covers the cost of tuition and required fees. For more information, contact your campus Business Manager.

To be eligible, the applicant must meet the following criteria:

- The child must be between 16 and 25 years of age.
- The deceased parent was domiciled in Virginia at the time of death.
- The chief administrator of the law enforcement agency, the State Fire Marshall, or appropriate agency must certify that the deceased parent was employed or serving as a law enforcement officer, firefighter, or member of a rescue squad and was killed in the line of duty.
- The applicant shall be offered admission to a public institution of higher education according to the normal admission policies and procedures.
- The institution shall determine the eligibility of the applicant for these benefits and shall ascertain that the recipients are in attendance and making satisfactory progress. While enrolled, the recipient must make satisfactory progress as determined by the standards of progress of the public higher education institution.

### Virginia Military Survivors and Dependents Education Program

Provides education benefits to spouses and children of military service members killed, missing in action, taken prisoner, or who became at least 90 percent disabled as a result of military service in an armed conflict. Military service includes service in the United States Armed Forces, United States Armed Forces Reserves, the Virginia National Guard, or the Virginia National Guard Reserves. Armed conflict includes military operations against terrorism or as the result of a terrorist act, a peace-keeping mission, or any armed conflict after December 6, 1941. This program may waive tuition and fees at any state-supported college or university in Virginia. Benefits are available for up to four years. 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 may be available to students for tuition and fees paid throughout the year. Please consult a tax advisor for more information.

## DEPARTMENT OF VETERANS AFFAIRS

### Information, Policies, and Procedures

The Veterans Affairs Office assists students in applying for VA benefits, in furthering the process of certifying eligibility, and in maintaining accurate enrollment and student status records. The Veterans Affairs Office is operated by the college, not the Department of Veterans Affairs. The Department of Veterans Affairs determines the student's eligibility for benefits.

Individuals applying for veterans benefits under Chapter 30 (Montgomery G.I. Bill), Chapter 31 (Veterans Vocational Rehabilitation Program), Chapter 32 (Veterans Educational Assistance Program), Chapter 33 (Post 9/11 Montgomery G.I. Bill), Chapter 35 (Dependents Educational Benefits), Chapter 1606 (Montgomery G.I. Bill—Selected Reserves), and Chapter 1607 Montgomery G.I. Bill - Selected Reserves Recalled to Active Duty) are responsible for submitting copies of required documentation.

To receive education benefits, you must be enrolled in an approved curriculum/plan leading to a certificate, diploma, or degree.

To receive education benefits, you must contact ALL prior college credit sources, including CLEP, DANTEs, ACT-PEP, and military DD214, Advancement / Promotion / Educational Record, Army/A.C.E. Registry Transcript System, Coast Guard Institute Military Education Transcript, SMART Transcript, or any other documented military educational experiences (training certificates). Have your records forwarded to:

Tidewater Community College  
Central Records/Office of the College Registrar  
P.O. Box 9000  
Norfolk, VA 23509-9000

Submit an on-line Request for Evaluation of Previous Educational Experiences form found at: <https://www.tcc.edu/secure/forms/evaluationrequest.php>. You cannot receive benefits to repeat any course for which prior credit has been awarded or for any course that is not applicable to your program of study. Further, you cannot receive benefits for a course if any prior credit can be used to fulfill the same requirement.

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*Submit your class enrollment schedule and paid tuition receipt in person to the Veterans Affairs Office on your campus of record each semester to be certified for benefits. If you drop, add, or change any course, you must submit a new class enrollment schedule and paid receipt. Students receiving financial aid or delayed tuition payment may submit their paid receipt after their financial aid or delayed tuition payment has been applied. Students should also submit proof of anticipated financial aid or delayed tuition payment.*

When you receive VA benefits, you must report class enrollments, changes in course load (such as add/drop, cancellations, change to audit status—for which the VA does not grant benefits—and discontinuance of attendance), withdrawals from classes, changes of academic program, and enrollment in developmental studies courses to the Veterans Affairs Office on your campus of record, because these changes may affect continuation of your educational benefits. Additionally, only those courses applying to the graduation requirements of your curriculum will be certified to the Department of Veterans Affairs Regional Office for payment of educational benefits.

Educational benefits are suspended when you fail to maintain minimum standards of academic progress, listed below. Consult the campus Veterans Affairs Office to determine necessary procedures for having educational benefits reinstated.

### **Veterans Change in Approved Plan**

If you wish to change your program of study, contact your campus Veterans Affairs Office. They will explain the possible impact such a change could have on your benefits, and help you complete and file all necessary forms.

### **Veterans Standards of Progress Policy**

Tidewater Community College follows the academic policy for students developed by the Virginia Community College System. It is educationally sound and serves the needs and purposes of the college and its constituents. This policy applies equally to veterans. However, in order to make explicit a few guidelines specifically applicable to students certified for benefits from the Department of Veterans Affairs, the following procedures are in effect:

- A record of course progress for all students will be maintained by instructors. This record may include class attendance; dates of examinations; term papers and class projects completed, along with their respective dates of submission; grade level of performance; and any other appropriate index of student achievement. The data must be sufficiently complete to determine the termination date of course pursuit.
- A student receiving VA benefits who adds or drops courses or withdraws from the college will be reported to the campus Veterans Affairs Office by the Enrollment Services Office within one week of the course adjustment or withdrawal.
- Any change in the status of a student receiving VA benefits, whether it is a change of curriculum/plan, reduction or increase in course load, withdrawal, suspension, dismissal,

or other type of change, will be reported to the Department of Veterans Affairs as soon as possible, but not more than thirty calendar days after the effective date of the curriculum/plan, reduction or increase in course load, withdrawal, suspension, dismissal, or other type of change.

- The campus Veterans Affairs Office will use the Academic Advisement Transcript and Veterans Intake Form to verify authorized courses in programs of study and to monitor the progress toward graduation of students receiving VA benefits.
- The Central Records Office will ensure that previous collegiate, civilian, or military training and experience of students receiving VA benefits are evaluated in a timely manner. However, please note that transfer credit will not officially post until a student is in active attendance at the college. It is the student's responsibility to ensure that acceptable records are sent to the Central Records Office no later than the first semester of enrollment. The campus Veterans Affairs Office will report the results of these evaluations to the Department of Veterans Affairs as soon as possible.
- Each recipient of Department of Veterans Affairs educational benefits is required to execute a certificate of understanding enumerating obligations between the campus Veterans Affairs Office and the student.

Note: Veterans who experience problems in a credit course may request special tutoring, the cost of which may be reimbursed by the Department of Veterans Affairs.

