

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 the fine or 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 occupational/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 occupational/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. Commencement exercises are held twice each year after the fall and spring semesters.

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 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/or shop study, or combinations thereof, with credit awarded as follows:

- Lecture: One academic hour of lecture (including lecture, seminar, discussion or other similar activities) per week for 15 weeks plus the examination/evaluation period equals one collegiate semester-hour credit.

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- **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.

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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.

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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.

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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.

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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 you are eligible for academic renewal, D and F grades earned prior to re-enrollment will not be used in calculating your cumulative and curriculum grade point averages. These grades will not be deleted from the official college transcript. The notice “Academic Renewal has been granted” and the effective dates will appear on your transcript.

Conditions of Academic Renewal

- You must have enrolled at the college as of summer 1994, or any term thereafter.
- You must demonstrate a renewed academic interest and effort by earning at least a 2.5 grade point average in the first 12 semester hours completed after re-enrollment before you can petition for academic renewal. The qualifying 2.5 grade point average is defined as a grade point average calculation involving all courses and attempts taken in any term (or terms) up to the point that the twelfth semester hour is completed. In other words, the 2.5 grade point average must be achieved based upon a calculation of all courses and attempts within the qualifying period of re-enrollment.
- All grades you have received at the college will remain a part of your official transcript.
- You will receive degree credit only for courses in which you earned grades of C or better 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, 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. Once approved, it cannot be revoked.

HONORS

President's Honor Roll

If you have earned a minimum of 20 hours of credit at the college, you will be included on the president's honor roll for each semester that your cumulative grade point average is 3.5 or higher.

Dean's List

If you carry a minimum of 12 semester hours of credit and earn a grade point average of 3.2 or higher for the semester, you will be included on the dean's list for that semester.

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 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)

GRADUATION REQUIREMENTS

It is the student's responsibility to fulfill graduation requirements, and students must apply for graduation by submitting an on-line application at: <http://www.tcc.edu/students/graduates/gradformintro.htm> at least one semester before completing all graduation requirements (deadlines are published in the TCC Schedule of Classes). Students who apply for graduation yet do not meet the requirements by the end of the semester or term for which they applied must reapply for consideration the following semester/term.

Catalog Determination and Degree Designation

The catalog year used to determine graduation requirements is the one in effect at the time you were admitted to the curriculum from which you plan to graduate as long as the catalog is not more than six years old (including the year in which you plan to graduate). In addition, you may choose any subsequent catalog as long as it is not more than six years old (including the year in which you plan to graduate).

Only your degree major will appear on the diploma when you graduate. Your degree major and specialization(s), if any, will appear on your permanent record (transcript). In awarding students an additional degree, certificate, or career studies certificate, the college may grant credit for all completed applicable courses which are requirements of the additional degree, certificate, or career studies certificate. However, the awards must differ from one another by at least 25% of the credits.

Required Computer Competencies

The Virginia Community College System (VCCS) endorses the principle of computer competency for all students intent on completing a curriculum in excess of 45 semester credits. You must demonstrate all of the following competencies defined by the VCCS:

- 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, presentation, and/or communication applications.

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- 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.

You must also fulfill the requirements of your specific program. Contact your campus Counseling Center office for information on the ways in which you may fulfill these requirements. Students with disabilities that may be related to achieving and documenting computer competencies should contact the Disability Services counselor at their campus of record. Successful completion of computer competency tests does not carry any academic credit.

Outcome Assessment Requirement

You may be required to take tests or complete a survey designed to measure achievement in general education or selected major areas prior to graduation, for the purpose of evaluating the college's academic programs. No minimum score or level of achievement is required for graduation. Test results will remain confidential and will be used for the sole purpose of improving the college's programs.

Associate Degree Requirements

To be awarded an associate degree from the college, the following conditions must be met:

- 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 on-line Application for Graduation at least one semester before completing all graduation requirements (deadlines are published in the TCC Schedule of Classes).
- Satisfy computer competency requirements. For correct information on how to satisfy computer competency requirements, see www.tcc.edu/students/graduates/computer.htm.
- Resolve all financial obligations to the college and return all learning resources and other college materials.
- Be certified by appropriate college officials for graduation.

Certificate Requirements

To be eligible for graduation with a certificate from the college, the following conditions must be met:

- 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 on-line Application for Graduation at least one semester before completing all graduation requirements (deadlines are published in the TCC Schedule of Classes).
- Resolve all financial obligations to the college and return all learning resources and other college materials.
- 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. For information on how to satisfy this requirement see www.tcc.edu/students/graduates/computer.htm.

Second Degree or Certificate

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

Commencement

The college holds two formal commencement ceremonies each year for students who meet graduation requirements for one-year and two-year curricula. Students completing graduation requirements in August and December may participate in the commencement ceremony held in December. Students completing graduation requirements in May may attend the commencement ceremony held in May. Attendance at these formal commencement ceremonies is strongly encouraged. For details, visit <http://www.tcc.edu/students/graduates/index.htm>.

COLLEGE RECORDS POLICIES

Student Address of Record

Official communications from the college will be sent to the address you have provided to the college. When your address changes, you may make this change in the Student Information System (www.tcc.edu/sis) or through completion and submission of a Student Data Change form to a campus Enrollment Services office.

Immigration Status

Students are responsible for keeping their immigration status current in the Student Information System (SIS). To notify the college of a change in your immigration status, submit a copy

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of your most current documents issued by the USCIS to a campus Domicile office or to the International Programs and Student Services office at the Virginia Beach campus, Princess Anne Building, A100H.

Changes in Name, Address, or Other Information

Notify the college immediately when your name, address, telephone number, or other personal information changes by completing a Student Data Change Form and submitting it to any campus Enrollment Services Office. In some instances changes may be made online at www.tcc.edu/sis.

Final Grade Reports

These final grades are a part of your permanent record and will be recorded on your official transcript. Term grade reports will be available to you online at www.tcc.edu/sis.

Transcripts and Certifications

A transcript is a copy of your permanent academic record. An official transcript carries the college seal. You must submit a written request or web request to have your transcript released to you or sent elsewhere. Transcripts sent to educational institutions or agencies must often be official and bear the college seal. In some cases, transcripts mailed or given directly to a student will not be considered as official by educational institutions or agencies. Transcripts will not be issued for students who have financial obligations to the college. Contact Enrollment Services for transcript procedures, or refer to www.tcc.edu/students/admissions/transcripts.

Official transcripts normally take three to five 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 7 working days to process.

You may obtain an unofficial copy of your transcript by using the Student Information System (SIS) at www.tcc.edu/sis.

To request a hard copy of the unofficial (student) copy of your transcript, 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 your 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. No certification will be released until you have settled all financial obligations with the college. Contact the campus Enrollment Services office to request certifications and/or complete the request form found at: www.tcc.edu/students/forms/pdfs/SS-007PermittoDisclose.pdf

You must present your picture ID to pick up transcripts or certifications. If you are sending a third party to pick up a document, the college must have signed, written permission, which is dated, from you to give the item to the third party. That person must present his or her picture ID.

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

Hold on Records

You will not be permitted to register, nor will the college issue transcripts, certificates, or degrees to you, until you have settled all financial obligations to the college.

Family Educational Rights and Privacy Act (FERPA)

The policy governing access to, challenge of, release of, and complaints regarding student records and grades is on file in the office of the campus dean or provost. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit written requests to Enrollment Services listing the record(s) they wish to inspect. The college will make arrangements for access and notify the student of the date, time, and place where the records may be inspected. If the records are not maintained by the office to which the request was submitted, that office shall advise the student of the correct office to which the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is misleading or inaccurate.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write to the college officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The college may disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college

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has retained as its agent to provide a service instead of using college employees/officials (such as an attorney, auditor, contractor, consultant, volunteer, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The disclosure is to officials of another institution in which a student seeks or intends to enroll.
- The disclosure is to state or local educational authorities auditing or evaluating Federal or State supported education programs or enforcing Federal laws which relate to those programs.
- The disclosure is pursuant to a lawfully issued court order or subpoena.
- The disclosure is made for compliance with the Solomon Amendment.
- The disclosure is to a parent who legally declares the student as a dependent, as defined by 20 U.S.C. § 1232g.
- The disclosure is to parents and legal guardians of students under the age of 21, regardless of their dependency status, of information regarding a student's violation of laws or policies governing the use or possession of alcohol or a controlled substance.
- The disclosure is made in situations deemed by the college as a health/safety emergency.
- The disclosure is provided to organizations conducting studies to improve instruction, or to accrediting organizations.
- The disclosure is made in connection with the receipt of financial aid (validating eligibility).
- The disclosure is made in connection with information received from the Virginia State Police and in accordance with the Wetterling Act regarding a registered sexual offender.
- The information disclosed has been designated as directory information by the college.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Tidewater Community College to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Additional information regarding the College's FERPA policy may be found at:
<http://www.tcc.edu/students/admissions/registrar/ferpa.html>

Directory Information Policy

Under FERPA, institutions may disclose information on a student without student authorization if it has designated that information as directory information. At Tidewater Community College, the following information is considered directory 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. Major field of study
9. Dates of attendance
10. Grade level
11. The most recent educational agency or institution attended
12. Course credit load

Student Records Retention Policy

The permanent record is the only official document of your 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.

Acceptable Use of Information Technology

As part of its mission, the college provides access to information technology (IT) resources to enhance the educational experience of its students. Students and other users of these resources must understand and agree to abide by all applicable Commonwealth of Virginia (COV), Federal, Virginia Community College System (VCCS), and college policies, procedures and standards that relate to the security and acceptable use of college computers, network and Internet access, applications, data, and other IT resources. Students must understand that the COV and designated college officials reserve the right (with or without cause) to monitor, access, and disclose all data created, sent, received, processed, or stored on COV or TCC systems. The VCCS Information Security Office and the appropriate designated college officials also reserve the right (without notice) to limit or restrict any individual's access and to inspect, remove or otherwise alter any data, file, or system resource that may undermine the authorized use of any VCCS or college IT resources.

Students should not knowingly share or permit another individual to use his/her password to myTCC, the Student Information System, Blackboard Learning Management System, Gmail electronic mail, or network services. Students will not use any password or other access mechanism that TCC has not expressly assigned to them.

CHAPTER 5

Academic Regulations

Students should treat all information maintained on the VCCS computer systems as strictly confidential and should not release information to any unauthorized person.

Students and library patrons must understand and accept that certain activities are prohibited when using college computers, network services, and Internet access or electronic communications. These include, but are not limited to:

- attempting to gain access to information owned by the college or by its authorized users without the permission of the owners of that information;
- accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law;
- downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- installing or downloading computer software, programs, or executable files contrary to policy;
- uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- sending e-mail using another's identity, an assumed name, or anonymously;
- attempting to intercept or read messages not intended for them;
- intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- knowingly propagating malicious programs;
- changing administrator rights on any college -owned computer, or the equivalent on non-Microsoft Windows based systems;
- using college computing resources to support any commercial venture or for personal financial gain.

Students should use the college wireless network to connect personal computers to the Internet. Students may not plug a personal computer into any fixed network access port.

Computer software, databases, and electronic documents are protected by copyright law. Students and other users of college computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources.

Users must follow any special rules that are posted or communicated to them by responsible staff members, whenever they use the college computing laboratories, classrooms, and

computers in the Learning Resource Centers. Users shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Users must report problems with the college resources to the staff in charge, or to the Information Technology Help Desk.

Students have the responsibility to read and abide by the above provisions, even if they do not agree with them. Violating college policy regarding acceptable use of information technology is a serious offense that will result in disciplinary action as well as possible prosecution under federal and state law.

Enforcement Procedure

Students should report any incidents of non-compliance with the terms for acceptable use of information technology to the staff in charge or other appropriate college officials, such as the Campus Provost or Dean of Academic and Student Services. The Dean, in cooperation with the College's Chief Information Officer, will determine the appropriate disciplinary actions which may include but are not limited to:

- a. Temporary restriction of the violator's computing resources access for a fixed period of time, generally not more than six months.
- b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the costs associated with determining the case facts.
- c. Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.

