INSTRUCTIONAL SERVICES

**eLearning**
Tacoma Community College’s eLearning department is comprised of three primary resources: online courses, multimedia production and the Information Commons student computer lab.

**ONLINE COURSES**
Tacoma Community College offers online course options to meet your educational goals, whether it is completing a degree, updating job skills or personal enrichment. Our courses are offered via the web in web-enhanced, hybrid and full online modes to give you the flexibility you need to accommodate your schedule. In addition to course offerings, we also provide online student enrollment services and technical support to get you started on reaching your educational goals. eLearning staff members are available to assist students with technical issues related to distance learning courses. Tutorials and additional information are available on the web at www.tacomacc.edu/eLearning/. Also see online course information on page 25.

**MULTIMEDIA PRODUCTION**
Multimedia Production provides computer workstations and a variety of portable equipment for the creation of classroom presentations. Students may check out multimedia projectors with laptop computers for classroom presentations. In addition, students may check out digital camcorders or digital still cameras for a 24-hour loan. Multimedia Services provides assistance for students and staff in the scanning of material into a digital format and in the use of Microsoft Word, Excel or PowerPoint software.

**INFORMATION COMMONS**

**STUDENT COMPUTER LAB**
TCC’s Information Commons includes 86 student-use computers, plus a small-group study room equipped with computers and video projectors. The Information Commons has height adjustable surfaces and special software to accommodate persons with disabilities. All computers have internet access, Microsoft Office and numerous other software titles. Staff assistants are available to answer student questions concerning lab hardware and software. Students may call 253.566.5176 to reserve computer time or use of group study rooms.

**Library**
Open hours vary. Current hours and other information are available online at www.tacomacc.edu/library or by calling 253.566.5087.

The library collection includes books, electronic books, DVDs, compact discs and electronic databases. The library subscribes to over 7,000 magazine, journal and newspaper titles in print and electronic formats. Currently enrolled students can access these electronic resources anytime/anywhere through the web. Ethnic and Northwest history materials are well represented. There is a special collection of high-interest, low-reading-level materials for developmental and ESL students. A reserve collection supports class assignments. Interlibrary loan services are available.

The library includes spaces for both quiet and group study. Over sixty computers linked to a networked printer provide access to the library’s catalog, electronic databases, Microsoft Office programs and the web. Wireless internet access is available for students’ personal laptop and for library laptops that may be checked out for on-campus use. The library has a computer workstation with adaptive software to assist students with disabilities. Two black-and-white photocopiers are available.

Librarians are available to help students choose and refine research topics, create research strategies and locate and use a wide variety of information resources; they also teach information competency skills courses and are “guest lecturers” in many classes throughout the quarter. Library staff members assist students with basic computer hardware and software questions as well as the use of scanners, printers and photocopiers.
**Student Learning Centers**

Student Learning Centers support individualized learning, computer-based learning, and individual and group tutoring to meet student needs.

**PROGRAM LEARNING OUTCOMES**

Upon consistent use of the learning support services in these student learning centers/labs, students will confidently and competently:

- **Apply increasing knowledge and skills** (reading, writing, math, listening, speaking, tutoring, etc.) and successfully persist in concurrent and subsequent course work.
- **Recognize and apply appropriate study skill and/or tutoring strategies, and adapt strategies to fit different learning challenges.**
- **Appropriately access and use information and information technology as educational and life tools.**

**AL-KHWARIZMI MATH ADVISING AND RESOURCE CENTER (MARC)**

The MARC is a student learning center devoted to helping all TCC students be successful in their math studies. The MARC offers a number of valuable resources:

- Study areas.
- Drop-in tutoring.
- Testing room for taking or making up math tests.
- Math advising.
- Math handouts and resources.
- Books, calculators, rulers and whiteboards.
- Computer lab equipped with math software.
- Supplemental Instruction in select math classes.

The MARC is staffed by students, professionals and instructors. For current hours, additional information and online resources visit [www.tacomacc.edu/marc](http://www.tacomacc.edu/marc).

**COMPUTER ASSISTED LEARNING (CAL) CENTER**

The CAL Lab provides a specialized computer-based learning facility for courses in reading, English, EAP, GED preparation, study skills, math and world languages. Students generally participate with their classes during weekly reserved times, although students may drop in and use computers that are available on a first-come, first-served basis. Students may also be referred by their instructors for individualized learning and study assignments.

**LANGUAGE CENTER**

This unique facility is available to all TCC students of language and culture. While the Language Center is an ideal location for all world language and EAP classes to meet, it also serves as the perfect venue for conversation groups, world music presentations, foreign cinema, and other special events.

Self-study materials and audio-visual language acquisition systems (including cassette tapes and players, CDs, DVDs, books, magazines and newspapers) are on reserve for use in the Center. Technical assistance, guidance and monitoring are also provided on request and by appointment. Languages offered at TCC for which we currently provide resources and assistance are Arabic, Chinese, ESL, French, German, Japanese and Spanish. Although resources are limited, students may request assistance to study other languages of choice.

**READING AND STUDY SKILLS CENTER**

The Reading and Study Skills Center offers self-paced courses to all TCC students as well as a venue for supervised assistance for reading instructors and their students. Students build vocabulary, textbook comprehension, and study skills as a result of their participation. An online description is available at [www.tacomacc.edu/academics/studentlearningcenters/readingstudyskill.aspx](http://www.tacomacc.edu/academics/studentlearningcenters/readingstudyskill.aspx).

The Center offers tutoring appointment times as well as a variety of self-paced credited reading tutorials. Appointments can be made in person in Bldg. 7 or by phone. In addition, students can drop in to use the Student Learning Center’s computers for reading, software, research, and computer-assisted tutorials.

**WRITING AND TUTORING CENTER**

The Writing & Tutoring Center is a tutoring program that offers to all TCC students:

- One-on-one appointments and drop-in instruction;
- Tutoring in many subjects: writing, English and EAP, accounting, statistics, math, physics, the sciences, language, computer user, reading, and others;
- Competent peer and staff tutors;
- A chance to gain new strategies, understand concepts, learn good study habits, write more effectively, study for exams, and learn more about your own learning process;
- Help with any kind of writing, at any stage of the process, such as brainstorming, topic development, research, organization, documentation, and grammar;
- Computers for drafting, research and computer-assisted tutorials;
- Special programs for writing, EAP, and grammar students
- Grammar Corner where students can get help in specific areas of grammar trouble;
- Credited writing tutorial;
- Science tutors for drop-in help in the Active Learning Lab (Bldg. 29);
- Online tutoring help for English, writing, and math with eTutoring;
- Credited tutoring practicum and volunteer opportunities;
- Handouts and web resources: [www.tacomacc.edu/wtc](http://www.tacomacc.edu/wtc);
- The chance to make an appointment by calling or stopping by Bldg. 7, upstairs level.
CHOICES IN LEARNING FORMATS

Learning Labs
Some courses are offered in an independent learning/tutorial assistance environment where students set their own schedules after attending a required orientation. The lab format is designed for students who desire flexibility and are comfortable with the additional self-motivation and self-discipline required. Success requires excellent time management and study skills as well as organization and self-motivation. Consistent attendance is necessary.

ART GALLERY
The Gallery at TCC has its own building on the Tacoma Campus across from Bldg. 5. Currently the following self-paced course is offered in which students visit this and other galleries and museums, view videos, and attend lectures: ART 199, Gallery Viewing Lab.

BUSINESS LAB
Business labs are located at the Tacoma Campus (Professional Skills Center, Bldg. 28-309) and Gig Harbor Campus. Currently, accounting, business math and computer user classes are offered at the business labs.

MEDICAL OFFICE LAB
The Medical Office Lab is located at the Gig Harbor Campus. Medical terminology, transcription and general medical office classes are offered.

In additional to dynamic and diverse classroom offerings, Tacoma Community College offers a wide range of learning opportunities to meet different students’ needs. These options cover the same material as courses taught in the tradition classroom. Quarterly class schedules indicate unique learning formats used.

Computer-Mediated Learning
Developmental math courses are sometimes offered in a computer-mediated format where students meet regularly with their instructor in a hands-on computer classroom.

Students learn by using computer software under the direction of their instructor, often working independently or in small groups. Students will be required to complete unit tests and a final exam within a time line established by the instructor. Additional time working on a computer (either at home or in a TCC computer lab) is required. Computer-mediated classes can be identified by their section name, which begins with "CM" (e.g. CMA or CMB).

Coordinated Studies/Learning Communities
Coordinated studies brings together two or more academic disciplines into a cooperative teaching and learning environment.

Coordinated studies is an umbrella for several approaches to linking courses and course work together around a common theme that allows students and teachers to experience greater depths of teaching and co-learning in an active manner.

Students transferring to The Evergreen State College or University of Washington-Tacoma are advised to take at least one learning community (coordinated studies or linked course) as part of their degree. Students are advised 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. Coordinated studies and linked classes are regularly offered. See quarterly schedules.

Condensed Format

JUMP START
Jump Start classes are offered before fall quarter begins. These classes help prepare you to be a successful full-time student in the fall. By choosing to take one or two classes during Jump Start, you may be able to reduce your fall quarter course load and still be a full-time student. Students must be motivated to meet the demands of the in-class time and homework required to complete these courses in an intensive short term.

Computer User Courses
These courses are offered in short time blocks that start at different times throughout the quarter, enabling students to learn a skill early in the quarter, add a class later if the need arises, or create a two- or three-class sequence, all in one quarter:

<table>
<thead>
<tr>
<th>CU</th>
<th>Course Title</th>
<th>Credit</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Intro. to Windows &amp; WWW</td>
<td>1</td>
<td>2 or 10</td>
</tr>
<tr>
<td>102</td>
<td>Word I</td>
<td>2</td>
<td>4 or 10</td>
</tr>
<tr>
<td>103</td>
<td>Excel I</td>
<td>2</td>
<td>4 or 10</td>
</tr>
<tr>
<td>104</td>
<td>PowerPoint</td>
<td>1</td>
<td>2 or 10</td>
</tr>
</tbody>
</table>

Intensive Review
These four-week courses are intense refreshers to help students sharpen skills necessary for success in college-level course work.

- MATH 010 Arithmetic & Algebra Review begins with a skills analysis to determine an individualized program of study. Under the direction of their instructor, students will engage in self-paced, computer-mediated learning to address their specific needs.
- ENGL 010 Academic Writing reviews the essential elements of writing a short essay, including revision and editing, punctuation, source documentation, and formatting with a word processor.
- READ 010 Strategies for College Reading includes strategies to build vocabulary, locate and paraphrase main ideas, organize information, improve comprehension, and read critically.
Experiential Learning

INTERNSHIPS
All of the professional/technical programs include an internship or clinical component. An internship is a good opportunity to earn college credit as you enhance your classroom experience with on-the-job learning in the workplace. Practical work experience helps you develop the skills and personal attributes that improve your job opportunities. For more information, contact the chair of the program you are interested in, or drop by the Career Center in Bldg. 7 to explore internship opportunities, or to register in EXPLR 290 Internships.

SERVICE LEARNING
Service Learning is a teaching strategy that 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 a broader appreciation of the discipline and enhance their sense of civic responsibility.

Talk with your academic advisor to learn more about experiential service learning courses, EXPLR 295 Service Experience or EXPLR 296 Capstone Experience.

PRIOR LEARNING ASSESSMENT (PLA)
Tacoma Community College serves a diverse community of learners, many of whom have acquired a wealth of 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 will be noted on the TCC transcript as the equivalent TCC course. Credit will not generally be awarded if TCC does not offer 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 as elective credit.

If PLA credit is based on an articulated agreement, a letter grade will be assigned in accordance with the agreement. Other forms of PLA credit will be posted with a grade of ‘S’ for satisfactory pass.

In some cases a student may be granted a waiver of a prerequisite, but not credit for prior learning. In this event a notation will be made to the TCC transfer-in registration screen that the student has satisfied the prerequisite, but no credit will be posted to the transcript.

A student must be currently enrolled before prior learning assessment will be undertaken. Credits for PLA will be posted at the end of the quarter in which the PLA requirement is satisfied. PLA credits are not considered enrolled credits and will not be counted in calculating the student’s enrollment status or calculating financial aid awards.

Transfer schools will evaluate credits and make their own determination regarding PLA based upon institutional policy.

Contact the Career Center in Bldg. 7 or call 253.566.5021 to learn more about earning PLA credit through an electronic portfolio.

PORTFOLIO
Portfolio assessment options may be available in some departments. Students interested in petitioning for credit through a portfolio should enroll in EXPLR 190 E-Portfolio. Contact Transition Services at 253.566.6006 for more information.

Human Development Instruction
Human development instruction enhances and expands the opportunities provided through traditional instructional programs for student success. These courses help students develop their individual potential, improve interpersonal communication skills, learn decision-making skills, and learn how to build positive relationships.

Human development classes provide students with help in selecting a career, setting goals, making career and educational decisions, and exploring college resources.

These courses are offered each quarter and are supplemented by special interest, short-term workshops, seminars and independent study projects. Details are available in the course description section of the catalog and in the Advising/Counseling Center, Bldg. 7.

Please read about these courses by visiting www.tacomacc.edu/stuonline/counseling/classes.shtm.

PROGRAM LEARNING OUTCOMES
Upon successful completion of any of the Human Development (HD) courses (not individual counseling sessions), students will:

- Assume greater responsibility for their own thoughts, behaviors and feelings in order to reach their personal, professional, educational and social goals.
- Be accountable for contributions to team projects in order to function effectively as a group member in any system.
- Be capable of assessing their own unique capabilities, interests, values and personality as they relate to job satisfaction or personal fulfillment.
- Be able to value the richness of diversity needed to function effectively as a contributing member of an increasingly global society. Become a participant in the college community; show an understanding of college culture.
- Clearly define educational, personal, social or career goals and develop realistic action plans and persistence to achieve them.
- Be proficient at locating, evaluating and using the information technology and other college resources needed to support learning.

Online Courses
Students can earn college credits, complete their Associate in Arts and Science degree and take some professional/technical courses through online courses at Tacoma Community College. Online courses include full online courses, hybrid online courses and web-enhanced courses. Non-credit online courses are also offered.

Online courses are classes that have all or some of the instructional content available through the internet. In full online courses all instruction takes place in a virtual classroom where students may interact with their instructors and other students using email, discussion board postings and chat rooms.
COLLEGE DEGREES

Tacoma Community College grants different types of college degrees. They are:

- **University transfer degrees**: Awarded for completion of a transfer curriculum paralleling the first two years of university study (page 35).
- **Associate in Applied Sciences**: Awarded for completion of an approved TCC professional/technical 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 any transfer opportunities for specific programs (page 51).
- **Associate in Technical Arts**: Awarded after completing an approved occupational or technical program at another postsecondary institution and completion of a program of studies upon transferring to TCC (page 52).
- **Associate in General Studies**: Awarded for completion of a two-year academic program designed to meet a particular educational goal (page 49).

Requirements for All Degrees

Note: For grade policies, see page 30.

General requirements for all degrees are as follows:

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

The college provides assistance in determining completion of the required curricula for graduation through its system of advisors and counselors; however, the final responsibility for meeting all academic and graduation requirements rests with you, the individual student.

Credits Transferred to TCC

Tacoma Community College will accept for transfer a maximum of 60 credits that apply to the degree or certificate the student is pursuing, to include no more than 15 credits that do not satisfy skills or distribution requirements, unless additional credits are required to satisfy prerequisites for, or requirements of, a professional/technical degree. Applicable credits are defined for this purpose as courses that, at the time of the transfer evaluation, do not duplicate requirements already satisfied by courses previously completed at Tacoma Community College or previously transferred from other institutions.

Tacoma Community College recognizes academic credits that are essentially equivalent in academic level and nature to credit (or courses) offered at TCC and which are earned at other colleges accredited by the Northwest Association of Schools and Colleges or by another accrediting body duly recognized by Tacoma Community College.

The college subscribes to the statewide Policy on Inter-College Transfer and Articulation among Washington Public Colleges and Universities, endorsed by the public colleges and universities of Washington and the State Board for Community and Technical Colleges, and adopted by the Higher Education Coordinating Board. The policy deals with the rights and responsibilities of students and the review and appeal process in transfer credit disputes. For more detailed information, contact the Enrollment Services office in Bldg. 7.

Students are encouraged to submit official transcripts from previous institutions as soon as they are admitted to the college. Credit evaluations usually take two to four weeks to complete. Transfer coursework will not be used to satisfy prerequisites or degree requirements until official transcripts have been evaluated.
Transfer among Washington State Community & Technical Colleges

Washington State community and technical colleges have adopted the Inter-College Reciprocity Policy. It is designed to help students transfer courses that have met distribution requirements from one community or technical college to another. This policy does not address transfer of courses from two-year colleges to four-year colleges.

- **Individual Courses**
  If a student transfers an individual course that meets a Communication Skills, Quantitative Skills or Distribution Requirement at the sending two-year college for a specific transfer degree, that course is considered to have met that requirement at TCC for a similar transfer degree, even if this course does not have an exact equivalent.

- **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. It is the student’s responsibility to initiate the reciprocity process. Additional information and necessary forms are at Enrollment Services in Bldg. 7.

Credits Transferring from Tacoma Community College

TRANSFER OF CREDITS

Tacoma Community College offers credit courses that fall into three general categories:
- University Transfer
- Professional/Technical
- 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 a professional/technical degree are also generally transferable. Courses that are specifically within a professional/technical program are generally not transferable to four-year institutions unless a specific articulation agreement exists between TCC and the four-year school to provide acceptance of those courses. Courses that make up TCC’s Transitional Studies program are 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 cannot be responsible for acceptance of credits and courses at other institutions.

General acceptance of transfer credits is not the same as direct course equivalency. A baccalaureate institution may accept credits for transfer, but not consider them directly equivalent to one of their own courses or count them as meeting a specific requirement at their institution.

TRANSFER OF DEGREES

Tacoma Community College offers several two-year degrees designed to transfer to a four-year college or university. See University Transfer on page 35 for details on these transfer degrees. These degrees are directly transferable to most baccalaureate (four year) institutions in Washington, TCC, along with 30 community colleges and 20 four-year colleges and universities in Washington subscribes to the Policy on Intercollege Transfer and Articulation among Washington Public Colleges and Universities (the Umbrella Policy). See www.sbctc.ctc.edu/docs/education/transfer/umbrella_policy.doc.

Changing Degree Requirements

In the event that degree requirements change after a student enrolls at TCC, the college will adhere to the following policy: *If the degree is completed within five years, the student who initially enroll at Tacoma Community College, or who transfers to the college with a minimum of 55 applicable credits, may graduate under the provisions of the Tacoma Community College degree in effect when he or she originally enrolled in any college accredited by the Northwest Association of Schools and Colleges or by another accrediting body duly recognized by Tacoma Community College. The college encourages all students to fulfill the degree requirements in effect at the time of their graduation; students who do not complete the degree requirements within five years must fulfill the requirements in effect when they graduate.*

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: 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 to be eligible for two degrees.

Application for Degrees or Certificates

Students preparing for graduation must complete a formal application for degree or certificate. Application forms are available from Enrollment Services, Bldg. 7. Completed application forms, 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. A $10.50 non-refundable application fee for degrees will be assessed. Students applying to graduate with an Associate in Arts and Sciences degree, Option B, must complete an Option B application form, which must be signed by an Option B advisor. See additional information on page 38 under Option B Degrees.

Prior to submitting an Application for Degree, students are advised to carefully review program requirements identified in the college catalog with their academic advisor to ensure all requirements have been satisfied. Applications for degree are reviewed and approved quarterly by the Academic Associate Degree Committee. Transfer students must have official copies of all transcripts from other colleges on file in Enrollment Services, Bldg. 7, prior to applying for the degree.
INSTRUCTIONAL POLICIES

CREDIT HOURS AND QUARTER

The college measures its course work by credit hour. Courses offered each quarter are assigned credit value related to the number of class-hours per week; however some courses require additional laboratory time, and activity courses typically involve additional hours per week. Students should anticipate an additional two hours of study time for every hour spent in the classroom when planning their quarterly course load.

A student who wishes to enroll for 20 or more credit hours must have the permission of the Counseling, Advising and Transition Services office or designee.

The academic year at Tacoma Community College is divided into four quarters. See Academic Calendar (page 5) for specific quarter start and end dates.

INSTRUCTIONAL AND CALENDAR DAYS

The terms instructional and calendar days are used in various policies. Instructional days are those days starting with the first day of the quarter in which the campus is open and counting each day classes are held through the last class day of the quarter. Weekends and holidays when classes are not in session are not included in the calculation of deadlines based on instructional days.

Some deadline dates are based upon 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 average 15 college-level credits each quarter, if they intend to complete an associate’s degree in two years. The college considers a student full-time if they are enrolled in 12 or more credits.

- **Part-time Student**
  A student registered for less than 12 credits.

- **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 for additional information).

- **Non-Degree Seeking Student**
  A student attending TCC for purposes other than to obtain a degree or certificate. Students in this status are restricted to registration in five credits or less per quarter and are self-advised.

Transcripts

A transcript is a complete record of a student’s academic achievement at Tacoma Community College. Students may request an official transcript by mail or at the Enrollment Services office in Bldg. 7.

Unofficial transcripts for advising are available on the web 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 for mailing or to pickup transcripts. Transcripts will not be released to a third-party without written permission of the student.

For transcript fees and further information about how to request a transcript by mail call 253.566.5035, or go online at www.tacomacc.edu/resourcesforstudents/requestatranscript.aspx.

TRANSCRIPTS FROM OTHER SCHOOLS

Tacoma Community College does not release or certify copies of transcripts from other institutions. Transcripts reflecting a student’s previous secondary and college education which have been submitted to Tacoma Community College are part of the official file and will not be returned to the student. Students desiring transcripts of work completed elsewhere must order transcripts directly from the institution where the work was completed.

Official transcripts from other schools and colleges must be received by Enrollment Services from the sending institution electronically or in a sealed unopened envelope. For more information about transfer credit see Credits Transferred to TCC, page xx.
Nationally-Recognized Exams

ADVANCED PLACEMENT

Tacoma Community College grants credits to entering first-year students who have earned scores of three (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 score to the credential evaluator for evaluation. The number of credits will be noted on the student’s transcript, and a grade of ‘S’ recorded for all courses where credit is granted. Advanced placement credits will fulfill either distributive or elective requirements for an associate degree. The following departments of the college currently grant advanced placement credits:

• **Biology:** A student scoring 3 on the Biology AP examination will receive 5 credits for BIOL& 100. A student scoring 4 or 5 may receive additional credit upon consultation with the Natural Science and Engineering department.

• **Chemistry:** A student scoring 4 on the Chemistry AP examination will receive credit for CHEM& 161 and 162. A student scoring 5 on the Chemistry AP examination will receive credit for CHEM& 161, 162 and 163.

• **Computer Science:** A student scoring 4 or 5 on the Computer Science A exam will receive credit for CS 142. A student scoring 3 on the Computer Science AB exam will receive credit for CS 142. A student scoring 4 or 5 on the Computer Science AB exam will receive credit for CS 142 and CS 143.

• **English:** A student scoring a 3 on the composition and literature examination will receive credit for ENGL& 101. A student scoring 4 will receive credit for ENGL& 101 and ENGL& 102. A student scoring 5 will receive credit for ENGL& 101, 102 and ENGL 258.

• **Mathematics:** A score of 3, 4 or 5 on the AP Statistics Exam will receive five credits for MATH& 146. A student scoring 3 on the calculus AB or BC examination will receive five credits for MATH& 151. A student scoring 4 or 5 may receive additional credit upon consultation with the mathematics department.

• **History:** A student scoring 3 or higher on either the American or European History examination will receive five credits in the area of specialization.

• **Physics:** A student scoring 3 or 4 on the Physics B exam will receive credit for PHYS 114. A student scoring 5 on the Physics B exam will receive credit for PHYS 114 and 115. A student taking the Physics C exam will receive credit for PHYS 121 and/or 122 depending upon the test focus and score.

Note: Transfer schools are not required to accept courses transferred in by AP exam. Students should check with their intended transfer school as to its AP exam policy.

Advanced placement credits may be granted in other subjects upon consultation with appropriate department heads. Contact the credential evaluator in Enrollment Services, Bldg. 7.

INTERNATIONAL BACCALAUREATE

International Baccalaureate (IB) - A student who has tested in IB may request college credit for IB higher-level work. TCC will evaluate each student’s record individually, on a departmental basis, for credit and advanced placement. Contact the credential evaluator in Enrollment Services, Bldg. 7.

CLEP/DANTEs

Tacoma Community College grants up to 30 credits towards the Associate in General Studies degree to students for scoring in the 50th percentile or above on the CLEP General Examination. Credit may be granted for other degrees and for CLEP Subject Examination if approved by the division or department chairperson. For further details, students should contact the credential evaluator in Enrollment Services, Bldg. 7.

Articulation Agreements

TECH-PREP/DUAL CREDIT AGREEMENT

TCC and the Pierce County Careers Connection have developed an agreement to award college credit to high school students who successfully complete college-level courses. The dual credit agreements are entered into when common objectives and competencies exist between the college and local school districts. With a review of the course objectives and competencies, high school students who have passed all college competencies are eligible and will be allowed to enroll in college-level courses based upon existing specific dual credit agreements between college and high school programs. High school students must complete dual credit classes with a grade of ‘B’ or higher. They must identify the college at which they intend to register. Interested students should contact their high school instructor for details regarding enrollment in the program.

COLLEGE IN THE HIGH SCHOOL PROGRAM

TCC develops articulation agreements with local school districts that permit students enrolled in approved courses to earn college credit for work completed at the high school. Interested students should contact their high school instructor for registration and fee information. Registrations must be completed by the first week of the quarter in which credit will be awarded.

SERVICEMEN’S OPPORTUNITY COLLEGE (SOC)

Tacoma Community College has been officially designated as a participant in the Service Members Opportunity College (SOC) by the Department of Defense, in cooperation with the American Association of Community Colleges. 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;
• By granting 15 quarter-hour military science credits to enlisted service members who have completed at least one year of active military service; and
• By granting 30 quarter-hour military science credits to commissioned officers who have completed at least one year of active military service.

The college will evaluate these credits and apply them toward the requirements and/or electives which lead toward an Associate in General Studies degree. Eligible military personnel may be awarded the A.G.S. degree by earning the balance of the total distribution requirements. Active and retired military personnel may obtain additional information about SOC by contacting the credential evaluator in Enrollment Services, Bldg. 7.

RECENT HIGH SCHOOL GRADUATE MATH PLACEMENT
This is a program only for students of Tacoma Public School District and selected high schools in Peninsula Public School District who are entering Tacoma Community College within one year of high school graduation and taking their first math course no more than two years after their last high school math course was completed. Specially trained advisors in Bldg. 7 or the MARC analyze the student’s high school transcript as well as the student’s assessment score to gain the best placement for students who have recently studied mathematics in public high schools in the Tacoma Community College district.

Other Options
DEPARTMENTAL CHALLENGE EXAM
A student enrolled for five or more credit hours may earn additional credits in some courses by a challenge examination, provided the department has developed an examination for the course to be challenged. All arrangements, including the payment of fees, must be completed within the first ten instructional days of a quarter.

Students who successfully challenge a course will receive an ‘S’ grade. Course challenge application forms are available in Enrollment Services, Bldg. 7.

GRADES AND ACADEMIC POLICIES
Grading Policies
Tacoma Community College uses the following system of grading and grade-point values for reporting and recording academic achievement. Faculty may or may not choose to use the plus/minus grading option in a given class.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Honor</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Minimum</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>E</td>
<td>Failure to complete minimum requirement</td>
<td>0.0</td>
</tr>
</tbody>
</table>

W       Official withdrawal from course         0.0
V       Unofficial withdrawal                    0.0
I       Incomplete                              0.0

Instructor’s signature indicates acknowledgment of the withdrawal. Instructor permission is not required during this period.

11th through 55th calendar day
After 55th calendar day

Student commenced attendance, then stopped attending before instructor had sufficient data to evaluate. Report last date of attendance on grade sheet.

Granted at the discretion of the instructor, when the student has completed more than 60 percent of the quarter and has a plan to finish remaining coursework. Contract required. Grade will revert to E if not completed within one year.

S       Satisfactory (credit only, no grade point)   0.0
U       Unsatisfactory (no credit, no grade point)  0.0
N       Audit                                     0.0
R       Repeat R beside lowest grade               0.0
Z       Unofficial withdrawal with zero attendance  0.0

Grades A, B, C, D and S 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. A grade of ‘E’ is not considered passing and does not earn credit toward a degree or certificate.

*Summer quarter courses and courses which do not follow the regular college calendar will have pro-rated withdrawal periods. Contact Enrollment Services for these dates.
FINAL COURSE GRADE GRIEVANCE
Students who believe they have received a final course grade that has been awarded improperly or in an arbitrary or capricious manner may grieve or appeal the grade by referring to the Student Grievance Procedure for Final Course Grades, WAC 132V-120-330 in the Code of Student Rights and Responsibilities. The procedure is available in the office of the Vice President for Student Services or on the college web site at www.tacomacc.edu/resourcesforstudents/studentpolicies.aspx.

INCOMPLETE GRADE
The ‘I’ grade is given at the discretion of the instructor when the 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 which contains the 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 will be retained by the instructor, one given to the student, and one given to the department chair or division dean. The ‘I’ grade will revert to ‘E’ if not completed within one year.

Failure of students receiving federal financial aid to make up an incomplete grade within a designated time may result in partial loss or termination of benefits. These students should contact Financial Aid.

Veterans are not entitled to benefits for ‘I’, ‘W’, ‘U’, ‘WT’ and/or ‘V’ grades, unless mitigating circumstances are involved.

SATISFACTORY/UNSATISFACTORY GRADE
Some classes, due to their nature and content, are only offered ‘S/U’ and will be designated ‘S/U’ based on a departmental decision. In other classes, students have the option for an ‘S/U’ grade. An ‘S’ grade indicates student performance at a grade of ‘C-’ or higher. A grade of ‘U’ indicates performance below a ‘C-’. Neither the ‘S’ or ‘U’ grade is computed in the grade point average. In order to exercise the ‘S/U’ option, students:

- Must choose the ‘S/U’ grade option in writing at Enrollment Services 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 a regular letter grade. Students should be aware that courses with an ‘S’ grade may not satisfy transfer requirements. At some universities, the ‘S’ grade may not be accepted in courses needed to satisfy distribution. Students are urged to check with their advisor and to consult the catalog of their transfer institution.

ACADEMIC FORGIVENESS POLICY
With written approval of an advisor, a student may petition the Vice President for Student Services (or designee) to have Tacoma Community College course work set aside.

- 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 will be set aside. The student may not elect to retain individual courses and set aside other courses.
- The Academic Forgiveness option may be exercised only once.

Forgiven course work will not be used in the determination of credits earned at TCC, the cumulative grade point average, or the calculation of honors. The course number, title and original grade of all forgiven course work will remain on the transcript. Forgiveness does not apply to the cumulative grade point average used to calculate financial aid eligibility.

Students are advised that a decision to set aside course work may or may not be honored by other educational institutions, since each institution interprets transcripts according to its own policies.
Academic Review Policy and Procedures

Academic review is designed to help students who are having academic difficulty improve their academic performance. The purpose of the policy is to quickly identify students whose grade point average falls below 2.00 and provide those students with assistance to improve their academic standing. Students will be alerted to their academic problems and provided assistance to improve academic performance. The Academic Review Policy provides for academic suspension in cases where students are unable to achieve satisfactory academic standing.

Individual college programs such as international students, veterans, and students receiving financial aid may have different and/or additional academic standard requirements and appeal processes. Students in these programs should contact their program advisor for information regarding these requirements.

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 tenth instructional day of that quarter. No later than the second week of the subsequent quarter, the Vice President for Student Services will notify a student by mail 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 tenth 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 a student by mail 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 tenth 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 tenth 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 section (page 33).

A student readmitted after one quarter of academic suspension reenters 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 tenth 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 (e.g., a serious illness or accident requiring hospitalization). A student will not be suspended during the course of the appeal process. The appeal must include: A proposed class schedule for the coming quarter and a course list for at least two additional quarters; Short-term (one to three quarters) educational goals; Plans to improve academic standing.

The appeal shall be filed through the office of the Vice President for Student Services. For fall quarter, the appeal must be filed no later than one week before the start of classes. For winter, spring and summer quarters, the appeal must be filed no later than the fifth instructional day of the quarter for which the student is suspended.

After meeting with the student and reviewing the student’s academic records and all information pertinent to the appeal, the Vice President (or designee) will take one of the following actions:

- Confirm academic suspension;
- Impose conditions instead of suspension;
- Remove academic suspension.

The decision of the Vice President (or designee) shall be final.
ACADEMIC DISHONESTY

Students at Tacoma Community College are expected to be honest and forthright in their educational endeavors. Cheating, plagiarism, fabrication, or 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 Students Rights and Responsibilities. The student accused of academic dishonesty may be reported to the Vice President for Student Services 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 Rights and Responsibilities are available in the office of the Vice President for Student Services in Bldg. 7.

HONORS & AWARDS

Honors

• Quarterly Honors
  Students who earn 12 or more TCC graded college-level credits numbered 100 and above (excluding ‘S’ and ‘U’) in a quarter with a grade point average of 3.33 to 3.65 will be placed on the quarterly Honors List. (Grades of ‘N’, ‘I’, ‘W’, ‘WI’, and ‘V’ are not considered earned credits.)

• Quarterly High Honors
  Students who earn 12 or more TCC graded college-level credits numbered 100 and above (excluding ‘S’ and ‘U’) in a quarter with a grade point average of 3.66 to 4.00 will be placed on the quarterly High Honors List. (See note above regarding grades.)

Honor Societies

Three nationally recognized scholastic organizations are part of student life at TCC: Phi Theta Kappa, Psi Beta, and Alpha Delta Omega.

• Phi Theta Kappa
  Academic excellence is the primary hallmark of Phi Theta Kappa, an honor society serving two-year colleges that offer associate degree programs. Members must maintain a 3.5 or better grade point average and be eligible for tuition scholarships. PTK members also can develop interpersonal communication and leadership skills and provide a variety of services to the college and community.

• Psi Beta
  Psi Beta is a national honor society for psychology students. Members must maintain a 3.0 or better GPA, have completed at least two quarters of psychology, and have demonstrated a genuine interest in psychology and high standards of personal behavior and integrity. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, research and community service. For more information contact the faculty advisor.
### Graduation

Degrees are conferred at the end of each quarter. Commencement ceremonies for degrees are held annually at the end of spring quarter. All students who have earned degrees in the current academic year are invited to participate in the June commencement. Students within one course of completing their degree and who have enrolled in the required course for summer quarter may also apply to participate in commencement. Contact the credentials evaluator in Bldg. 7 for degree and early commencement application.

### Graduation Awards

Upon graduation, TCC students who have achieved outstanding grades will be honored. Students who graduate with scholastic honors will have the award designated by a seal on their diploma. The award will be noted on their transcript when official transcripts are requested. Students are eligible for the following honors or awards:

- **Graduation with Honors** – Students with a graduation grade point average of 3.33 to 3.65, who have completed at least 60 graded college-level credits (numbered 100 and above) at TCC as well as credits transferred from other institutions which are used to meet degree requirements, and have met award criteria described below will be graduated with “Honors.”

- **Graduation with High Honors** – Students with a graduation grade point average of 3.66 or higher who have completed at least 60 grade college-level credits (numbered 100 and above) at TCC as well as credits transferred from other institutions which are used to meet degree requirements, and have met award criteria described below will be graduated 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 transferred from other institutions which are used to meet degree requirements.

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

- **President’s Medal Awards**

  The President’s Medal is the highest honor the college bestows to recognize academic achievement. Associate degree candidates who have completed at least 60 graded college-level credits (numbered 100 and above) at Tacoma Community College and who have earned the highest cumulative grade point average above 3.84 will automatically be eligible for consideration for the President’s Medal.

- **Alpha Delta Omega**

  Alpha Delta Omega is a national honor society for students enrolled in Human Services programs. Chartered in 1990, the TCC chapter stresses academic excellence and promotes the ideals of the human services profession. Membership is open to students with a 3.0 or higher grade point average who are enrolled in Human Services or related programs.