

# CHAPTER 5

## Academic Regulations

- **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:** Traditional contact hours combined with learning activities in which students and faculty are separated by time and place; content is equivalent to that of traditional lecture/laboratory classes.

### Course Numbering

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

Courses numbered 10 through 99 are basic non-degree 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. ESL courses may also be numbered 10-99.

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

### Grading System

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.

### Explanation of Grades

The quality of your performance in any academic course is reported by a letter grade, which the instructor is responsible for assigning. Each grade carries the number of grade points listed below. To determine your semester grade point average (GPA), multiply the number of credits for a class by the number of points awarded for the grade received. Then divide the total number of grade points earned that semester by the number of credits attempted that semester.

Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements unless the course is designated as a repeatable for credit course or the course is defined as a General Usage course. Grades of S, P, U, W, X, and I shall not count as first or subsequent attempts when calculating the GPA. Courses that do not generate grade points, such as developmental courses, are not included in credits attempted. The cumulative GPA is determined by dividing the total number of grade points earned in all courses by the total number of credits attempted.

A curriculum GPA, which includes only those courses applicable to the student's curriculum, is computed in order to ensure that the student satisfies the graduation requirement for that curriculum. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA unless the course is designated as a repeatable for credit course or the course is defined as a General Usage course. In instances of repeatable courses, all grades/credits are counted in the computation of the grade point average.

|   |           |                           |
|---|-----------|---------------------------|
| A | Excellent | 4 grade points per credit |
| B | Good      | 3 grade points per credit |
| C | Average   | 2 grade points per credit |
| D | Poor      | 1 grade point per credit  |
| F | Failure   | 0 grade points per credit |

### **P – Pass**

No grade point credit. This grade applies only to non-developmental studies courses.

### **R - Re-enroll**

No grade point credit. The grade of R is assigned when you have made satisfactory progress but have not completed all of the instructional objectives for developmental studies or ESL courses. You must re-enroll in the class to complete the course objectives, and an "R" grade may be assigned only once per course.

### **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 you have not made satisfactory progress in developmental studies, ESL courses, or courses taken on a Pass/Unsatisfactory basis.

### **W - Withdrawal**

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

# CHAPTER 5

## Academic Regulations

### X - Audit

No grade point credit. Permission of the appropriate academic dean or designee on the campus where the course is taught. After the last day for students to withdraw from class without penalty, the audit grade X is not available for students enrolled in the course for credit.

### I - Incomplete

No grade point 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. 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.

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

### Computing Your Grade Point Average

To determine your semester grade point average, multiply the number of credits for a class by the number of points awarded for the grade received. Then divide the total number of grade points earned that semester by the number of credits attempted that semester. Credits that do not generate grade points, such as credits for developmental courses, are not included in the calculation of credits attempted. 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.

| Course                     | Credits X | Grade        | =Total Points |
|----------------------------|-----------|--------------|---------------|
| GOL 101-02 Geology I       | 4         | B (3 points) | 12            |
| ENG 111-01 Composition I   | 3         | C (2 points) | 6             |
| PED 121-96 Racquetball I   | 1         | B (3 points) | 3             |
| MTH 163-95 Precalculus I   | 3         | A (4 points) | 12            |
| Semester Total             | 11        |              | 33            |
| Totals from previous terms | 20        |              | 60            |
| Cumulative Totals          | 31        |              | 93            |

**Semester GPA:**

Divide the total number of points for the semester (33) by the number of credits attempted

$$(11): 33 \div 11 = 3.0$$

**Cumulative GPA**

Divide the total number of points for all terms ( $33 + 60 = 93$ ) by the total number of credits attempted for all terms

$$(11 + 20 = 31): 93 \div 31 = 3.0$$

See *Grades for Repeated Courses*, *Repeated Course Policy*, and *Cumulative GPA and Grades for Repeated Courses* for information on calculating GPA for non-developmental courses taken more than once.

**Grades for Repeated Credit Courses**

When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and toward satisfying curricular requirements unless the course is designated as a repeatable for credit course or unless a “W” grade is earned on the subsequent attempt. All grades, credits completed, credits attempted, and quality points for previous enrollments are no longer applicable, but they are NOT removed from the transcript.

**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.

# CHAPTER 5

## Academic Regulations

### Limit on Repeating a Course

A student will be limited to two (2) enrollments in a credit course that is not designated as repeatable or is not a General Usage Course. Grades of A, B, C, D, F, I, P, R, S, U, X and W count as attempts. Students requesting an exception to this policy must present a documented need to the appropriate academic dean for approval. This limitation does not apply to certain courses identified as repeatable.

### Final Grade Appeals

Faculty members at Tidewater Community College are responsible for assigning course grades and for advising students of the objective criteria on which those grades are assigned. As such, most student disagreements regarding course grades are best resolved informally between the student and faculty member.

The Final Course Grade Appeal Procedure provides a fair and orderly process for students who wish to pursue a formal appeal of their final course grade. In taking such action, students shall assume the burden of proof concerning any perceived error in the grade assigned. Further, they shall follow the sequence of steps outlined in this procedure with the presumption that, as a matter of rule, instructors do not assign arbitrary and capricious course grades.

### Step One

Students are encouraged to resolve final course grade disagreements with their instructors on an informal basis. Should the dispute not be resolved at this level, the student may proceed to Step Two.

### Step Two

The student shall submit a written appeal to the academic dean under whose division the course was offered not later than ten (10) working days after the first day of classes for the next academic term. Within five (5) working days of receiving the written appeal, the academic dean shall hold a conference with the student and instructor to consider the grade appeal. The dean shall provide a written report of his/her findings to both parties within five (5) working days of the conference. For the record, a copy of the report shall be kept on file in the division office.

Should the student wish to advance his/her appeal to the next level, he/she may submit a written appeal to the campus provost within five (5) working days of receipt of the dean's report.

### Step Three

Within five (5) working days of receiving the student's written appeal of the Step Two findings, the campus provost shall appoint a Grade Appeal Committee to consider the appeal. The committee shall consist of three (3) teaching faculty members and two (2)

students who are not directly involved in the case. The provost shall notify the student, instructor, and academic dean of this action.

Within five (5) working days of its appointment, the Grade Appeal Committee shall hold at least one face-to-face meeting with the student and instructor. The committee shall conclude its deliberations within a reasonable time period, submitting a written report of its findings to the provost within five (5) working days of the conclusion of its review. Based on this report, and within five (5) working days of receiving the committee's report, the provost shall render a written decision on the student's appeal. The decision shall be shared with the student, faculty member, and dean, as well as with the Grade Appeal Committee.

Should the student wish to advance his/her appeal to the next level, he/she may submit a written appeal to the Vice President for Academic and Student Affairs within five (5) working days of receipt of the provost's written decision.

#### **Step Four**

At Step Four, the Vice President for Academic and Student Affairs shall consider the student's final course grade appeal only within the context of assuring that the decision as rendered by the provost was supported by the evidence presented and, as such, was neither arbitrary nor capricious. The vice president shall issue his/her written ruling, sharing it with the student, faculty member, and provost within five (5) working days of receipt of the appeal. The ruling shall be considered final.

#### **Time Limitations**

The time limitations specified for the Final Course Grade Appeal Procedure are binding on all parties involved, unless they are extended by written mutual agreement.

## **OTHER ACADEMIC REGULATIONS**

### **Course Prerequisites**

You must successfully complete some courses before enrolling in others. These prerequisites that you must complete are listed in each semester's TCC Schedule of Classes, or are developmental courses identified through the college's Student Assessment Program. The college reserves the right to withdraw you from courses in which you have enrolled without successfully completing the appropriate prerequisites.

### **Course Co-requisites**

A corequisite is a course you must take along with another course, unless you have already completed it successfully. Corequisites are listed in the TCC Schedule of Classes or are developmental courses identified through the college's Student Assessment Program. The college reserves the right to withdraw you from courses in which you have enrolled if you are not also enrolled in the corequisite course or have not completed it successfully.

# CHAPTER 5

## Academic Regulations

### Required Declaration of Curriculum

By the time you have accumulated 24 semester hours of credit, you are expected to declare a curriculum. If you are uncertain about a curriculum, contact your counselor or academic advisor.

### Examinations

You 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

You are expected to be present and on time at all scheduled class and laboratory meetings. Instructors do not have to admit you if you arrive late. If you add a class or register after the first day of classes, you are counted absent from all class meetings you miss. When your absences in a course equal the number of weekly class sessions of that course, your standing in that class may be in jeopardy.

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

Your instructor may establish a more stringent policy, so make sure that you understand the attendance requirements for each course you take.

When an instructor determines that your absences constitute unsatisfactory attendance, he/she may withdraw you from the course. You will receive a grade of W during the first 60 percent of a course. If you are withdrawn after 60 percent of the class, you will receive a grade of F, except under mitigating circumstances.

You are not eligible for a refund of tuition and fees when an instructor withdraws you for unsatisfactory attendance in a course.

### ACADEMIC STANDING

You are in good academic standing if you maintain a 2.0 semester grade point average on all work, are eligible to reenroll, and are not on academic suspension or dismissal status.

### Academic Warning

You will be placed on academic warning when your semester grade point average is less than 2.0.

### Academic Probation

You will be placed on academic probation when:

- You have attempted twelve or more credit hours.
- Your cumulative grade point average is less than 1.5.

The statement “Placed on Academic Probation” will appear on your permanent record. You must consult a counselor before you register and will usually be required to carry a reduced course load the next semester. Note that although a grade point average between 1.5 and 1.99 may not result in formal academic probation, you must earn a minimum of 2.0 in your curriculum to receive an associate degree. Generally, students placed on Academic Probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the campus Dean of Student Services or appointed designee.

### **Academic Suspension**

You will be placed on academic suspension when:

- You have attempted 24 or more credit hours.
- Your current status is academic probation.
- Your semester grade point average is less than 1.5.

The statement “Placed on Academic Suspension” will appear on your permanent record. Academic Suspension is usually imposed for a specific period of time. Whatever the time period, you may not re-enroll at the college until you are formally reinstated. To be considered for reinstatement, you must submit an Application for Readmission available from campus Enrollment Services Offices.

Following your reinstatement after academic suspension, you must earn a minimum 2.0 grade point average for the semester you return and a minimum 1.5 grade point average in each following semester you attend. You will remain on academic probation until your cumulative grade point average is raised to a minimum of 1.5.

### **Academic Dismissal**

You are placed on academic dismissal when:

- Your semester grade point average is less than 2.0.
- Your past status is academic suspension.
- Your current status is reinstatement.

#### **OR**

- Your semester grade point average is less than 2.0.
- Your past status is dismissal.
- Your current status is reinstatement.

The statement “Placed on Academic Dismissal” will appear on your permanent record. Academic dismissal is normally permanent. You may reapply with good cause by submitting an Application for Readmission.