INSTRUCTIONAL SERVICES

Distance Learning and Multimedia Services

**Distance Learning** .................................................. 253.460.3989

Tacoma Community College offers distance learning options to meet your educational goals. Whether it is completing a degree, updating job skills or personal enrichment, we offer online or Internet-based classes and telecourses. In addition to course offerings, we also provide online student enrollment services and technical support to get you started on reaching your educational goals. Distance Learning staff are available to assist students with technical issues related to online, hybrid, and web-enhanced courses. Tutorials and additional information are available on the web at www.tacomacc.edu/inst_dept/distancelearning/.

**Multimedia Services** ............................................ 253.566.5095

Multimedia Services provides in-house video viewing stations, multimedia production computer work stations, and a variety of portable equipment for classroom presentations. An interactive video classroom enables connections to remote sites through the K-20 network. Students may check out multimedia projectors with laptop computers for classroom presentations. In addition, students may check out digital camcorders and a digital still camera for a 24-hour loan. Multimedia Services provides assistance for students and staff in the scanning of material into digital format and in the use of Microsoft Word, Excel or PowerPoint software.

**Library** .............................................................. 253.566.5087

The library is located in Bldg. 7. Open hours vary from quarter to quarter. Current hours and other information are available online at www.tacomacc.edu/library or by calling 253.566.5087.

The library collection includes books, journals, videos, DVDs, compact discs and electronic databases. The library subscribes to several thousand journals in print and electronic formats. Students can access most of the electronic library resources anytime or anywhere over the Internet. 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. Inter-library loan services are provided.

Computer workstations in the library provide access to the library's online catalog and electronic databases, as well as Internet access. Selected work stations can be used for word processing and multimedia production. The library provides a Kurzweil reader, CCTV, TDD and computer work station with adaptive software to assist students with disabilities.

Librarians are available to help students choose and refine research topics, create research strategies and locate and use a wide variety of information resources. Faculty librarians teach one- and two-credit information competency skills courses and appear as “guest lecturers” in many classes throughout the quarter.

**Student Computer Lab (Bldg. 28)**

**Information Commons** ....................................... 253.566.5176

TCC’s new Information Commons includes 86 student-use computers, plus two small-group study rooms 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.

**Student Learning Center**

The Student Learning Center is located in Bldg. 17 and is the home to the college’s Computer Assisted Learning Lab, Reading and Study Skills Lab, Tutoring Center and Writing Center. Individualized learning, computer-based learning, individual and group tutoring are available to meet student needs.

**Computer Assisted Learning (CAL)** ...................... 253.566.5389

The Computer Assisted Learning Lab provides a specialized computer-assisted learning facility for courses in reading, English, ESL, GED preparation, study skills, and math. 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.

**Reading and Study Skills** .................................... 253.566.5143

The Reading and Study Skills Lab offers one-to-one assistance with reading and study skills to all TCC students as well as supplemental exercises to students enrolled in Reading, ESL, and ABE classes. The lab also offers reading assessment tests to respond to student’s individual needs. Students may come to the lab to receive help with any reading problem they encounter in their classes. The lab is staffed by competent reading tutors who are trained to help students with all aspects of their reading, including vocabulary development, textbook comprehension and study skills. Online exercises and other reading resources are also available online at www.tacomacc.edu/labs/reading/start.shtml.

The lab offers tutoring appointment times as well as a variety of self-paced credited reading tutorials. Appointments can be made in person in Bldg. 17 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.
Tutoring Center .................................................. 253.566.6032

The Tutoring Center works with students (one-to-one or in small groups) to support the academic success and retention of students. The center staff works with students in a variety of subject areas to supplement their classroom instruction. Students may call the center to set up an appointment.

Writing Center .................................................... 253.566.5184

The Writing Center offers one-to-one assistance with writing. Students may bring in any writing, from any course, with which they need help. They are also welcome to bring in personal statements, cover letters, and the like. The center is staffed by competent peer tutors who are trained to help students with all aspects of their writing, including development, research, organization, documentation and grammar. Tutoring and other resources are also available online at www.tacomacc.edu/stuonline/writingcenter.

The Writing Center offers appointment and drop in times, as well as a credited writing tutorial. Appointments can be made in person in Bldg. 17, or by phone. In addition, students can drop in to use the Writing Center’s computers for drafting, research, and computer-assisted tutorials. The Writing Center offers a tutor training program certified by the College Reading and Learning Association. As tutors, students can achieve three levels of certification as well as earn college credit or fulfill their work study award.

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 Counseling Center, Bldg. 18. Please read about these courses by visiting www.tacomacc.edu/stuonline/counseling/classes.shtm.

CHOICES IN LEARNING FORMATS

Tacoma Community College offers a wide range of learning opportunities to meet different students’ needs. These options cover the same material as courses taught traditionally. Quarterly class schedules indicate unique learning formats used.

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 degree electives. Coordinated studies and linked classes are regularly offered. See quarterly schedules.

Distance Learning

Students can earn college credits, complete their Associate in Arts degree and take some professional/technical courses through distance learning at Tacoma Community College. Distance learning courses include full online courses, hybrid online courses, independent online courses and telecourses. 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. Some full online courses may require proctored exams.

In addition, TCC offers full online courses developed through Washington Online (WAOL), a cooperative effort by the Washington State Community and Technical College system. WAOL courses are taught by TCC faculty and faculty at other state colleges.

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

The TCC website www.tacomacc.edu/inst_dept/distancelearning/ provides an updated course list, computer requirements, answers to frequently-asked questions, and a self assessment to help decide whether online learning is right for you. All of the full online and hybrid online courses have a one-time-per-quarter non-refundable account fee.
In online/lab courses, students learn using web-based instructional materials after attending a required orientation on campus. Throughout the quarter, instructor assistance is available at scheduled hours in a computer lab.

**Condensed Format**

**Jump Start**

Jump Start classes are offered during the month of September before fall quarter begins. They enable students needing a quick refresher to meet prerequisite requirements for anticipated fall courses. Students must be seriously motivated to meet the demands of the intensive in-class time and homework required to cover these credit courses in three weeks.

**Computer User Courses**

These classes 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>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU 100</td>
<td>Intro. to Windows &amp; WWW</td>
<td>1</td>
<td>2 weeks</td>
</tr>
<tr>
<td>CU 102</td>
<td>Word</td>
<td>2</td>
<td>4 weeks</td>
</tr>
<tr>
<td>CU 103</td>
<td>Excel</td>
<td>2</td>
<td>4 weeks</td>
</tr>
<tr>
<td>CU 104</td>
<td>Power Point</td>
<td>1</td>
<td>2 weeks</td>
</tr>
</tbody>
</table>

**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 main 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 199</td>
<td>Gallery Viewing Lab</td>
</tr>
</tbody>
</table>

**Business Lab**

Business labs are located at the main campus and Gig Harbor Campus (GHC). Currently accounting, business math, computer user and office classes are offered at the business labs.

**Health Technology Lab**

The Health Technology Lab is located at the Gig Harbor Campus. Currently medical terminology and transcription classes are offered.

**Math Center**

The Math Lab is located in Bldg. 19 on the main campus and at the Gig Harbor Campus. Currently developmental math courses are offered.

**Reading Lab**

The Reading Lab is located in Bldg. 17 on the main campus.

**Writing Center**

The Writing Center is located in Bldg. 17 on the main campus.

**Work-based Learning: Internships**

All of the professional/technical programs include a required or optional 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.

**Study Abroad**

If you want to live and learn in a foreign country you can participate in quarter-long study abroad programs as a TCC student. You can earn credits applicable to the AAS degree while experiencing a foreign culture and developing global competencies. Information on these programs is available in International Student Services in Bldg. 11. Other funding opportunities are made available through the TCC Foundation.
COLLEGE DEGREES

Tacoma Community College grants five college degrees. They are:

- **Associate in Arts and Sciences**
  Awarded for completion of a transfer curriculum paralleling the first two years of university study (page 34).

- **Associate in Business**
  Awarded for completion of an approved business transfer curriculum paralleling the first two years of university study with a specialization in business (page 37).

- **Associate of Science**
  Awarded for completion of an approved science transfer curriculum paralleling the first two years of university study with a specialization in biology, chemistry, computer science, earth science, engineering, environmental science, or physics (page 38).

- **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 46).

- **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 47).

- **Associate in General Studies**
  Awarded for completion of a two-year academic program designed to meet a particular educational goal (page 43).

Requirements for All Degrees

*Note: For grade policies, see page 28.*

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 of the last 45 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 registrar in Bldg. 18.

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 Pierce County Community & Technical Colleges**

Students may transfer credits among the community and technical colleges in Pierce County when the educational courses or programs are determined to be equivalent.

Questions about how to transfer credits from other colleges to TCC may be directed to Registration and Records in Bldg. 18. For information, call 253.566.5048.

More opportunities for transferring credits among colleges are being developed through agreements by the Pierce County Careers Consortium, which includes Bates Technical College, Clover Park Technical College, Pierce College and Tacoma Community College.

**Credits Transferring from Tacoma Community College**

The Tacoma Community College Associate in Arts and Sciences degree, Option A, the Associate in Business degree and the Associate of Science degree are directly transferable to most major baccalaureate institutions in Washington. Students who earn the Associate in Arts and Sciences degree will normally have
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 enrolls 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 Registration and Records, Bldg. 18. Completed application forms, signed by the advisor or program coordinator, must be on file at Registration and Records no later than the second week of the quarter in which a student plans to graduate. A $10 non-refundable application for degree fee 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 pages 35-36 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 Registration and Records, Bldg. 18, 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 Associate Dean for Student Services and Registration or designee.

The academic year at Tacoma Community College is divided into four quarters. See Academic Calendar (page 2) 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 Registration and Records Center in Bldg. 18.

Unofficial transcripts for advising are available on the web, at the Registration and Records Center, and at student self-service centers located in Bldg. 18.

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.

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 Registration and Records from the sending institution in a sealed unopened envelope. For more information about transfer credit see Credits Transferred to TCC, page 24.

Prior Learning Assessment

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.

Opportunities for Prior Learning Assessment (PLA) vary from program to program and are subject to faculty review. For a current list of programs offering PLA, contact Assessment in Bldg. 18, or call 253.566.5048.

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 at the time a transcript is created. PLA credits are not considered enrolled credits and will not be counted in calculating the student’s enrollment status or calculating financial aid awards.

**Nationally-Recognized Exams**

**Advanced Placement** .................................................. 253.566.5048

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. Four departments of the college currently grant advanced placement credits:

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

- **Mathematics**
  - A score of 3, 4 or 5 on the AP Statistics Exam will receive five credits for Math 108. A student scoring 3 on the calculus AB or BC examination will receive five credits for Math 124. 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.

- **Biology**
  - A student scoring 3 on the Biology examination will receive five credits for Biology 100. A student scoring 4 or 5 may receive additional credit upon consultation with the biology department.

Advanced placement credits may be granted in other subjects upon consultation with appropriate department heads. Contact the credential evaluator in Registration and Records, Bldg. 18.

**International Baccalaureate** .......................................... 253.566.5048

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 Registration and Records, Bldg. 18.

**CLEP/DANTES** ............................................................ 253.566.5048

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 Registration and Records, Bldg. 18.

**Regents Exam** ........................................................... 253.566.5048

Credit options are currently under departmental review. For detailed information contact the credential evaluator in Registration and Records, Bldg. 18.

**Articulation Agreements**

**Tech-Prep/Dual Credit Agreement**

TCC and the Pierce County Careers Consortium 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)** ......................... 253.566.5048

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 AGS 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 Registration and Records, Bldg. 18.

Recent High School Graduate Placement Charts

This is a program only for students of Peninsula Public School District and Tacoma 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. 18 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 ........................................... 253.566.5048

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 Registration and Records. Contact the credential evaluator in Registration and Records, Bldg. 18.

Portfolio

Portfolio assessment options may be available in some departments. These options will vary as each department identifies forms of assessment that demonstrate relevant skills and abilities appropriate for a given program.

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>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.7</td>
</tr>
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<td>B-</td>
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<tr>
<td>C</td>
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<tr>
<td>C+</td>
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</tr>
<tr>
<td>C-</td>
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</tr>
<tr>
<td>D</td>
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<td>D+</td>
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<td>1.3</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>E</td>
<td>Failure to complete minimum requirement</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Official withdrawal from course</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

WI .......... Instructor approved withdrawal .................. 0.0

V .......... Unofficial withdrawal ............................. 0.0

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

I .......... Incomplete .............................................. 0.0

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.

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 Registration and Records for these dates.

Grade Grievance

Students who believe they have received a final grade that has been awarded improperly or in an arbitrary or capricious manner may grieve or appeal the grade by referring to the Final Course Grades
Grievance Process. Copies are available from the vice president for instruction and student affairs and Student Services.

**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.

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’, ‘WI’ 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 Registration and Records 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.

**Course Repeat**

A student (except one enrolled in an allied health program with specific course repeat limitations) may repeat a course in which he or she has received a grade lower than a ‘C+‘. The course can be repeated no more than two times.

In computing the student’s cumulative grade point average, the higher grade earned for repeated courses will be used if the student submits a repeated course form to Registration and Records in Bldg. 18.

Students planning to transfer to another college or university should contact that institution to determine how repeat course work will be computed in the admission transfer grade point average for applicants into their programs. Some institutions count each time the course is taken in the transfer admission process.

**Course Audit**

The course audit option allows a student to participate in a course without having credit or a grade posted to his or her transcript. The student must pay regular tuition and fees. Each faculty member will decide what participation entails and what attendance requirements must be met for the course. An ‘N’ will be posted on the student’s transcript indicating the course was audited. If attendance or other requirements are not met, a ‘W’ will be posted indicating withdrawal from the course.

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 complete an add/drop form indicating audit at Registration and Records in Bldg. 18.

**Change of Grade**

A student requesting a grade change for a course must contact the instructor. If the request is approved, the instructor will complete a grade change form and forward it to Registration and Records.

Grade changes must be made within two quarters (excluding summer) after the quarter in which the student registered for the course. No grade changes after two quarters will be allowed, unless it can be documented by the instructor and approved with the division chair’s signature that the grade was originally an error. The grade for a specific course may be changed only once.

**Academic Forgiveness Policy**

With written approval of an advisor, a student may petition the Associate 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. Forgiving course work may not be reinstated or used to satisfy prerequisite or degree requirements. Academic 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 High School Completion, certain vocational programs, 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 associate vice president of 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 associate vice president of 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 any quarter in which he or she is enrolled for six or more credits after the fifth instructional day of that quarter, or be placed on academic probation.

**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 associate vice president of 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 31).

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 associate vice president of 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 be in writing and clearly state factual errors or other matters which justify the appeal. 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 associate vice president of 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 associate 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 associate vice president (or designee) shall be final.
Re-enrollment Procedures Following Academic Suspension

To reenroll following an academic suspension, a student shall present to the associate vice president of Student Services, a petition for re-enrollment. The petition shall 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.

The student must meet with an advisor to review the petition and to have the advisor sign the petition before it is submitted to the associate vice president of Student Services.

The petition shall be filed with the associate vice president of 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 associate 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 reenrolling following academic suspension reenters 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 tenth instructional day of that quarter, the student readmitted after suspension will be suspended for three consecutive quarters.

Credit Completion Policy

To increase efficient use of instructional resources, students are expected to complete at least 75 percent of their attempted credits each quarter. Students who complete fewer than 75 percent of the credits for which they were enrolled in one quarter are placed on credit completion alert.

A second quarter of less than 75 percent completion rate results in credit completion warning.

Students who fail to complete 75 percent of quarterly credits for three consecutive quarters are placed on credit completion probation.

If a student fails to complete 75 percent of the quarterly credits attempted for four consecutive quarters, the student is placed on credit completion suspension for one quarter. A student may appeal suspension.

Excessive Credit Policy

Students are expected to complete a degree or certificate program in a timely manner.

When a student reaches 125 percent of the number of credits required for graduation, the student and advisor will be notified. The student's registration will be restricted to courses relevant to degree or certificate completion. If the student's cumulative GPA is below 2.0, the student may be restricted in the number of credits allowed per quarter.

When a student reaches 150 percent of the credits required, the student's registration will be blocked. The student may appeal the registration block.

If the student fails to appeal or the appeal is denied, the student may choose to register on a space-available basis. Tuition will include a surcharge based on 150 percent of resident tuition and fees.

For complete copies of these policies go to www.tacomacc.edu/stuonline/policies/start.shtm or call Student Services at 253.566.6090.

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 associate vice president of 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 associate vice president of Student Services in Bldg 18.
SCHOLASTIC HONORS AND 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 ................................................................. 253.566.6007
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.

Alpha Delta Omega ............................................................. 253.566.5388
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.

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. 18 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 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 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.