

Policies and Procedures

Date: July 25, 2022

Subject: Admissions

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

1. Purpose

The purpose of this policy is to establish standards and guidelines for admission to the credit programs of Tidewater Community College.

2. Policy

Consistent with its mission to serve the community, Tidewater Community College shall adopt and adhere to admission standards and guidelines consistent with [Virginia Community College System Policy Manual Sub-section 6.0 \(Admissions\)](#).

3. Responsibilities

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

4. Procedures

Procedures for this policy are located on the website.

5. Definitions

College readiness: Demonstrated ability to perform in college level courses as prescribed by the Recent Graduate or Informed Self-Placement questionnaires, placement test scores, other standardized tests, or success in previous college level coursework.

Curricular Students: Any individual who has been accepted to the college and has been accepted to an associate degree or certificate program.

Dual enrollment student: Any high school or home-school student who is enrolled in courses offered by the college while taking high school courses.

Enrollment: Process which concludes with individual registration in credit or non-credit courses offered by the college.

High school graduate: Any individual who has completed a course of study at the secondary level for whom the school certifies that the individual meets the criteria for a high school graduate.

Home-schooled student: Any high school-age student who is not enrolled in a public or private high school and who is under the home school provisions of the Commonwealth of Virginia.

International student applicant: Any individual in the United States in a non-immigrant status who wishes to enroll at the college pursuant to F1 visa status.

Non-native English-speaking students: Person whose first language learned in childhood is a language other than English.

Non-Curricular students: Any individual who has been accepted to the college and did not request formal admission to a curricula program or did not meet the requirements for curricular status.

6. **References**

[VCCS Policy Manual Sub-section 6.0](#)

[Title 8 of the CFR -- Aliens and Nationality](#)

[Governing Principles for Dual Enrollment between Virginia's Public Schools](#)

[Americans with Disabilities Act of 1990](#)

[TCC Policy 1200 -Equal Opportunity and Nondiscrimination](#)

[Policy 2203 \(Refusal or Revocation of Admission\)](#)

7. **Review Periodicity and Responsibility**

The Vice President for Student Affairs shall review this policy annually on the 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 25, 2022.

Policy Approved:

Procedure Developed:

Marcia Conston, Ph.D.
President

Karen Campbell, Ph.D.
Vice President for Student Affairs

9. Review and Revision History

The initial version of this policy was approved on May 6, 2014.

- Revision 1 modified the organization of the procedures to make them easier to follow, removed the sections on Orientation, Financial Aid, Enrollment, Tuition, Textbooks, and Use of Data as they are not part of the Admissions process. Also, titles were changed to reflect current staffing structure at the college.

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

- Revision 2 updates the policy to be consistent with the VCCS Policy Manual and adds the College Readiness Questionnaires to the definition of College Readiness.

Approved July 25, 2022 by President Marcia Conston, Ph.D.