

**Subject: Student Development Course (SDV)**

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

**1. Purpose**

Tidewater Community College (TCC) is committed to providing collegiate education and training to adults of all ages and backgrounds, helping them achieve their individual goals and contribute as citizens and workers to the vitality of an increasingly global community. To promote such an environment and to align with TCC’s Quality Enhancement Plan – Progressive Academic and Career Experience (P.A.C.E.), all TCC students enrolled in curricula requiring a student development course shall be required to successfully complete a student development course (SDV 100, 101, or 108) within the first semester of enrollment.

**2. Policy**

All TCC students enrolled in curricula requiring a student development course shall be required to successfully complete a student development course (SDV 100, 101, or 108) within the first semester of enrollment. The requirement shall be waived for students who hold an Associate’s Degree or Bachelor’s Degree from a regionally accredited institution per VCCS Policy 6.4.0.3 and TCC SDV Waiver Guidelines. Other requests for a waiver shall be considered on a case-by-case basis by a dean of students for SDV 100 or 108, or Academic Dean or Director for SDV 101 in accordance with Policy 2110 Course Substitutions and Waivers. Students must successfully complete the required number of credit hours for their chosen degree.

**3. Responsibilities**

The Executive Vice President for Academic and Student Affairs shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies of the Virginia Community College System. The

respective Dean of Student Services or designee shall be responsible for determining if a request for an SDV 100 or SDV 108 waiver is approved. The respective Academic Dean or Director shall be responsible for determining if a request for an SDV 101 waiver is approved.

#### **4. Procedures**

The following procedures will be followed.

During the third week of the fall and spring semesters, the Office of Information Systems will run a query to identify curricular placed students who are enrolled in curricula requiring a student development course but have not enrolled in a student development course within the first semester of enrollment. A postcard and email correspondence will be sent by the Office of Public Affairs and Communication to the identified students by the end of the fourth week of the fall and spring semesters, notifying them that a registration hold will be placed on their records in the eighth week of the current semester if they do not enroll in a student development course for the current semester. They will be encouraged to meet with an advisor or counselor for assistance.

During the eighth week and the sixteenth week of the fall and spring semesters, a query will be run by the Office of Information Systems to identify curricular placed students who are enrolled in curricula requiring a student development course but have not enrolled in a student development course within the first semester of enrollment. A registration hold will be placed, and an email will be sent to the identified students communicating that a hold has been placed on their registration and they must meet with an advisor or counselor to select a student development course in which they will enroll. The advisor or counselor will then remove the hold in SIS to allow for enrollment. If students do not enroll in a student development course as instructed, then the registration hold will be placed again using the same query and advising process as outlined above.

#### **5. Definitions**

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

**Progressive Academic and Career Experience (P.A.C.E.)** – Tidewater Community College's Quality Enhancement Plan to help students achieve career success through self-awareness, academic planning, experiential learning opportunities, and co-curricular experiences that help students achieve their career goals.

#### **6. References**

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

## **7. Review Periodicity and Responsibility**

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

## **8. Effective Date and Approval**

This revision to the policy is effective upon its approval by the College President on July 27, 2017.

Policy Approved:

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

Daniel T. DeMarte, Ed.D.  
Executive Vice President for  
Academic and Student Affairs

## **9. Review and Revision History**

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

- Revision 1

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

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

- Revision 2

Aligns the policy with the college's SACSCOC Quality Enhancement Plan, Progressive Academic and Career Experience (P.A.C.E.).

Approved July 27, 2017 by President Edna V. Baehre-Kolovani, Ph.D.