

Instruction



Learning Outcomes

TCC has a responsibility to the larger community to guide its students toward becoming thoughtful, skilled, contributing citizens. To that end, we have developed outcomes that we expect every degree recipient to meet. Yet much of what we hope students learn is not easily measurable, nor is it necessarily completed when they acquire a degree here.

Intellectual curiosity and creativity, appreciation for a broad education, respect for self and others, a strong ethical conscience, resourcefulness in the face of change - these are qualities that may take time to develop, and may be attained beyond TCC in communities, work places, and other institutions of higher learning.

We take seriously our role in nurturing these qualities in our students and we try to cultivate in our graduates an awareness that the degree they earn here is not the end of their learning, but a beginning. While students attend TCC, we hold ourselves accountable both to them and to the wider community for the following degree-related learning outcomes.

Instructional Support Services

Degree Learning Outcomes

Upon completing a degree at Tacoma Community College, students will be able to:

- **Core of Knowledge (COK)**
Demonstrate a basic knowledge of each of the distribution areas (Written Communication, Humanities, Quantitative Skills, Natural Sciences and Social Sciences) or, as applicable, specific professional/technical content, and program-level content and apply this knowledge to academic endeavors.
- **Communication (COM)**
Listen, speak, read, and write effectively and use nonverbal and technological means to make connections between self and others.
- **Critical Thinking & Problem Solving (CRT)**
Compare, analyze and evaluate information and ideas to solve problems.
- **Information & Information Technology (IIT)**
Locate, evaluate, retrieve and ethically use relevant and current information of appropriate authority for academic or, as applicable, specific professional/technical applications.
- **Intercultural Collaboration & Diversity (ICD)**
Demonstrate successful application of an interdependent, diverse, and multicultural worldview through collaborative engagement.
- **Responsibility & Ethics (RES)**
Demonstrate an understanding of what constitutes responsible and ethical behavior toward individuals, the community, and the environment.

eLearning Support

TCC's eLearning department provides three primary resources: online courses, multimedia production and the Information Commons student computer lab.

ONLINE COURSES

Providing flexibility to accommodate various student schedules, online courses are offered via the internet in web-enhanced, hybrid, and full online formats. Online courses meet students' educational goals to complete degrees, update job skills, and for personal enrichment.

In addition to online courses, TCC provides online student enrollment services and support to assist students with eLearning technical issues. For technical support call 253-566-5176 or email support@tacomacc.edu. For additional information visit tacomacc.edu/academics-programs/academic-support/elearning/. Also refer to information in your Canvas courses.

MULTIMEDIA PRODUCTION

TCC's Multimedia Production team delivers multimedia resources and support for classes and events held at the college. Staff assist students and faculty to digitize materials, create digital media content like video and photos, and our Studio offers a green screen setup for various types of video presentations. The eLearning Media Production team offers support and basic training for non-linear editing software like Final Cut Pro, Adobe Premier, iMovie and Movie Maker. Staff offer support and training for lecture capture software, and assists in the distribution of multimedia content in digital or physical formats.

INFORMATION COMMONS STUDENT COMPUTER LAB

TCC's Information Commons (Bldg. 16) provides 89 student computers with internet access, Microsoft Office, additional software programs, and two small-group study rooms equipped with high-tech Mediascape tables for collaboration. Height adjustable surfaces and software are available to accommodate students with disabilities. Help Desk staff answers student questions concerning lab hardware and software. Students may call 253-566-5176 to reserve group study rooms. Students can check out equipment such as laptops, projectors, digital camcorders, and digital still cameras.

Instructional Support Services

Library

The TCC Library (Bldg. 7) provides access to research materials, technology, instruction, study space and a variety of services that support teaching and learning for TCC students, faculty, and staff. Available resources include:

- Individual assistance with research projects from faculty librarians in person, by email, or chat
- Information literacy class sessions tailored to help students with specific research projects
- Electronic research guides tailored to specific research assignments
- 2-credit research courses taught by faculty librarians
- Online research databases available 24/7 with a wide variety of full-text articles from more than 7,000 magazines, journals, and newspapers
- Approximately 50,000 print books, 86,000 electronic books, and over 200 textbook reserves
- English as a Second Language and English for Academic Purposes reading collections
- Individual and group study space including three group media rooms with large screen monitors and advance online booking
- Over 80 computers with Microsoft Office programs, wireless internet access, and technology support
- Copiers, scanners, DVD equipment, black-and-white and color printers, headphones and laptops for on-campus use

To access electronic research databases, research tutorials, current hours and contact information, visit the student portal or tacomacc.libguides.com/tcclibrary.

Student Learning Centers

TCC's Student Learning Centers support individualized learning and computer-based learning through individual and group tutoring.

ART GALLERY

The TCC Art Gallery is located in Bldg. 4. The Gallery features original artwork by students, faculty, and community artists, and offers interactive programming such as guest lectures, presentations and workshops.

BUSINESS EDUCATION CENTER

TCC's Business Education Center (BEC) provides:

- Individual and group drop-in or appointment tutoring
- Tutoring in business subjects, including accounting, business algebra and calculus, statistics, computer user courses, and economics
- A place to study, do homework, and use computers
- Quarterly business and accounting related workshops

The BEC is located in Bldg. 16. For information on hours, making appointments, and contact information, go to tacomacc.edu/academics-programs/academic-support/tutoring-centers/businesseducationcenter.

COMPUTER ASSISTED LEARNING (CAL) LAB

TCC's Computer Assisted Learning Lab (Bldg. 7) supports student learning in all subjects with particular emphasis on English, ABE, ESL, and math courses. Students may participate with their classes during reserved times or drop in to use available computers and online resources on a first-come, first-serve basis. The CAL Lab supports campus-wide efforts to provide instructors and students with Open Educational Resources (OER) through its website tacomacc.edu/academics-programs/academic-support/oer. The CAL Lab provides students with easy access to an array of online learning modules, with one-on-one support and training, and ongoing workshops and presentations.

COOPERATIVE LEARNING CENTER

The Cooperative Learning Center ("the Coop") is equipped with resources, computers, and creative space designed specifically for faculty, tutors, and students to meet in small groups to enhance cooperative learning. The Coop specifically supports the instruction in Transitional Studies (ENGL 85 and 95, Basic Skills, IBEST, EAP), Dedicated Tutoring (DT) sessions, critical reading groups, language conversation groups, and other opportunities for cooperative learning.

GIG HARBOR CAMPUS LEARNING RESOURCE CENTER

TCC's Gig Harbor Campus Learning Resource Center provides a student computer lab, tutoring and other resources, including transfer materials, tutoring handouts, and scholarship information.

Instructional Support Services

MATH ADVISING RESOURCE CENTER

TCC's Math Advising Resource Center (MARC) is a student learning center devoted to helping TCC students be successful in math courses. Resources available in the MARC include:

- Study areas
- Drop-in tutoring
- Math advising and handouts
- Books, calculators and whiteboards
- Computer lab equipped with math software
- Quarterly graphing calculator rentals

The MARC is located in Bldg. 19. Visit tacomacc.edu/academics-programs/academic-support/tutoring_centers/math_advising_resource_center_marc.

SUPPLEMENTAL INSTRUCTION (SI)

Supplemental Instruction (SI) is a series of weekly sessions for students taking historically difficult courses. SI is provided for all students who want to improve their understanding of course material and improve their grades.

- Students wishing to participate in the SI program should check the online quarterly course schedule for courses identified as an SI section.
- Participation is voluntary, free, and open to all students
- SI can help students develop essential academic and learning skills in their courses
- SI sessions begin during the first or second week of the quarter before students encounter academic difficulties
- SI leaders do not lecture; instead they direct collaborative learning exercises that encourage students to take responsibility for processing course content
- In schools around the world, SI students earn higher final course grades and withdraw less often than non-SI participants

WRITING AND TUTORING CENTER

TCC's Writing & Tutoring Center (Bldg. 7) offers students tutoring for a wide range of course and subjects:

- Individual tutoring appointments and drop-in help in math, physics, chemistry, engineering, biology, social science, English, reading, EAP/ESL, ABE, World Language and HSP courses
- Assistance in developing new learning strategies, understanding concepts, learning good study habits, studying for exams, and understanding one's own learning process
- Writing assistance at any stage of the writing process
- Drop-in help in the Grammar and Science Corners
- Computers for drafting, research, and computer-assisted tutorials
- English speaking practice in conversation groups
- Online tutoring through eTutoring
- Tutor training and certification
- Credit courses include WRITE 096 Writing Tutorials and WRITE 140, 141, and 142 Writing Tutor Practicum

For hours, information on making appointments, and contact information, visit tacomacc.edu/academics-programs/academic-support/tutoring_centers/writing-tutoring-center.

Learning Formats

In addition to diverse classroom offerings, Tacoma Community College provides a wide range of alternative learning formats in the same subjects taught in the traditional classroom. Courses provided in the following formats are identified in TCC's online class schedule.

Learning Formats

Online Courses

Students can earn college credits, enroll for career training courses, and complete TCC's Associate of Arts degree online.

Online course formats include full online courses, hybrid online courses, and web-enhanced courses. Non-credit online courses are also offered.

Online courses provide instructional content via the internet. All instruction is offered online. Students interact with instructors and other students using email, discussion board postings, and chat rooms. Some full online courses require proctored exams.

Hybrid online courses combine online learning with traditional classroom instruction. Students are required to attend a reduced number of class meetings on the TCC campus as well as work online.

Students enrolled in online/lab courses attend an on-campus orientation before using web-based instructional materials. Instructor assistance is available at scheduled hours in a computer lab.

Web-enhanced courses are traditional, on-campus, classes with additional information and resources provided online.

One-time-per-quarter non-refundable account fees are attached to all TCC's full online, hybrid online, and web enhanced courses.

For more information, including computer requirements, answers to frequently asked questions, and a self-assessment to help determine if online learning is a good fit, visit tacomacc.edu/areasofstudy/learningoptions/elearning.

Computer-Mediated Learning

Many developmental math courses are offered in a computer-mediated format (designated with "CM" in the section number of the class). Students meet regularly with instructors in hands-on computer classrooms.

Students learn by using computer software under their instructor's direction, often working independently or in small groups. Students are required to complete material within a time line established by the instructor. Additional time is required working on a home computer or in a TCC computer lab.

Coordinated Studies/Learning Communities

Coordinated studies integrate two or more academic disciplines in a cooperative teaching and learning environment. Coordinated studies take one of several approaches to linking courses and course work around a common theme that allows students and teachers to experience greater depths of teaching and active learning.

Students who plan to transfer to The Evergreen State College or the University of Washington–Tacoma are advised to take at least one learning community (coordinated studies or linked course) as part of their degree program.

Students are encouraged to take at least one learning community (coordinated studies or linked course) and a writing intensive course (other than composition) as part of their TCC degree electives.

Regularly offered coordinated studies and linked class are identified in the quarterly online schedule.

Experiential Learning

INTERNSHIPS

All TCC's career training programs include internship or clinical components. Students pursuing transfer degree programs may enroll in the EXPLR 290 Internship for elective credit. Internships allow students to earn college credit through on-the-job workplace learning. Practical work experience helps students develop skills and personal attributes to improve their job opportunities. For more information, visit the Career Center, Bldg. 7, or call 253.566.5191.

SERVICE LEARNING

The Service Learning format integrates course content with relevant community service. Through assignments and class discussions, students critically reflect on their service in order to increase their understanding of course content, gain broader appreciation of the discipline, and enhance their sense of civic responsibility.

PRIOR LEARNING ASSESSMENT THROUGH A PORTFOLIO (PLA)

Tacoma Community College serves a diverse community of learners, many of whom have acquired previous learning through life experiences, including work, training, and independent study. These adults come to the college ready to demonstrate what they already know and can do.

PLA credits are noted on TCC transcripts as the TCC equivalent courses. Credit usually is awarded only if TCC offers an equivalent course. However, if the PLA experience can be shown to have direct application to a student's technical program the credit may be posted to the student transcript as elective credit.

If PLA credit is based on an articulated agreement, a letter grade is assigned conforming with the agreement. Other

Learning Formats

PLA credit is posted with a grade of 'S' for satisfactory pass.

Some students are granted prerequisite waivers rather than credit for prior learning. In these cases notations are made that the prerequisites have been satisfied, but no credit is posted to transcripts.

Students must be currently enrolled before prior learning assessment is initiated. PLA credits are posted at the end of the quarter in which the PLA requirement is satisfied. PLA credits are not considered enrolled credits and are not counted in calculating students' enrollment status or financial aid awards.

Transfer colleges and universities evaluate PLA credits based on their own institutional policies.

Students interested in petitioning for credit through portfolios should enroll in EXPLR 190 E-Portfolio. For more information, contact the Career Center, Bldg 7, or call 253-566-5191.

Institutional Assessments

USE OF STUDENT ARTIFACTS

While you are a student at TCC, some of your student assignments may be referenced as artifacts and analyzed in conjunction with the college seeking accreditation renewal; needing to demonstrate evidence of expected performance; subjecting itself to external review by accrediting bodies; and/or sharing best practices and lessons learned with other higher education professionals. By attending classes at TCC, you agree to allow access and reference to your assignments, usage patterns, share content, and/or information as needed to facilitate such processes and the continuous improvement of college programs.

College Degrees

Tacoma Community College grants the following college degrees:

- College transfer associate degrees: Awarded for completion of a transfer curriculum paralleling the first two years of college study.
- Associate in Applied Sciences: Awarded for completion of an approved TCC career training program. This is a terminal degree that is not generally transferable to universities. In some cases, articulation agreements with specific universities enable transfer. Program chairs can provide information regarding transfer opportunities associated with specific programs.
- Associate in General Studies: Awarded for completion of a two-year academic program designed to meet a particular educational goal.
- Bachelor of Applied Science: The Applied Baccalaureate (BAS) is a two-year baccalaureate completion program for students with associate degrees in specific fields. A BAS emphasizes upper division knowledge and skills applied to specific contexts, such as the health field. The credential met by TCC's BAS degree is expected to enhance employment and advancement in an evolving field, filling a critical access and affordability need for TCC's service area and the state of Washington.

Requirements for All Degrees

General requirements for all degrees are:

- A combined cumulative college-level grade point average of 2.00 in TCC and transferred-in college-level coursework. College-level courses are numbered 100 and above at TCC. Course numbering at other colleges may vary. For questions regarding transfer credit, see the credential evaluator, Bldg. 7.

- A cumulative college-level grade point average of 2.00 in course work completed at Tacoma Community College.
- At least 30 applicable credits must be earned at Tacoma Community College.

Advisors will assist students in understanding these requirements, but final responsibility for meeting all academic and graduation requirements rests with the individual student. See Grade and Academic Policies on page 36.

Credits Transferred to TCC

Students may apply a maximum of 60 transferred in credits to their Tacoma Community College degree or certificate.

Tacoma Community College honors academic credits earned at other regionally accredited institutions that are equivalent in academic level and learning outcomes to credit (or courses) offered at TCC.

The college subscribes to the statewide policy on transfer credit among Washington public colleges and universities approved by the State Board for Community and Technical Colleges. For more detailed information about transfer credits, contact the Enrollment Services office, Bldg. 7.

Students are encouraged to submit official transcripts from previous institutions attended as soon as they are admitted to the college. Credit evaluations usually take up to three months to complete and students must fill out a "Request for Evaluation" form available at Enrollment Services, Bldg. 7. Transfer coursework will not be used to satisfy degree requirements until official transcripts have been evaluated. One semester credit hour is equivalent to one and one-half quarter credit hours.

College Degrees

Transfer among Washington State Community & Technical Colleges

Washington State Community and Technical Colleges have adopted an Inter-College Reciprocity Policy designed to help students transfer courses that meet distribution requirements at one community or technical college to another. This policy does not address transfer of courses between two-year and four-year colleges.

- **Individual Courses:** If a student transfers an individual course that meets a Communication Skills, Quantitative Skills or Distribution Requirement for a specific transfer degree at the sending two-year college, that course is considered to have met the TCC requirement for a similar transfer degree, even if the course does not have an exact equivalent at TCC.
- **Distribution Areas/Specific Requirements:** TCC will accept an entire Distribution, Communication Skills, Quantitative Skills or other requirement for a transfer degree as met if that student has met certain requirements. A student can also meet their multicultural requirement through this process. It is the student's responsibility to initiate the reciprocity process.
- It is the responsibility of the student to notify the college if transfer courses fall into the Inter-College Reciprocity Policy. Complete the Reciprocity Form available in Enrollment Services, Bldg. 7.

Credits Transferring from Tacoma Community College

TRANSFER OF CREDITS

Tacoma Community College's credit courses fall into three general categories:

- College Transfer
- Career Training
- Transitional Studies

Courses that fulfill requirements for university transfer degrees are generally transferable to four-year colleges and universities (baccalaureate institutions). General education courses that are taken to meet requirements for career training degrees are transferable. Courses that are specific to career training programs are not transferable to four-year institutions unless a specific articulation agreement, providing for acceptance of those courses, exists between TCC and the four-year institution. Courses included in TCC's Transitional Studies program numbered below 100, are not considered college-level and do not transfer.

Each baccalaureate institution maintains its own policies on acceptance of credits for transfer. While TCC advisors make a good faith effort to assist students with the transferability of courses, TCC is not responsible for acceptance of credits and courses at other institutions.

General acceptance of transfer credits is not the same as direct course equivalency. Baccalaureate institutions may accept credits for transfer but not consider them directly equivalent to their own courses or count them as meeting specific requirements at their institutions.

TRANSFER OF DEGREES

Tacoma Community College offers two-year degrees designed to transfer to four-year colleges or universities. See College Transfer (page 43) for these transfer degrees. These degrees are directly transferable to most Washington baccalaureate (four year) institutions. TCC, along with 30 community colleges and 20 four-year Washington colleges and universities, subscribes to the Policy on Intercollege Transfer and Articulation among Washington Public Colleges and Universities (sbctc.edu).

Changing Degree Requirements

When degree requirements change while a student is enrolled at Tacoma Community College, the college will adhere to the following policy:

If the degree is completed within five years of the student's original enrollment date the student may choose to graduate under the provisions of the TCC degree requirements in effect when he or she originally enrolled at TCC.

If the student transfers to TCC with a minimum of 55 credits, the student may choose to graduate under the provisions of the TCC degree in place at the time they enrolled at the transfer college as long as the college is accredited by the Northwest Commission on Colleges and Universities or other accrediting body duly recognized by TCC, and within five years of their graduation date.

The college encourages all students to fulfill the degree requirements in effect at the time of their graduation.

Students who do not complete their degree requirements within five years must fulfill the requirements in effect when they graduate.

College Degrees

Multiple Degrees

A student may earn more than one degree from Tacoma Community College. In addition to meeting the specific requirements for each degree, a candidate must earn an additional 30 credits for each additional degree. (Example: 90 credits for a first degree, 120 credits for a second degree, and 150 credits for a third degree). Fifty (50) credits must be earned in residence at Tacoma Community College for a student to be eligible to receive two degrees.

Application for Degrees or Certificates

Students preparing for graduation must complete formal applications for degrees or certificates. Application forms are available from Enrollment Services, Bldg. 7 and online on the college website and on the student portal. A completed application form, signed by the advisor or program coordinator, must be on file at Enrollment Services no later than two weeks prior to the end of the quarter in which a student plans to graduate. Students applying to graduate with the Associate of Arts degree, Option B, must also complete Option B application forms, which must be signed by advisors. See additional information under Option B Degrees.

Prior to submitting the Application for Degree, students are advised to carefully review with their faculty advisors degree requirements published in the college catalog to ensure that all requirements have been satisfied. Applications for degrees are reviewed and approved quarterly. Transfer students must have official copies of all transcripts from other colleges on file in Enrollment Services, Bldg. 7, prior to applying for degrees.

Instructional Policies

Credit Hours and Quarter

The college measures its course work by credit hour. Courses offered each quarter are assigned credit value based on the number of hours the classes meet each week; however, some courses require additional laboratory time, and activity courses typically require additional hours per week. When planning their quarterly course loads, students should plan for an additional two hours of study time for every hour spent in class.

Students who wish to enroll for 20 or more credit hours must request advisor permission. Forms for this purpose are available in the Counseling and Advising Center, Bldg. 7.

TCC's academic year is divided into four quarters. See the Instructional Calendar (page 6 & 7) for specific quarter start and end dates.

INSTRUCTIONAL AND CALENDAR DAYS

The quarter's instructional and calendar days are referenced in various policies. Instructional days are those days starting with the first day of the quarter on which the campus is open, and counting each day classes are held through the last class day of the quarter. Holidays when classes are not in session and weekends are not counted when calculating deadlines based on instructional days.

Some deadline dates are based on calendar days. For example, the last day to drop a class with a grade of 'W' is the 55th calendar day of the quarter. These deadline calculations include weekends and holidays.

Student Status

- **FULL-TIME STUDENT**
Tacoma Community College's degree programs are structured with the expectation that students who intend to complete associate's degrees within two years, will enroll for an average 15 college-level credits each quarter. The college considers students enrolled in 12 or more credits in a given quarter to be full-time.
- **PART-TIME STUDENT**
A student registered for fewer than 12 credits in a given quarter.
- **FIRST-YEAR STUDENT**
A student who has earned fewer than 45 college-level credits.
- **SECOND-YEAR STUDENT**
A student who has earned 45 or more college-level credits.
- **AUDITING STUDENT**
A student who registers for a class for no credit and pays the standard tuition and fees for the class. See Course Audit (page 39) for more information.
- **NON-DEGREE SEEKING STUDENT**
A student attending TCC for purposes other than to obtain a degree or certificate. Non-degree seeking students are restricted to registration for five credits or fewer per quarter and are self-advised.

Instructional Policies

Transcripts

A transcript is a complete record of a student's academic achievement at Tacoma Community College. Students may request official transcripts online or at the Enrollment Services office, Bldg. 7.

Unofficial transcripts for advising purposes are available online or at the Enrollment Services office in Bldg. 7.

All outstanding fees and/or fines must be paid before transcripts will be released. Picture ID is required to order transcripts to be picked up. Transcripts will not be released to third parties without students' written permission.

For transcript fees and information on how to request transcripts by mail or online call 253-566-5325, or go to the college website.

TRANSCRIPTS FROM OTHER SCHOOLS

Tacoma Community College does not release or certify copies of transcripts received from other institutions.

Transcripts documenting students' prior secondary and college education are part of their official files and will not be returned to them. Students who want transcripts of work completed at other institutions must order transcripts directly from those institutions.

Official transcripts from other institutions must be received by TCC from sending institutions electronically or in unopened, sealed envelopes. For more information about transfer credit see Credits Transferred to TCC (page 33).

Nationally-Recognized Exams

ADVANCED PLACEMENT

Tacoma Community College grants credits to entering first-year students who have earned scores of 3 or higher on the Educational Testing Service's (ETS) Advanced Placement Tests. Students who wish to receive advanced placement credits must send their ETS test scores to TCC's credential evaluator for evaluation. The number of credits and grades of 'S' recorded for all courses for which credit is granted will be noted on the transcript. Advanced placement credits fulfill either distribution or elective requirements for an associate degree.

The chart at this link (tacomacc.edu/attachments/costs-admission/ap_tcc_equivalency_table.pdf) represents the minimum credit/courses awarded for each Advanced Placement (AP) exam, recognized by all community and technical colleges in Washington.

Students interested in transferring to a four-year university should check the requirements of their target school to determine the best way to use their AP exam credits.

Advanced placement credits may be granted in other subjects upon consultation with appropriate department chairs. For more information, contact the credential evaluator in Enrollment Services, Bldg. 7.

INTERNATIONAL BACCALAUREATE (IB)

International Baccalaureate students who have earned successful IB Higher-Level test scores may request college credit for IB higher-level (HL) work. No college credit is given for Standard Level (SL) course work. TCC academic departments evaluate students' individual records prior to awarding advanced placement credit. Students should submit official test scores for evaluation to Enrollment Services, Bldg. 7.

Subject	HL Test Score	College Credit
Chemistry	6	No credit, exemption from CHEM& 161. Placement into CHEM& 162.
Chemistry	7	No credit, exemption from CHEM& 161, CHEM& 162. Placement into CHEM& 163.
Math	5	MATH& 141
Math	6	MATH& 142
Math	7	MATH& 151
Physics	6 or above	Dept. evaluation required

Instructional Policies

CLEP

Tacoma Community College grants up to 30 credits toward the Associate of Arts or Associate of Science degrees. In accordance with national CLEP recommendations, Tacoma Community College will offer credit for World Languages and Sociology as follows:

CLEP ASSESSMENT	CLEP SCORE	TCC CREDITS AWARDED
Introductory Sociology	50 or higher	SOC& 101 Introduction to Sociology, (5 credits)
Spanish Language	50 or higher	SPAN& 121, SPAN& 122, SPAN& 123 Spanish 1, Spanish 2, Spanish 3 (15 credits max.)
Spanish Language	68 or higher	SPAN& 221, SPAN& 222, SPAN& 223 Intermediate Spanish 1, 2, 3 (15 credits max.)
German Language	50 or higher	GERM& 121, GERM& 122, GERM& 123 German 1, German 2, German 3 (15 credits max.)
German Language	68 or higher	GERM& 221, GERM& 222, GERM& 223 Intermediate German 1, 2, 3 (15 credits max.)

NOTE: Students need to be enrolled as students at Tacoma Community College to qualify for credit. Credit cannot be granted for courses for which students have already earned academic credit and a grade. Students should check the CLEP policies at the intended transfer institutions and ensure that CLEP credit awarded by TCC will be recognized by the other university before considering taking the CLEP and requesting credit through TCC.

Tacoma Community College grants up to 30 credits toward the Associate in General Studies degree to students who score at the 50th percentile or above on the CLEP General Examination.

Credit may be granted for other degrees and for CLEP Subject Examinations with division or department chairperson approval. Students should submit official test scores for evaluation to Enrollment Services, Bldg. 7.

Articulation Agreements

COLLEGE IN THE HIGH SCHOOL PROGRAM

TCC develops articulation agreements with local school districts that permit students to earn college credit completing approved courses at their high schools.

SERVICE MEMBER'S OPPORTUNITY COLLEGE (SOC)

Tacoma Community College has been designated by the Department of Defense, in cooperation with the American Association of Community Colleges, as a participant in the Service Members Opportunity College. The SOC, as implemented at Tacoma Community College, seeks to increase access to higher education for active and retired military personnel by:

- Accepting a maximum of 45 quarter-hour credits from military service schools
- Military credits are transferred in by ACE Guide recommendations

Other Options

DEPARTMENTAL CHALLENGE EXAM

Students enrolled for five or more credits may earn additional credits in some courses by challenge examination, if the appropriate academic department has developed an examination for the course to be challenged. All arrangements, including fee payment, must be completed within the first ten instructional days of a quarter.

Students who successfully challenge courses will receive 'S' grades. Course challenge application forms are available in Enrollment Services, Bldg. 7.

Grades and Academic Policies

Grading Policies

Tacoma Community College uses the following grading system and grade-point values for reporting and recording academic achievement. Faculty may or may not choose to use the plus/minus grading option for any given class.

Grade	Description	Grade Points
A	Honor	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Minimum	1.0
E	Failure to complete minimum requirement	0.0
IP	In Progress (used only by the Basic Skills Department)	0.0
W	Official withdrawal from course <i>Applies 11th through 55th calendar day *</i>	0.0
W-	<i>Applies 11th through 55th calendar day *</i>	0.0
WI	Instructor approved withdrawal <i>Applies after 55th calendar day *</i>	0.0
V	Unofficial withdrawal <i>Student commenced attendance, then stopped attending before instructor had sufficient data to evaluate. Instructor reports last date of attendance on grade sheet.</i>	0.0
I	Incomplete (see Incomplete Grade for more detail)	0.0
S	Satisfactory (credit only, no grade point)	0.0
U	Unsatisfactory (no credit, no grade point)	0.0
N	Audit (see Course Audit for detail)	0.0
R	Repeat R beside lowest grade (Legacy system)*	0.0
Z	Unofficial withdrawal with zero attendance	0.0

A, B, C, D and S grades are considered passing. 'S' and 'U' identify courses taken on pass/fail basis and are not counted in computing grade point averages. 'S' is given only if the student performed at a grade of 'C' or higher. For more detailed information see Satisfactory/Unsatisfactory Grade below. An 'E' grade is not considered passing and does not earn credit toward a degree or certificate.

* R grade only shows up in Legacy transcripts. No longer used in ctLink.

FINAL COURSE GRADE

APPEAL PROCESS

Students who believe a final course grade has been awarded incorrectly or in error, can address the discrepancy by following the Final Course Grade Appeal Process. The procedure is available in the office of the Vice President for Student Services or at the college website.

INCOMPLETE GRADE

An 'I' grade is given at the instructor's discretion when a student has completed more than 60 percent of the quarter and has a plan to finish remaining course work. The student and instructor must fill out a contract form that identifies specific requirements to be completed, the time allowed for completion, and the grade to be assigned if the contract is not completed. One copy of the contract is retained by the instructor, one given to the student, and one given to the department chair or division dean. An 'I' grade will revert to 'E' if not completed within one year.

SATISFACTORY/UNSATISFACTORY GRADE

Some classes, due to their nature and content, are designated 'S/U' by departmental decision and are graded on an 'S/U' basis. In some other classes, students have the option of choosing an 'S/U' grade. An 'S' grade indicates student performance at a 'C' grade level or higher. A 'U' grade indicates performance below a 'C' level. Neither the 'S' or 'U' are used in computing grade point averages. In order to exercise the 'S/U' option, students:

- Must choose the 'S/U' grade option in writing at Enrollment Services, Bldg. 7, by the 15th instructional day of the quarter.
- Must understand that once the choice for the 'S/U' grade has been made, it will not be changed to the regular

Grades and Academic Policies

letter grade option. Students should be aware that courses with 'S' grades may not satisfy transfer requirements. Some universities do not accept 'S' graded courses to satisfy distribution requirements. Students are urged to confer with their advisors and consult catalogs of their transfer institutions.

COURSE REPEAT

Students (not enrolled in an allied health program with specific course repeat limitations) may repeat courses in which they have received grades of 'C' or lower.

Courses can be repeated no more than twice for a total of three enrollments. In computing cumulative grade point averages, the higher grade earned for repeated courses will be used and recalculated into the student's cumulative GPA. Repeated grades remain on the student's transcript.

Students who plan to transfer to other college or universities should contact their transfer institutions to determine how repeated courses are calculated in applicants' admission grade point averages. Some institutions use all grades earned for repeated courses when calculating admissions grade point averages.

The Tacoma Community College grade point average reflects TCC work only. A student's grade point average cannot be improved by repeating a course elsewhere. If a student wishes to repeat a TCC course for a better grade, the course must be repeated at TCC.

COURSE AUDIT

The course audit option allows students to participate in courses without having credits or grades posted to their transcripts. Auditing students pay regular tuition and fees. Individual faculty members determine participation and attendance requirements for their courses. Audited courses are identified on transcripts by 'N' grades. If attendance or other requirements are not met, 'WI' grades indicate course withdrawal.

Students may not convert from audit to credit or from credit to audit after the 30th calendar day of the quarter. To select audit status, students must submit an add/drop form indicating audit to Enrollment Services, Bldg. 7.

CHANGE OF GRADE

Students requesting a course grade change must contact their instructors. Instructors approve grade change requests by submitting grade change forms to Enrollment Services.

Grade changes must be made within two quarters (excluding summer) after the quarter in which the student was registered for the course. After two quarters, no grade changes are allowed, unless the instructor documents that the original grade was an error, and the division dean signs an approval. Grades for specific courses can be changed only once.

ACADEMIC FORGIVENESS POLICY

With an advisor's written approval, a student may petition the Vice President for Student Services (or designee) to have Tacoma Community College course work set aside. Students should submit a completed Academic Forgiveness Petition form to the Student Services Administration office in Bldg. 7.

- The student must be currently enrolled.
- The forgiveness (set aside) date must be at least five years prior to the current quarter.
- All course work taken prior to the forgiveness date is set aside. The student may not elect to retain individual courses and set aside other courses.
- A student may exercise the Academic Forgiveness option only once.
- Complete the Academic Forgiveness Petition and submit it to the Student Services Administration office, Bldg. 7.

Forgiven course work is not used to determine number of credits earned at TCC, calculate cumulative grade point average or calculate honors. Forgiven course work may not be reinstated or used to satisfy prerequisite or degree requirements. Course numbers, titles, and original grades of all forgiven course work remain on student transcripts. A decision to set aside course work may or may not be honored by other colleges and universities, since each institution interprets transcripts using its own policies.

Financial Aid Note: Financial Aid regulations make no provision for academic forgiveness. Therefore, all courses applicable to a student's major will be included in evaluating a student's satisfactory academic progress for financial aid eligibility.

Grades and Academic Policies

Academic Review Policy and Procedures

Academic review is designed to help students in academic difficulty improve their academic performance.

The purpose of the policy is to quickly identify and alert students whose grade point averages fall below 2.00 and assist them in improving their academic standing. The Academic Review Policy provides for academic suspension in cases when students are unable to achieve satisfactory academic standing.

Specific college populations, including international students, Fresh Start students, veterans, and students receiving financial aid may be subject to different or additional academic standard requirements and appeal processes.

Students in these programs should contact program advisors regarding these requirements and processes.

ACADEMIC DEFICIENCY

A student is placed on academic deficiency at the end of any quarter in which his or her grade point average falls below 2.00, provided the student is enrolled in six or more credits after the 10th instructional day of that quarter. No later than the second week of the subsequent quarter, the Vice President for Student Services will notify the student that he or she is academically deficient. The student will be encouraged to take advantage of available campus resources to improve his or her academic standing.

ACADEMIC PROBATION

A student placed on academic deficiency must earn a 2.00 quarterly grade point average the succeeding quarter he or she is enrolled for six or more credits after the 10th instructional day of that quarter, or be placed on academic probation.

No later than the second week of the subsequent quarter, the Vice President for Student Services will notify the student that he or she has been placed on academic probation.

REMOVAL OF ACADEMIC PROBATION

A student is removed from academic probation at the end of the quarter in which he or she is enrolled for six or more credits after the 10th instructional day of that quarter and earns a quarterly grade point average of 2.00 or higher.

ACADEMIC SUSPENSION

A student who has been placed on academic probation and fails to earn a 2.00 quarterly grade point average or higher the next quarter he or she is enrolled for six or more credits after the 10th instructional day of that quarter will be suspended for one quarter. As it applies to the period of academic suspension, summer quarter shall count as part of fall quarter.

The Vice President for Student Services will notify a student by mail by the first day of classes of the subsequent quarter that he or she has been suspended.

A student who has already enrolled for classes prior to suspension status being determined will be administratively withdrawn, and tuition paid will be refunded.

Following a one-quarter suspension, a student may enroll following procedures outlined in the college's Re-enrollment Procedures Following Academic Suspension available in the Student Services Administration office in Bldg. 7.

A student readmitted after one quarter of academic suspension re-enters the college on academic probation. If he or she fails to attain a quarterly grade point average of 2.00 or higher at the end of the first quarter in which he or she is enrolled in six or more credits after the 10th instructional day, the readmitted student is suspended for three consecutive quarters.

APPEAL PROCEDURES

Academic suspension may be appealed to the Vice President for Student Services if there are strong and unavoidable extenuating circumstances, such as serious illness or accident requiring hospitalization. A student will not be suspended during the course of the appeal process.

If a student on academic appeal status fails to attain a quarterly grade point average of 2.00 or higher at the end of the next quarter in which he or she is enrolled in six or more credits after the 10th instructional day of the quarter, the student will be academically suspended for three consecutive quarters. Appeal procedures are available in the Student Services Administration office in Bldg. 7.

RE-ENROLLMENT PROCEDURES FOLLOWING ACADEMIC SUSPENSION

To re-enroll following an academic suspension, a student shall present a petition for re-enrollment to the Vice President for Student Services. The petition must include, but not be limited to, the following:

- A proposed class schedule for the coming quarter and a course list for two additional quarters
- Short-term (one to three quarters) educational goals
- Plans to improve academic standing

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The student must meet with an advisor to review the petition and have the advisor sign the petition before it is submitted to the Vice President for Student Services.

The petition shall be filed with the Vice President for Student Services no later than one week before the start of classes for the quarter in which the student is seeking readmission to the college. After reviewing the student's academic record and petition, as well as other pertinent information, the Vice President shall decide to take one or more of the following actions:

- Permit the student to register according to his or her proposed program of studies and class schedule
- Impose conditions on the student's enrollment
- Require that the student undergo further academic assessment prior to registration
- Refer the student for learning assistance and/or counseling during the subsequent quarter

A student re-enrolling following academic suspension re-enters on probation. If he or she fails to attain a quarterly grade point average of 2.00 or higher the succeeding quarter he or she is enrolled for six or more credits after the 10th instructional day of that quarter, the student readmitted after suspension will be suspended for three consecutive quarters.

ACADEMIC DISHONESTY

Students at Tacoma Community College are expected to be honest and forthright in their educational endeavors. Cheating, plagiarism, fabrication and other forms of academic dishonesty corrupt the learning process and threaten the educational environment for all students.

The consequences of academic dishonesty may vary with the situation and the individual instructor. All instructors will include in the course syllabus a policy on, and sanctions for, academic dishonesty. If a student is guilty of, or admits to, academic dishonesty, an instructor may impose sanctions up to and including administrative withdrawal from the course and/or an 'E' grade for the course.

It is the official policy of Tacoma Community College that cheating, plagiarism, fabrication, and other forms of academic misconduct are grounds for disciplinary action under the Code of Student Conduct. A student accused of academic dishonesty may be reported to the appropriate college official for initiation of disciplinary proceedings which could result in disciplinary sanctions ranging from a warning to expulsion from the college.

Definitions of academic dishonesty and descriptions of the hearing and appeal processes are included in the Tacoma Community College Administrative Procedure for Academic Dishonesty, available in all administrative offices.

Copies of the Code of Student Conduct are available in the office of the Vice President for Student Services in Bldg. 7.

Honor Societies

Phi Theta Kappa

Academic excellence is the primary hallmark of Phi Theta Kappa, an international honor society serving two-year colleges that offer associate degree programs. Prospective members must have 3.5 or better grade point averages to apply. PTK provides members opportunities to develop interpersonal communication and leadership skills, compete for special scholarships, and provide a variety of services to the college and community.

Alpha Delta Nu Epsilon Iota Chapter

The objective of the OADN (Organization for Associate Degree Nursing) Honor Society shall be to recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility.

Graduation

Degrees are conferred at the end of each quarter. Commencement ceremonies are held annually in June, at the end of spring quarter.

All students who have earned degrees and/or certificates of 45 credits or more in the current academic year are invited to participate in the June commencement. Students within two courses or 10 credits of degree completion, who have enrolled in the required courses for summer quarter, may also apply to participate in commencement. For degree and early commencement applications, contact the credentials evaluator, Bldg. 7.

Graduation Awards

TCC students who have achieved outstanding grades are honored upon graduation. Awards for students who graduate with scholastic honors are designated by seals on their diplomas and noted on official transcripts. Students are eligible for the following honors or awards:

- Graduation with Honors – Students with graduation grade point averages of 3.33 to 3.65 for credits earned at TCC as well as for credits earned at other institutions and used to meet TCC degree requirements, and who have met award criteria described below graduate with “Honors.”
- Graduation with High Honors – Students with graduation grade point averages of 3.66 or higher for credits earned at TCC as well as for credits earned at other institutions and used to meet TCC degree requirements, and who have met the award criteria described below graduate with “High Honors.”

Awards Criteria

GRADUATION WITH HONORS AND GRADUATION WITH HIGH HONORS

Grade point average computations for degrees and awards at graduation are based on all college-level credits (numbered 100 and above) earned at Tacoma Community College as well as credits used to meet degree requirements, which are transferred from other institutions.

For commencement, scholastic honors are computed using grades earned through the winter quarter preceding commencement. Changes in a student’s honor status are made to the student records if the last quarter of college work or grades earned from transfer credits affect a student’s qualifications.