




March 28, 2011

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** 2011 - 2012 College Catalog Revisions

---

**Item Description:**  
Changes to College Catalog

### Overview:

Changes to policies, information and procedures for 2011-2012 are minimal and are described below. The edited pages from the catalog are available for view. Curriculum changes recommended for next year are reported as a separate agenda item.

### Changes to 2011-2012 Catalog Based on 2010-2011 Catalog

#### 1. STUDENT AFFAIRS/TESTING CENTER

- Updated references to the College Placement Test (CPT) to include the new Postsecondary Education Readiness Test (PERT)

#### 2. ENROLLMENT SERVICES AND STUDENT SUCCESS

- Updated equal employment opportunity statement under Admissions Policy and Equity Concerns
- Updated Florida Residency information and requirements in accordance with Florida Statute 1009.21
- Updated and clarified admissions process for international students
- Updated and clarified early admission process
- Clarified procedures under Dual Enrollment for High School Students in accordance with Florida Statute 1007.271 Added reference to Code of Federal Regulations 99.31(A)(1)(i)(B) under the Federal Educational Rights and Privacy Act (FERPA) section

#### 3. FINANCIAL AID

- Elimination of the Federal ACG Program. This program was eliminated by Congress effective for the 2011-2012 academic year and required removal from the Catalog

- Clarified Professional Judgment for Financial Aid
- Updated budgets
- Eliminated the Federal Family Education Loan program and added the Ford Direct Loan Program due to changes at the US Department of Education
- Added language about repayment of Bright Futures Funds
- Clarified directions to the tuition payment plan
- Clarified clock-hour issues
- Updated Veterans issues as required by the VA

**Salient Facts:**

Changes have been approved by the administrator in each respective area.

**Past Actions:**

The Board approves changes to the College Catalog annually.

**Future Actions:**

Upon approval, the changes will be implemented as stated.

**Funding/Financial Matters:**

None

**Staff Resource:**

Sharon P. Jefferson

**Recommended Action:**

Approve the changes to the catalog as presented.

# ADMISSIONS, ACADEMIC ADVISING AND REGISTRATION

Admissions Policy and Equity Concerns  
Prior Violations Policy  
Admission Information and Procedures  
The Honors Program  
Inter-institutional Registration  
Student Placement  
New Student Orientation  
Academic Advising  
Registration  
Drug-Free Campus

Tallahassee Community College (TCC) welcomes applications for admission to the College for the Fall, Spring and Summer terms. To assist students with their transition to college studies at TCC, the Enrollment Services and Student Success office provides important student services that include, but are not limited to, processing applications for admission; evaluating high school transcripts and college transcripts for transfer credit; granting permission for international students to study at the College; coordinating new student orientation, advising, and registration; and certifying graduation. The Enrollment Services and Student Success office is located on the second floor of the Student Union.

## Admissions Policy and Equity Concerns

Tallahassee Community College is a college of equal opportunity and open admissions. All applicants for admission and student jobs are considered solely on the basis of individual qualifications, without regard to the applicant's race, age, religion, national origin, gender, disability ~~marital status or genetic information~~ ~~or marital status~~. However, Tallahassee Community College reserves the right to deny admission to any applicant about whom there is evidence the individual may be disruptive or may interfere with the orderly conduct, processes, functions or programs of the College.

The complaint of any student who has reason to feel he or she has been affected by discrimination or harassment will be considered through appropriate procedures. Complaint procedure forms may be obtained from the Office of the Vice President for Student Affairs or from the Human Resources department. In accordance with the Educational Equity Act, the College has designated the Human Resources Director as the Equity Coordinator. For grievance procedures, call the TCC Human Resources Director at (850) 201-8510. The Human Resources department is located on the first floor of the Administration building.

## Prior Violations Policy

All students who have had a prior violation (law and/or educational discipline) must provide this information on the TCC admission application. This information will be referred to the Judicial Affairs Office (JAO) in the Campus Life office for review.

All violations are reviewed case-by-case and weighted in favor of the safety and welfare of the campus community. When appropriate, JAO reserves the right to place conditions on a student's enrollment or recommend to the Admissions Committee that the student be denied enrollment. When denied admission, the student may have the right to appeal based on specific criteria or circumstances.

**Comment [T1]:** Should we consider adding a statement here that says a person may be denied admission or subsequent enrollment if it is determined that a student has not disclosed on the application? (SR)

## Admission Information and Procedures

### • Beginning Freshman

A student who has never attended college before will be considered a freshman.

Florida and non-Florida students applying for the associate degree programs may be admitted if they have satisfied one of the following:

#### 1. Standard High School Diploma

High school graduates must have earned a standard high school diploma from a regionally accredited high school. An official high school transcript with high school graduation date is required for admission. (Note: Should the quality of the educational program of the institution attended appear unsatisfactory, the Dean of Enrollment Management or the College Registrar has the authority to not accept the document.)

#### 2. General Educational Development (GED) Diploma

Students who have satisfied a state-issued General Educational Development diploma are entitled to admission. An official transcript of the GED test scores is required for admission.

#### 3. Certificate of Completion/PERT/CPT/CPT-Eligible

Students who complete a certificate of completion/PERT/CPT/CPT-eligible will not be admitted to limited-access programs and may not be eligible for financial aid.

#### 4. Home Educated Students

Home educated students must complete the Affidavit for Home Educated Students form verifying high school graduation. Students must certify that their program has satisfied the requirements of section 1002.41, Florida Statutes. This form may be obtained from the Enrollment Services and Student Success office and must be notarized.

#### 5. Undocumented Immigrants

Undocumented immigrants who graduate from a regionally accredited high school or earn a state-issued General Educational Development diploma are eligible to be admitted, but will be considered non-residents for tuition purposes.

Certain Associate in Science degrees or certificates may have additional admission requirements.

Students seeking admission to any of the health-related limited-access programs should visit the Division of Health Care Professions Web page ([www.tcc.fl.edu/healthcare](http://www.tcc.fl.edu/healthcare)) for specific application procedures. Admission to the College does not guarantee admission to these programs.

### • Transfer Students

Students who have attended another college or university are considered transfer students. These students must submit official transcripts from all colleges previously attended prior to registration with Tallahassee Community College.

TCC welcomes transfer students from other accredited colleges and universities. Transfer credit will be evaluated as to comparability in character, quantity and quality of courses offered by TCC. Evaluation of transfer credit will involve three primary considerations:

1. The educational quality of the learning experience that the student seeks to transfer
2. The comparability of the nature, content and level of credit earned to that offered by TCC
3. The appropriateness and applicability of the credit earned compared to the programs offered by TCC in light of the student's educational goals



The Enrollment Services and Student Success office has the institutional authority to administer the college's transfer policy. Actions taken by the Enrollment Services and Student Success office are subject to review by the Vice President for Academic Affairs.

Transfer credit is accepted for freshman (1000) and sophomore (2000) level coursework completed at a regionally accredited institution. Students who have earned credit at the junior (3000) or senior (4000) level who want to use these credits toward a degree at TCC may pick up the request form at the Enrollment Services and Student Success office.

Students may request an evaluation of credit from non-regionally accredited institutions they have attended. It is the student's responsibility to provide the Enrollment Services and Student Success office with an official transcript from the non-regionally accredited college, a copy of the college's catalog, and a course description and/or syllabus with faculty credentials for each class the student is requesting credit. This information will be provided to the appropriate academic dean for a determination of the transfer of credit based on the considerations listed above.

Transfer students who are not eligible for readmission to an institution they previously attended may apply for admission to TCC. The academic records of transfer students will be evaluated, and students will be required to follow TCC's Standards of Academic Progress, as described beginning on page 42 of this catalog.

### • **Postsecondary Adult Vocational (PSAV) Certificate Programs (Clock-Hour Programs)**

Admission requirements vary depending on the specific postsecondary adult vocational program (PSAV). Students must review the criteria for the desired program regarding application, placement testing and the need for a standard high school diploma or GED diploma. Students interested in PSAV programs that require a separate program admission application and prerequisite criteria need to complete all admissions requirements by the published application deadline. In general, a person wanting to enroll in a PSAV program must do the following:

1. Submit an admission application and provide any additional required materials.
2. Submit an official high school transcript or official copies of GED scores for programs requiring a standard high school diploma.
3. Take the Test of Adult Basic Education (TABE) or the Basic Abilities Test (BAT) according to the requirements of the program or present evidence of allowable substitutes. Allowable substitutes include Associate in Arts, baccalaureate, or graduate degree; successful completion of the college-level communication and computation skills examination; achievement of select ACT or SAT scores; or successful remediation of any academic deficiencies identified by the College Placement Test and cumulative GPA of 2.5 in college level coursework.

Note: Persons seeking admission to any of the Florida Public Safety Institute's limited-access programs should visit [floridapsi.com](http://floridapsi.com) for specific application procedures. Admission to the College does not guarantee admission to these programs.

### • **Certificate Programs**

Admission requirements vary by certificate program. Students must contact the appropriate department and/or program chair and review the criteria for the desired program regarding TCC and departmental application, placement testing, need for a standard high school diploma or GED diploma, application deadlines and required supporting documentation.

### • **Adult Basic Education/GED Program**

The Adult Basic Education Program is designed to help reduce illiteracy and under-education among adults in Florida. The two components of the program are Adult Basic Education (ABE) and GED Preparation. To enter the Adult Basic Education or GED Preparation program, students must complete the following steps:

1. Submit the TCC application for admission.
2. Take the Test of Adult Basic Education.

For more information about the Adult Basic Education/GED program, please call (850) 201-8760.

### • **Non-degree Students**

A student not seeking a degree or certificate from the College is considered a nondegree student. A nondegree student seeking credit must complete the following steps:

1. Submit a TCC application for admission.
2. Submit a complete Residency Affidavit as part of the College application for admission.

3. Provide proof of graduation from high school or an unofficial transcript from the last college or university attended. (Students seeking enrollment in courses that require prerequisite work must submit proof that course prerequisites have been met.)
4. Complete the Non-Degree Student form and submit to the Enrollment Services and Student Success office. (This form can be found on-line at [www.tcc.fl.edu](http://www.tcc.fl.edu) under Future Students, *I am a Non-Degree Seeking Student*, and must be submitted each term for which the student wants to enroll.)

**Comment [T2]:** Will we move to a new structure on the college website before next year that would require us to not have these links? (SR)

### • Transient Students

Transient students are not seeking a degree but take courses at Tallahassee Community College and transfer the credits back to their home institution. Transient students seeking credit must complete the following steps:

1. Submit a TCC application for admission.
2. Submit a permission letter or the Transient Student Form from their home institution to the Enrollment Services and Student Success office. (Some colleges and universities allow electronic submission of the transient form or application through [www.facts.org](http://www.facts.org).)

**Note:** It is the transient student's responsibility to ensure that coursework taken at Tallahassee Community College will transfer back to his or her home institution.

### • International Students

The College is authorized under federal law to enroll nonimmigrant alien students. A student who is not a citizen or permanent resident of the United States will be considered an international student. For assistance, international students may call (850) 201-8258 or visit [www.tcc.fl.edu/internationalstudent](http://www.tcc.fl.edu/internationalstudent). International students must complete the following steps:

1. Complete a TCC application for admission the International Student Admission Packet. The application must contain a local mailing address and an international mailing address. (NOTE: Neither address can be a P. O. Box.) Due to the time required to complete processing of the application and the student's need to make visa and financial arrangements, deadlines have been established after which applications are not normally accepted. The application for admission and all supporting documents and credentials must be received no later than the dates indicated below.

Term admission deadlines for international students are as follows:

Application due date if student is outside the United States	Application due date if student is currently located in the United States and has no plans to leave the country
Fall ..... June 1	Fall ..... July 1
Spring ..... October 1	Spring ..... November 1
Summer ..... March 1	Summer ..... April 1

2. Provide official or certified copies of all secondary (high school) and post-secondary transcript or official transcripts from any (colleges and/or universities) transcripts and other examination results, attended in the United States. All academic records must be issued in the native language and be accompanied by a certified English translation.

- Beginning freshmen must provide the Enrollment Services and Student Success office proof of U.S. high school equivalency. Official high school transcripts must be evaluated document-by-document by a certified evaluation agency that is a member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) or by the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers ([www.aacrao.org](http://www.aacrao.org)). Examples of such agencies include World Education Services ([www.wes.org](http://www.wes.org)) and Josef Silney & Associates ([www.jsilney.com](http://www.jsilney.com)). Any costs associated with the evaluation are the student's responsibility. All evaluations must be in English.

- Transfer students interested in receiving transfer credit for coursework completed at non-U.S. schools must provide the Enrollment Services and Student Success office a course-by-course evaluation done by a certified evaluation agency that is a member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) or by the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers ([www.aacrao.org](http://www.aacrao.org)). Examples of such agencies include World Education Services ([www.wes.org](http://www.wes.org)) and Josef Silney & Associates ([www.jsilney.com](http://www.jsilney.com)). Any costs associated with the evaluation are the student's responsibility. All evaluations must be in English.



3. Submit an official Test of English as a Foreign Language (TOEFL) score report. Official English language proficiency results are required of all international applicants whose native language is not English. The following are the ~~with a~~ minimum total score of the following:

- ~~• 173 on the computer version~~
- ~~• 61 on the Internet-based version~~
- ~~• 500 on the paper version~~

4. Submit a completed ~~Confidential Financial Statement Certificate of Financial Responsibility (CFR) Form~~ and supporting documents, such as ~~bank statements~~ a certification letter from a bank (on official bank letterhead) with financial data recorded in U.S. dollars and sponsor(s) letter(s). The 2011 A annual estimated cost of attendance ~~estimated expenses~~ for international students are ~~approximately \$24,700~~ is \$23,850, which includes tuition, fees, books and supplies, personal and living expenses, and transportation expenses, and health insurance.

5. Submit proof of health insurance, which is **required prior to registration** for classes at TCC. Information about purchase of health insurance is available in the International Student Services office or at [www.tcc.tl.edu/internationalstudent](http://www.tcc.tl.edu/internationalstudent).

Comment [t3]:

Upon completion of all admission requirements, a Certificate of Eligibility (form I-20) will be issued to the student. The U.S. Citizenship and Immigration Services and Customs Enforcement office will be notified of the student's admission to TCC.

International students must register for a minimum of 12 semester hours during the Fall and Spring semesters and remain a full-time student in order to maintain status.

Since on-campus housing is not available at TCC, international students are responsible for making their own housing arrangements.

TCC has no financial aid available for international students. Since delays of up to 45 days may occur before foreign bank drafts or money orders can be negotiated, students are urged to bring sufficient cash in U.S. dollars.

The College is authorized under federal law to enroll nonimmigrant alien students. A student who is not a citizen or permanent resident of the United States will be considered an international student. For assistance, international students may call (850) 204-8555 or visit [www.tcc.tl.edu](http://www.tcc.tl.edu) under Future Students, I am an International Student. International students must complete the following steps:

Comment [T4]: Same as above... need to know whether we need to be as specific or make it more general. (SR)

1. Complete a TCC application for admission.

Term admission deadlines for international students are:

- Fall ..... June 1
- Spring ..... October 1
- Summer ..... March 1

2. Provide official high school transcript or official transcripts from any colleges and/or universities attended in the U.S.:

- Beginning freshmen must provide proof of U.S. high school equivalency. Official high school transcript must be evaluated document-by-document by a certified evaluation agency that is a member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) or by the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers ([www.aacrao.org](http://www.aacrao.org)). Any costs associated with the evaluation are the student's responsibility. All evaluations must be in English.
- Transfer students interested in receiving transfer credit for course work completed at non-U.S. schools must provide the Enrollment Services and Student Success office a course-by-course evaluation done by a certified evaluation agency that is a member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) or by the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers ([www.aacrao.org](http://www.aacrao.org)). Any costs associated with the evaluation of international college credit are the student's responsibility. All evaluations must be in English.

3. Submit an official Test of English as a Foreign Language (TOEFL) score report with a minimum total score of the following:

- 173 on the computer version
- 61 on the Internet-based version
- 500 on the paper version

4. Submit a completed Confidential Financial Statement and supporting documents, such as bank statements and sponsor(s) letter(s). Annual estimated expenses for international students are approximately \$21,700, which includes tuition, fees, personal and living expenses, and transportation expenses.

5. Submit proof of health insurance. Information about purchase of health insurance is available in the International Student Services office.

Upon completion of all admission requirements, a Certificate of Eligibility (form I-20) will be issued to the student. The U.S. Immigration and Customs Enforcement office will be notified of the student's admission to Tallahassee Community College.

International students must register for a minimum of 12 semester hours during the fall and spring semesters and remain a full-time student in order to maintain status.

Since on-campus housing is not available at TCC, international students are responsible for making their own housing arrangements.

TCC has no financial aid available for international students. Since delays of up to 45 days may occur before foreign bank drafts or money orders can be negotiated, students are urged to bring sufficient cash in U.S. dollars.

### • Admissions Steps for College Credit Courses

Students applying for admission for the first time must complete the following steps:

1. Submit an application for admission to the Enrollment Services and Student Success office. Applications are available at [www.GoToTCC.com](http://www.GoToTCC.com). Preferred admission deadline dates are established for each term:

- Fall ..... August 1
- Spring ..... December 1
- Summer May Express ..... April 1
- Summer June Express..... June 1
- Summer Main ..... April 1

2. Submit an official high school and/or college transcript(s) to the Enrollment Services and Student Success office.

- High school seniors must submit transcripts with the official graduation date posted.
- GED diploma recipients must submit a copy of their GED test scores.
- Transfer students must submit official transcripts from all colleges and/or universities they attended.

All transcripts should be submitted prior to registration to ensure all registration and financial aid issues are resolved before the start of the term.

3. Take the appropriate placement tests, if applicable. These tests are used for placement purposes only; they will not be used for selective admission. Students who meet the following criteria are exempt from placement testing:

- Non-degree seeking students.

Note: The Postsecondary Education Readiness Test/College Placement Test or unofficial transcripts may be required for students taking English or math courses for the first time.

- Transfer students who present transcripts showing a grade of C or better in college-level English and/or mathematics.
- Students with ACT or SAT scores at or above the state minimum; test results must be less than two years old. Listed below are the minimum scores for college-level placement based on ACT and SAT scores:

Enhanced ACT	SAT I
Reading = 18	Verbal/Critical Reading = 440
English = 17	Mathematics = 440
Mathematics = 19	

- Students who place below college level in mathematics are required to take an additional assessment prior to registration.

4. Submit a complete Residency Affidavit as part of the College application.



Incomplete information may cause a delay in admission to the College. False information can result in immediate dismissal without refund of fees paid. Any student who fails to complete the admission process may not be permitted to register until all procedures are fully met.

### • Readmission

Students who have not been enrolled at TCC within the last 12 months must submit an application for admission to the Enrollment Services and Student Success office before the term's deadline, along with official transcripts from all colleges and/or universities attended since the last term of enrollment at TCC. The student will complete requirements for graduation under the catalog in use at the time of re-entry.

### • Early Admission Program

An early admission student is an eligible high school student senior who enrolls on a full-time basis in courses at TCC that are creditable toward the high school diploma and the associate degree. Early Admission students are those who have satisfied all high school requirements and are looking to complete requirements toward the associate degree or certificate program. Students in this program must be recommended by their high school principal and must have on file a signed letter from said principal giving permission for the student to be enrolled at TCC. Students are limited to no more than 15 hours per semester and must maintain a minimum 3.0 grade point average. Upon presentation of evidence of high school graduation, completed dual enrollment credit will be applied to the student's degree. Each district school board must approve high school early admission students. Early admission students must enroll in a minimum of twelve semester hours for two terms and maintain a minimum 3.0 grade point average. Students enrolled in this program are exempt from paying registration, matriculation and laboratory fees. Effective July 1, 2010, Florida Administrative Code 6A-14.064 added additional requirements. Contact Enrollment Services and Student Success at (850) 201-8555 for more information.

Requirements and documentation:

1. Submit official high school transcript stating completion of the eleventh grade; an unweighted 3.0 or better high school grade point average is required.
2. Submit a recommendation letter from the high school principal/designee stating that the student has permission to dual-enroll-early admit at TCC.
3. Submit a completed TCC admission application.
4. Submit satisfactory scores on an approved placement test (SAT, ACT or state-approved placement test). Scores must be less than two years old. These scores are required prior to enrollment in any college course.

### • Dual Enrollment for High School Students

Dual enrollment/dual credit students are students who are taking classes at both the high school and at TCC. These students may enroll in only those courses that are creditable toward both the high school diploma *and* the associate degree or career certificate, in accordance with section 1007.271, Florida Statutes and Rule 6A-14.064. Only college credit level classes will be considered part of the dual enrollment program. This excludes any non-credit or preparatory (remedial) courses and physical education courses. The college class load will be determined by the high school principal or designee and should not exceed an equated full-load at either institution; cannot exceed 11 hours of college credit per semester. A college class load of 11 hours will be considered equal to a full-time high school load. Upon presentation of evidence of high school graduation and admission to TCC, completed dual enrollment credit will be applied to the student's degree. Students must maintain a cumulative 3.0 grade point average in all TCC courses.

Students enrolled in the dual enrollment program are exempt from paying registration, matriculation and laboratory fees. Students must work with their high school counselor or school district in regard to the purchasing of books. TCC does not handle book vouchers or book purchase for dual enrollment students. College credit courses may be conducted at district public high schools and on the TCC campus in accordance with terms specified in the interinstitutional articulation agreements. Effective July 1, 2010, Florida Administrative Code 6A-14.064 added additional requirements. Contact Enrollment Services and Student Success at (850) 201-8555 for more information. Requirements and documentation:

1. Submit a completed TCC admission application.
2. Submit an official high school transcript indicating the student is entering the 11<sup>th</sup> or 12<sup>th</sup> grade and has an unweighted 3.0 or better high school grade point average.
3. Submit satisfactory scores on an approved placement test (SAT, ACT or state-approved placement test). Scores must be less than two years old and are required prior to enrollment in any dual enrollment course.
4. Submit a completed High School Dual Enrollment Recommendation form, indicating the number and type(s) of courses to be completed at TCC.

### • Dual Enrollment for Home Educated Students

Students who do not attend a high school but receive instruction at home are considered home educated students. The TCC Home School Dual Enrollment program offers home school juniors and seniors the opportunity to earn college credit before high school graduation.

Students participating in dual enrollment take classes that will satisfy high school graduation requirements and are creditable toward the associate degree or career certificate, in accordance with section 1007.271, Florida Statutes and Rule 6A-14.064. Home educated dual enrollment students are limited to 11 credit hours of enrollment. Only college credit level classes will be considered part of the dual enrollment program. This excludes any non-credit or preparatory (remedial) courses and physical education courses. TCC waives tuition, matriculation and laboratory fees for all courses through the high school/home education dual enrollment program. Students are responsible for books, materials and transportation to the TCC campus. Home educated students are eligible to dual enroll with TCC for two calendar years from the time they enter the program. Students must maintain a cumulative 3.0 grade point average in all TCC courses. Eligibility for the dual enrollment program expires two years from the original date of enrollment, at which point students must matriculate to a regular degree seeking status to continue taking classes at TCC. Effective July 1, 2010, Florida Administrative Code 6A-14.064 adds additional requirements. Contact Enrollment Services and Student Success at (850) 201-8555 for more information.

Requirements and documentation:

1. Students must have attained a status equivalent to that of a public high school junior or senior and be at least 15 years of age prior to their first semester of enrollment at TCC.
2. Students must submit a completed TCC admission application.
3. Students must submit qualifying scores on the SAT, ACT or state-approved placement test. Scores must be less than two years old and are required prior to enrollment into any dual enrollment course.
4. Students must submit a permission form signed by both the home education administrator (parent) and the appropriate county official.
5. Students must provide a completed Home Education Dual Enrollment Agreement, outlining the requirements and parameters of the home education dual enrollment program.

### • Dual Enrollment and FERPA

The Family Educational Rights and Privacy Act (FERPA) is also known as the Buckley Amendment. This federal law protects students' rights to privacy regarding their student records. The FERPA governs the release of education records maintained by an educational institution and access to these records. All college students have rights under FERPA, even those who are younger than 18 years of age. FERPA protects the education records of students who are attending or who have attended the institution and all records directly related to a student and that are maintained by the institution. A record is directly related to a student if it contains personally identifiable information about the student.

[Text in purple will be revised by Div. of Academic Affairs]

## The Honors Program

Tallahassee Community College's Honors Program invites participation from all qualified first time in college, returning and continuing students. The College is committed to providing access to as many potential students as possible. The criteria for admission, retention and graduation reflect that commitment.

### • Student Benefits

1. Early advisement and registration
2. Camaraderie with peers and faculty
3. Special seminars and activities beyond the honors courses
4. Transfer assistance and letters of recommendation
5. Membership in the Honors Club, a student-run organization dedicated to enhancing the college experience and to providing opportunities for college and community service
6. Scholarship opportunities
7. Use of the Honors Program study lounge

### • Honors Program Admission Criteria

Interested students should complete the following steps:

1. Complete an application for admission to TCC
2. Complete an application to the Honors Program
3. Successfully complete the placement tests or course prerequisites

Applicants should also present evidence of at least two of the following criteria:

1. Minimum ACT score of 25
2. Minimum SAT score of 1180
3. Minimum 3.50 unweighted high school GPA
4. Graduated in the top 10% of the high school class
5. Minimum 3.25 cumulative college GPA with at least 12 hours of earned college credit
6. College faculty recommendation

Students not meeting at least two of the criteria identified above may petition the Honors Program Chairman for enrollment in no more than two honors courses. This option may be used as one of the criteria for admission into the program if the student completes two honors courses with at least a 3.0 GPA in each course.

### • Graduation from the Honors Program

To graduate from the Honors Program, a student should have:

1. Satisfactorily completed a minimum of 16 semester hours of honors courses with a minimum 3.0 GPA in these courses;
2. Earned at least a 3.25 cumulative GPA

A program diploma will be issued for the Honors Program graduate and the award so designated on the graduate's transcript.

For more information, contact Professor Mark Goldman in the Division of History and Social Sciences at (850) 201-8172 or goldmann@tcc.fl.edu.

## Inter-institutional Registration

The policies concerning inter-institutional registration have been agreed upon by Tallahassee Community College, Florida State University (FSU) and Florida A&M University (FAMU). At both FSU and FAMU, the approving official is the university registrar.

Degree-seeking students who have completed at least 50 semester hours or are in their last term of enrollment at TCC and have a minimum 2.0 GPA or better at the College are eligible to participate in this program. They must obtain a letter of permission from the TCC Enrollment Services and Student Success office and deliver the letter to the appropriate university office. In addition, it is the student's responsibility to verify with his or her TCC academic adviser and the Enrollment Services and Student Success office the transferability of the course(s) to be taken at the other institution and whether that the course(s) will count toward the student's degree program at TCC.

Students are limited to six hours of inter-institutional course work per semester and are required to take a minimum of one academic course each term at TCC.

Students may be required to meet the stated admission requirements of the institution where the work is to be taken, including, but not limited to, a formal admission application, application fee, formal academic credentials and appropriate test results.

FSU and FAMU students wanting to enroll at TCC at the same time must submit the following documentation to the TCC Enrollment Services and Student Success office:

1. TCC application for admission
2. Permission letter or transient student form from home institution

Approval will not be given for registration in courses which are currently available at the student's home institution. For example, a course equivalent to ENC1101 at TCC could not be taken by a TCC student at FSU under the agreement for inter-institutional registration if it is available to the student at TCC.



In the event shortage of classroom space becomes an issue, students registering inter-institutionally will be given lower priority for scheduling than will home students.

Inter-institutional students will be expected to follow prescribed registration procedures at each institution. In the event calendars of the institutions vary, the student will be expected to attend classes, complete examinations and discharge other responsibilities normally required of home students.

Students will pay fees appropriate to their registration at each institution. Each institution will maintain its own permanent record of courses taken. Students will be responsible for requesting official transcripts covering work taken at each institution. Certification of enrollment or progress will be made by each institution at the request of the student to the Veterans Administration, or for other purposes.

Students currently enrolled in classes at Tallahassee Community College and University Partner institutions (Barry University, Embry-Riddle Aeronautical University, Flagler College, Saint Leo University, Thomas University) have full access to TCC resources and services to support those classes. Students may not use TCC resources, services, and materials to support classes at other institutions.

Formatted: Normal

Formatted: Font: (Default) Tahoma, 10 pt



Note: For appropriate reasons, one institution, through its designated representative, may approve inter-institutional registration of students who fail to meet some basic criteria. Even so, the approval of one institution does not bind the other to comply.

Note: To participate in a special inter-institutional program such as cheerleading, dance, music ensemble/Marching Chiefs or ROTC, a signature from the program's sponsor is required.

## Student Placement

Prior to entry into the credit instructional programs of the College, students are assessed in the areas of communications and computational skills using test instruments approved by the State Articulation Coordinating Committee. Based on the results of the assessment process, students are counseled and placed into appropriate course work. Depending upon test scores and other relevant data, individual students may be required to enroll in college preparatory course work designed to remedy specific communications and/or computation skill deficiencies. (For more information on college preparatory courses, see page 43.) Students seeking entry into limited access health occupations curricula are additionally assessed using the means outlined in the admissions criteria established for each instructional program.

## New Student Orientation

TCC's orientation program encourages student success by promoting the intellectual, social and personal development of students through programming, academic planning and self-assessment activities.

The goals of the New Student Orientation program include the following:

- Acquaint and familiarize students with the campus, its resources and services
- Educate students on the importance of goals and motivation in a college setting
- Introduce students to the process of developing an individual learning plan
- Advise students and assist them with registration for their first semester courses

The program provides students with important information on campus resources, TCC policies and procedures and degree requirements. It also highlights TCC Passport, the student portal that offers access to a variety of student resources, including Web registration and advising.

TCC is committed to student success and requires all new degree seeking students as well as all transfer students to complete a new student orientation. To meet the needs of our diverse student community, TCC provides both on-campus and online orientation programs. For detailed information on new student orientation, visit the orientation Web page at [www.tcc.fl.edu/orientation](http://www.tcc.fl.edu/orientation) or contact the Enrollment Services and Student Success office at (850) 201-8555 or [enrollment@tcc.fl.edu](mailto:enrollment@tcc.fl.edu).

## Academic Advising

Tallahassee Community College is committed to providing students with appropriate guidance in academic and career planning. The College's advising system is designed to do the following:

- Help students develop educational and career plans
- Inform students about academic progression and degree requirements
- Help students understand academic policies and procedures
- Provide resources to help students become academically successful
- Enhance student retention and success by connecting students to the College through personal interactions

To accomplish this, the College has created an online advising system through TCC Passport. This system allows students and advisers to share the responsibility of developing academic plans that help students meet their educational and career goals. The system also provides opportunities for students to refine their academic and life skills and become independent learners. To learn more about TCC's advising system, visit [www.tcc.fl.edu/advising](http://www.tcc.fl.edu/advising).

## Registration

TCC students register for classes through TCC Passport, the student portal system at [tccpassport.tcc.fl.edu](http://tccpassport.tcc.fl.edu).

## • Registration and Enrollment Terminology

- **College Preparatory Courses** – The College Preparatory Program, a component of the Division of Academic Support, is designed to improve student performance in the college-entry skills of reading, English and mathematics. Any student who falls below the state adopted score on the college placement test must register in the college preparatory courses indicated. Please see page 43 for additional information.
- **Distance Learning** – Distance learning includes self-paced instruction (SPI), televised and Web-based courses. Distance learning courses are excellent options for nontraditional students or students seeking alternative learning environments. These nontraditional course alternatives place the responsibility for course management on the student and, therefore, are not suitable for all students. Students in distance learning and alternative learning environments need the following skills and abilities to be successful:
  - Self-motivation and self-discipline
  - Ability to work independently
  - Good time management skills
  - Good study skills and test taking skills
  - Good reading and research skills
  - Ability to understand and evaluate readings
  - Ability to analyze and synthesize information

For information regarding courses currently offered via distance learning, visit our Web page at [www.tcc.fl.edu](http://www.tcc.fl.edu) and select Distance Learning from the drop down menu under “Students.”

- **Express Sessions** – These accelerated sections of courses are offered each semester; they range from 6 to 12 weeks in length. These sessions provide students with more opportunities to take courses.
- **Fee Slip/Class Schedule** – At the end of each registration, the total fee assessment, due date and schedule of classes will be indicated on the fee slip. A fee slip/class schedule can also be obtained on the Web through TCC Passport. Students are encouraged to print a fee slip/class schedule after each registration.
- **Registration Hold** – A registration hold is a block that has been placed on a student’s record to prevent registration until the issue is resolved with the appropriate department. Some of the departments that can place registration holds on a student’s record include Campus Life, Cashier’s Office, Enrollment Services and Student Success, Financial Aid, Library, and Campus Police. Students must contact the department that placed the hold on their record to avoid registration delays.
- **Self-Paced Instruction (SPI) Courses** – SPI courses are independent study courses. The student is given 20 weeks to complete each course. Students are not required to attend on-campus classes and are allowed to work at their own pace. Each SPI course student will purchase a guidebook, available in the TCC bookstore, written by a faculty member to help the student complete the appropriate work and readings for the course. The SPI courses may require textbooks and other materials, including online materials. All students who wish to enroll in a SPI course must first go to the Enrollment Services and Student Success office for advisement and to sign a SPI contract. Any prerequisites and/or placement tests for a course must be met. Dates for SPI courses correspond to the calculated start date and do not follow the semester calendar. Upon completion of advisement and the SPI contract, students will then register and pay the associated fees. For additional information, please contact the Enrollment Services and Student Success office at (850) 201-8555.
- **Student ID Number** – TCC student ID numbers are automatically generated for students during admission. When logging into TCC Passport and clicking on any of the tabs, this ID will appear at the top of the page along with the student’s name. This is the official ID number used by all TCC offices and departments to identify students.
- **Web-based Courses** – Web-based courses are accessed through TCC’s home page. Lecture material, assignments and other course materials are also available online. Students have access to the instructor and other class members through e-mail and class discussion boards. Students considering a Web-based course must be self-motivated and have good time management skills. Students need basic computer skills, along with adequate computer hardware and software, to successfully participate in a Web-based course. Registration for Web-based courses occurs during regular registration periods.

## Drug-Free Campus

It is the policy of Tallahassee Community College to maintain a drug-free campus. Smoking is permitted in designated areas only. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited. Any violation of this policy will result in discipline up to and including dismissal, as well as referral for prosecution to local law enforcement officials. For more information, please refer to the Student Code of Conduct in the *Student Handbook*.

## **FINANCIAL INFORMATION**

Florida Residency for Tuition Purposes

Tuition and Fees

Refunds

Delinquent Accounts

Tuition Payment Plan

Florida Pre-Paid Program

Financial Aid

- Financial Aid Programs
- Summer Financial Aid
- Financial Aid Eligibility
- Application Procedure
- Evaluation and Award
- Financial Aid and Enrollment Status
- Satisfactory Academic Progress Requirements
- Financial Aid Regulations
- Veterans Affairs Services
- Consortium Agreement with Another Educational Institution



## Florida Residency for Tuition Purposes

Section 1009.21, Florida Statutes (F.S.), allows a U.S. citizen, ~~or~~ lawful permanent residents, and aliens lawfully in the United States who are in an eligible Visa category may be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has established legal residence in the State for at least 12 months immediately prior to the first day of classes of the term for which Florida residency is sought.

The determination of dependent or independent status is important because it is the basis for whether the student has to submit his/her own documentation of residency (as an independent) or his/her parent's or legal guardian's documentation of residency (as a dependent).

### • Key Definitions

1. **Dependent student:** a student, whether or not living with his/her parent, who is eligible to be claimed by his/her parent as a dependent under the federal income tax code.
2. **Independent student (over 24):** a student who meets any one of the following criteria:
  - Is 24 years of age or older prior to his or her initial enrollment in an by the first day of classes of the term for which residency status is sought at a Florida institution
  - Is married
  - Has children who receive more than half of their support from the student
  - Has other dependents that live with and receive more than half of their support from the student
  - Is a veteran of the U.S. Armed Forces or is currently serving on active duty in the U.S. Armed Forces for purposes other than training
  - Both parents are deceased or the student is or was (until age 18) a ward/dependent of the court following: (a) a ward/dependent of the court or (b) in foster care
  - Is determined an unaccompanied homeless by a school district homeless liaison, emergency shelter or transitional housing program. The student is working on a master's or doctoral degree during the term for which residency is sought at a Florida institution.
3. **Independent student (under 24):** a student who is under the age of 24 and wishes to be considered independent must, for the term residency is sought, provide additional written or electronic verification of possession beyond the standard Tier 1 and Tier 2 documents. Such information must include:
  - Marriage certificate, insurance information showing marital status or most recent tax return showing marital status;
  - Tax returns showing support of children or other dependents who live with and receive more than half of their support from the student;
  - Military discharge documents;
  - Legal documents showing the student is a ward/dependent of the courts;
  - Documentation showing that the student provides more than fifty (50) percent of his/her support for the year (examples may include: a copy of most recent tax return showing a minimum of \$6,300 annual income, [The annual income amount is subject to change based on federal regulations.]; W-2 forms; pay stubs; or employer earnings verification.
4. **Initial enrollment:** the first day of class of the student's first term at an institution of higher education.
5. **Legal resident or resident:** a person who has maintained his/her residence in Florida for the preceding year 12 months, has purchased a home which is occupied by him/her as his/her residence, or has established a domicile in Florida pursuant to s. 222.17, F.S.
6. **Non-resident for tuition purposes:** a person who does not qualify for the in-state tuition rate.
7. **Parent:** the natural or adoptive parent or legal guardian of a dependent child.
8. **Resident for tuition purposes:** a person who qualifies as provided in this section for the in-state tuition rate.

### • Required Documentary Evidence

If an applicant (student) qualifies for a residency exception or qualification, then appropriate documentation must be submitted to evidence entitlement to that exception or qualification. Such evidence is generally specific to the type of residency exception or qualification being claimed by the student.

If an applicant (student) does not qualify for a residency exception or qualification, he/she will have to submit documentation that he/she (or a parent or legal guardian, if a dependent) has been a Florida resident for at least 12 consecutive months prior to the first day of classes for which the student is enrolling. At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period. **At least one of the documents must be from the First Tier.** As some evidence is more persuasive than others, more than two may be requested. No single piece of documentation will be considered conclusive.

**First Tier** (at least one of the two documents submitted **must** be from this list):

- A Florida driver license.
- A State of Florida identification card.
- A Florida voter registration card.
- A Florida vehicle registration.
- Proof of permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child.
- Proof of homestead exemption in Florida.
- Transcripts from a Florida high school for multiple years (2 or more years) if the Florida high school diploma or GED was earned within the last 12 months.
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a consecutive 12-month period.

**Second Tier** (may be used in conjunction with documentation from First Tier):

- A declaration of domicile in Florida.
- A Florida professional or occupational license
- Florida incorporation.
- A document evidencing family ties in Florida
- Proof of membership in a Florida-based charitable or professional organization.
- Any other documentation that supports the student's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal or court document evidencing legal ties to Florida.

### • Statutory Exceptions and Qualifications

Section 1009.21, Florida Statutes, permits certain applicants who do not meet residency requirements to be classified as Florida residents for tuition purposes.

- A dependent person who has been residing with a legal resident adult relative other than the parent for at least five years immediately prior to the first day of classes of the term for which Florida residency is sought, the dependent child may provide documentation from the adult relative or from the parent. Both the dependent child and the adult relative or the parent must meet the consecutive 12 month legal residence requirement [s. 1009.21(2) (b), F.S.].

Based on Section 1009.21, Florida Statutes, TCC requires documentation in support of the following exceptions; however, the student does not have to show 12 months of residence in Florida prior qualifying. These exceptions and qualifications categories are as follows:

- Persons who were enrolled as Florida residents for tuition purposes at a Florida public institution of higher education, but who abandon Florida domicile and then re-enroll in Florida within 12 months of the abandonment – provided that he/she continuously maintains the re-established domicile during the period of enrollment. (This benefit only applies one time.) [s. 1009.21(9), F.S.]
- Active duty members of the Armed Services of the United States residing or stationed in Florida, their spouses and dependent children; active drilling members of the Florida National Guard; or military personnel not stationed in



Florida whose home of record or state of legal residence certificate, DD2058, is Florida [s. 1009.21(10)(a), F.S.] (Required: copy of military orders or Form DD 2258)

- Active duty members of the Armed Services of the United States, their spouses and dependent children, attending a public college or university within 50 miles of the military establishment where they are stationed, if that establishment is within a county contiguous to Florida [s. 1009.21 (10)(b), F.S.] (Required: copy of military orders)
- United States citizens who are living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children [s. 1009.21(10)(c), F.S.]
- Full-time instructional and administrative personnel employed by the State public school system and institutions of higher education as defined in s. 1009.21(c) and their spouses or dependent children [s. 1009.21(10)(d), F.S.] (Required: copy of employment verification)
- Students from Latin American and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a full-time basis, a Florida institution of higher education [s. 1009.21(10)(e), F.S.] (Required: copy of scholarship papers)
- Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training [s.1009.21(10)(g) (Required: copy of employment verification)
- Active duty members of the Canadian military residing or stationed in Florida under the North American Air Defense (NORAD) Agreement, and their spouses and dependent children, attending a public community college or state university within 50 miles of the military establishment where they are stationed [s. 1009.21(10)(f)]
- Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in Florida, and their spouses and children, and attending a public community college or state university within 50 miles of the military establishment where the member is stationed [s. 1009.21(10), F.S.]
- Qualified beneficiaries under the Stanley G. Tate Florida Pre-Paid Postsecondary College Program [s.1009.98, F.S.] (Required: copy of Florida Pre-Paid ID card)

### • Residency Reclassification

An individual who is classified as out-of-state and wants to request "reclassification" to in-state status must complete a Request for Residency Reclassification form from the Enrollment Services and Student Success office and meet with the Registration Specialist to discuss the burden of proof and evidentiary requirements. The completed Request for Residency Reclassification form and supporting documentation must be submitted to the Enrollment Services and Student Success office for consideration prior to the term for which reclassification is sought.

The evidentiary requirement for reclassification goes beyond that for an initial classification, because the student has previously been determined to be an out-of-state resident. ~~An individual student~~ who is initially classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes only if ~~that the individual student~~, or his/her parent if ~~that individual~~ the student is a dependent, present clear and convincing documentation ~~that which~~ supports permanent legal residency in Florida for 12 consecutive months. A student, or his/her parent if ~~that the~~ the student is a dependent, may become eligible for reclassification by presenting a minimum of three (3) documents as listed in the *Required Documentary Evidence* section. One of the three documents must come from the First Tier.

The burden of providing clear and convincing documentation ~~that justifies justifying~~ Enrollment Services' reclassification of a student as a resident for tuition purposes rests with the student, or if the student is a dependent, his/her parent. For documentation to be "clear and convincing" it must be credible, trustworthy, and sufficient to persuade Enrollment Services staff ~~that the student or, if that the student~~ is a dependent, his/her parent has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for a minimum of 12 consecutive months prior to classification.

Comment [JP1]: Do we make this the full name also?

### • Residency Appeals

The Residency Appeal Committee at TCC consists of the Dean of Enrollment Management and Student Success; the Registrar; the Registration Specialist, with primary responsibility for reclassification; and the Senior Enrollment Clerk, with primary responsibility for initial classification.

A student who is denied Florida residency for tuition purposes on request for residency reclassification may appeal the decision through a written petition to the Residency Appeal Committee in Enrollment Services and Student Success. The burden of providing clear and convincing documentation ~~that justifies justifying~~ Enrollment Services' reclassification of a

Comment [JP2]: See comment above

student as a resident for tuition purposes rests with the student, or if the student is a dependent, his/her parent. The written petition must be submitted within five (5) business days of the written decision of the Registration Specialist. The petition must clearly show that an error has occurred during the reclassification review process.

The Residency Appeal Committee must review the appeal within ten (10) business days after receipt of the written appeal. The appeal review must be limited to the issues put forth in the written petition. The Residency Appeal Committee must render to the student the final residency determination in writing, advising the student of the reasons for the determination. The decision of the Residency Appeal Committee will constitute final College action on behalf of TCC.

**Comment [JP3]:** It should be stated somewhere in the "Residency Reclassification" the student will receive a written decision from the Registration Specialist. Is there a time frame from receipt of the form and documentation a decision must be made? If so this needs to be added above also.



## Tuition and Fees

Payment of registration tuition and fees is an integral part of the registration process. Students shall pay all tuition and fees by the published deadline for each term of registration.

By statute and regulation, the registration fee is determined by the number of hours for which a student registers and by the student's residency classification.

### • Tuition

Total fee assessment and due date will be indicated at the conclusion of each registration transaction. (Students should obtain a fee slip at the self-inquiry terminals in Enrollment Services and Student Success or on the Web.)

Students must drop classes before the drop/add deadline in order to avoid financial responsibility for dropped classes. Students who withdraw from their class(es) after the drop/add period will be responsible for payment of fees for such classes. Students who rely on financial aid to cover the cost of their tuition must drop their classes during the drop/add period to avoid financial responsibility.

Payments will be accepted in the following forms: cash, personal check, cashier's check, money order, MasterCard, Visa or American Express. Checks and money orders should be made payable to Tallahassee Community College. Counter checks will not be accepted. ~~If a check received by the College is subsequently dishonored, the student will be notified by certified mail and given 10 working days to make the check good.~~ Upon receipt of this notification, it is the responsibility of the student to inquire as to the status of his or her classes; the student cannot safely assume that classes will be dropped. The student shall also be assessed a \$20 returned check fee. Personal checks will not be accepted as payment for a returned check. The student shall be responsible for all checks presented to the College on his or her behalf, regardless of the account name or bank upon which drawn.

Formatted: Strikethrough

### • Transcripts

Transcripts are provided at no cost; however, a transcript will not be released to a student whose financial obligations to the College are outstanding. Transcripts will be released only with the permission of the student involved. Written requests may be accepted only in person or via fax, mail or TCC Passport.

### • Special Fees

If a special fee is to be assessed for a course, Additional Fee or Lab Fee will appear after the course description. (See pages 143-187.)

### • Non-credit Course Fees

Non-credit course fees are established to cover the costs of individual programs. Non-credit classes may be cancelled due to insufficient enrollment. Non-credit fees are published in the schedule of classes and are listed on [www.tcc.fl.edu](http://www.tcc.fl.edu) for each semester.

The continuing education unit (CEU) is a standard unit of measure used to recognize adults who continue their education at an institution of higher education. CEUs are calculated on the basis of one unit for each 10 hours of instruction. The College cannot guarantee the acceptance or recognition of CEUs for any purpose other than the statement of completion of multiple units of 10 clock hours of special purpose instruction.

Please note that non-credit courses, like credit courses, are subject to cancellation when enrollment is not sufficient to pay the required expenses. Refunds must be requested in writing. The last day to withdraw with a refund is three business days prior to the start of class.

## Refunds

### • Canceled Registration

Any student who completed registration and finds it necessary to cancel it may do so by going to the Enrollment Services and Student Success office or by dropping the course(s) on TCC Passport. For a full refund of fees paid, this must be done during the first five days of the semester; otherwise, it will be treated as a withdrawal even though the student has not attended any classes. Classes treated as a withdrawal do not merit refund of fees paid.

Students who find it necessary to cancel a part of their registration and do so as outlined above will be refunded the difference between the fee paid and the fee that would normally apply to the reduced load. Refunds of this nature will be

mailed after the last day of drop/add, usually within three weeks. Students who defer fees ~~[QY: for VA payments? Financial aid? Bright Futures? Do we need to be explicit here?]~~ and reduce their class loads after the last day of drop/add shall personally owe the amount originally deferred. ~~If a student cancels, drops or withdraws hours that were disbursed in a Bright Futures award, the Bright Future award will be reduced and the student will be responsible for reimbursing the school for the cost of courses(s) dropped or withdrawn. However, a student may make a written appeal to the Financial Aid Office for hours canceled, dropped or withdrawn due to verifiable illness or emergency. TCC will then make a recommendation to the Florida Department of Education. The department may accept or deny the school's recommendation for exception.~~

Formatted: Strikethrough

After the fifth day of classes, refunds may be made via the Enrollment Appeals Committee until midterm of the current semester as a result of the following:

1. Serious illness, or incapacity due to accident of the student
2. Death, serious illness or incapacity due to accident of a member of the immediate family upon whom the student is dependent for continuation of enrollment
3. Other extreme emergency or catastrophic event such as
  - Medical/psychological \_\_\_\_\_ trauma \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ student \_\_\_\_\_ as evidenced by a physician's letter
  - Military orders to report
  - Natural disasters affecting student/immediate family

Refunds shall be made as the result of the death of a student at any time during the term of current enrollment. These refunds shall be documented and authorized by the Vice President for Student Affairs. Refunds shall not be made for such things as moving out of town (even if required by an employer), changes in work schedules or changes in enrollment status due to illegal activities. Refunds of this nature are not subject to appeal beyond midterm, and appeals must be filed prior to midterm.

Students who withdraw from all classes prior to completing 60.5 percent of the term for which they are enrolled may be required to repay all or part of the Title IV financial aid they received. If Title IV funds not earned by the student have been disbursed to the student, it is the student's responsibility to repay the money they received to the federal government. Students can end up owing both TCC for the refund and the federal government. It is strongly recommended that students who receive Title IV Financial Aid check with the Financial Aid office prior to withdrawing to see if they would have a financial liability. Title IV aid includes Federal Pell Grant, Supplemental Educational opportunity Grant (SEOG), Federal Subsidized and Unsubsidized ~~Stafford~~ Direct Loans and PLUS Loans.

#### • Course Load Reduction

A student who reduces the course load after the first five days of classes will not be entitled to a refund. Any student who finds it necessary to withdraw from school after the first five days of classes, regardless of whether or not classes were attended, shall go to the Enrollment Services and Student Success office and complete the necessary forms.

## Delinquent Accounts

Students who have a delinquent account with the College or the Foundation shall have a financial obligation notation placed against all records so that transcripts will be held and students cannot register or receive a degree or certificate until the obligation is removed. Refunds shall not be made to students who have outstanding obligations to the College or the Foundation.

Students who fail to pay tuition or other debt to the College will be subject to additional debt collection charges and will be reported to a collection agency and the credit bureau.

## Tuition Payment Plan

For information on a tuition payment plan, log in to TCC Passport at /tccpassport.tcc.fl.edu

- [Go to www.tcc.fl.edu](http://www.tcc.fl.edu)
- Select "TCC Passport"
- Sign in by entering student's e-mail address and password
- Select the "My Account" tab

Formatted: Font: (Default) Cambria, 9 pt, Font color: Black

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

- Select "Tuition Payment Plan"
- Follow instructions on the screen

## **Florida Pre-Paid Program**

The Florida Prepaid College Plan can be utilized by students at Tallahassee Community College. Each semester the student is required to call or come into the cashier's office to have their Florida Prepaid hours applied to their tuition for the current semester. Due to the Florida Prepaid Tuition regulations certain fees are not covered by the plans. Students are responsible for paying any remaining balance not paid by their plan.



## Financial Aid

The Financial Aid office makes every effort to meet a student's demonstrated financial need with the resources available; however, it is not always possible to do so, and it may be necessary for the student to pay some educational expenses from personal funds. All financial aid awards are estimates and are subject to change. Because most financial aid programs have limited funding, it is imperative that the student apply for financial aid as soon as possible after January 1 for the following academic year. The Financial Aid office awards funds on a first-come, first-served basis; students who apply early generally receive the best aid packages. Students must reapply for financial aid each year.

TCC adheres to all federal and state guidelines when administering financial aid, without regard to race, color, gender, religion, age, handicap or national origin. All applicable federal and state laws supersede any information contained herein, and the information provided is subject to change without notice.

### Student Rights:

As a financial aid applicant or recipient, a student has the following rights:

1. To be advised of what financial aid programs are available and how to apply for them
2. To be advised of the requirements in cases of withdrawal, such as refunds or repayments of financial aid
3. To be advised of the requirements for maintaining financial aid standards of satisfactory academic progress and good academic standing
4. To have all application information treated with the highest confidentiality

### **Student Responsibilities:**

As a financial aid applicant or recipient, a student has the following responsibilities:

1. To apply for financial aid early
2. To submit all required forms accurately and completely
3. To provide all documentation, verification of income, corrections and/or other information required to complete the financial aid file
4. To accept responsibility for all forms and agreements the student signs
5. To use financial aid only for the student's actual educational expense

### ~~Student Rights:~~

~~As a financial aid applicant or recipient, a student has the following rights:~~

- ~~1. To be advised of what financial aid programs are available and how to apply for them~~
- ~~2. To be advised of the requirements in cases of withdrawal, such as refunds or repayments of financial aid~~
- ~~3. To be advised of the requirements for maintaining financial aid standards of satisfactory academic progress and good academic standing~~
- ~~4. To have all application information treated with the highest confidentiality~~

Formatted: Strikethrough

### • Financial Aid Programs

TCC offers a comprehensive financial aid program, inclusive of most federal and state programs, internal scholarships and grants, as well as many outside scholarship programs.

- Federal Pell Grants are available to any student demonstrating eligibility as determined by the federal government. Students who are enrolled full-time, three-quarter-time, half-time and less-than-half-time may qualify if the Expected Family Contribution (EFC) meets the standards established by the federal government.
- Federal Supplemental Education Opportunity Grants (FSEOG) are awarded to students from funds made available by the federal government for students with exceptional need. They are usually awarded to students who receive the



Federal Pell Grant. Grants vary in amount, with the smallest grant valued at \$200. Students must be enrolled at least half-time to receive this award.

- Academic Competitiveness Grants (ACG) are awarded to students who completed a rigorous high school curriculum, as defined by the U.S. Secretary of Education, and who are eligible to receive the Federal Pell Grant. Students must be full-time and must maintain at least a 3.0 cumulative grade point average. Students will receive one award during their first 24 credit hours and one additional award for the remainder of the program. A new award status can only be achieved when the student completes 24 credit hours. Annual award is determined by the U.S. Department of Education.
- Federal College Work Study Program is based on need and students are awarded part-time jobs on or off campus for use in defraying educational expense.
- Federal ~~Stafford~~Direct Loans are awards that must be repaid. TCC encourages students to be informed borrowers and to read all documents associated with any student loan. Applications for Federal ~~Stafford~~Direct Loans are processed through the United States Department of Education ~~a lender and a guarantee agency~~, which ~~is~~ are responsible for the servicing and collection of the debt. Interest rates ~~are variable and are established by the federal government. Usually the interest rates are very low.~~ There are two programs: the Federal Subsidized ~~Stafford~~Direct Loans and the Federal Unsubsidized ~~Stafford~~Direct Loans.
- Federal Subsidized ~~Stafford~~Direct Loans are awarded to students who demonstrate need. Borrowers who have earned 0-30 credit hours may borrow \$3,500 per year. Those who have earned 31 credit hours or more may borrow \$4,500 per year. All maximum loans must be split over two semesters and a seven-month period. After a seven-month loan period, borrowers are eligible for a new loan. Federal Subsidized ~~Stafford~~Direct Loans go into repayment six months after the student ceases at least half-time enrollment or graduates from TCC. Interest is paid by the federal government until the borrower enters repayment.
- Federal Unsubsidized ~~Stafford~~Direct Loans are awarded to students who don't demonstrate need, or who have other funds meeting need, but who have not reached their estimated cost of attendance in financial aid funds. This loan can be used to replace the Expected Family Contribution (EFC). The conditions of this loan are identical to the Federal Subsidized ~~Stafford~~Direct Loan, except students are required to either pay the interest while in school or have the interest capitalized into the loan for repayment after graduation.
- Federal Parent's Loan for Undergraduate Students (PLUS) allows parents who demonstrate appropriate credit worthiness to be eligible for a low-interest loan, up to the cost of education less any financial aid received, for their student. TCC requires the student to complete the FAFSA and to have a valid ISIR (Institutional Student Information Report) or SAR (Student Aid Report) on file in the Financial Aid office in order to process a PLUS Loan. Tuition and fees are not deferred for students awarded PLUS loans.

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Dependent students may borrow up to an additional \$2,000 in Federal Unsubsidized ~~Stafford~~Direct loans per academic year. Dependent students whose parents are denied the Parent's Loan for Undergraduate Students (PLUS) may be eligible to borrow up to an additional \$4,000 per academic year in this program.

Independent students and students whose parents are denied the Parent's Loan for Undergraduate Students (PLUS) may be eligible to borrow an additional \$6,000 per academic year in this program, split over two terms.

Students who are awarded a Federal ~~Stafford~~Direct Loan are not required to borrow. However, students who choose to keep the loan must complete the promissory note (MPN) and Direct loan entrance counseling ~~(forwarded to them by the lender) online at www.studentloans.gov, as soon as they receive it.~~ The promissory note and entrance counseling must be completed before your student loan can be used to off-set any fees, tuition and books. ~~returned to the address on the form as quickly as possible, as funds will not be forwarded to TCC until this form is received and verified by the lender.~~

Formatted: Strikethrough

Formatted: Strikethrough

If a student chooses to reject the Federal ~~Stafford~~Direct Loan, he or she must notify the Financial Aid office so the loan can be cancelled ~~with the lender.~~ An origination fee is deducted from the Federal ~~Stafford~~Direct Loan before ~~the loan is credited to the student's account. it comes to TCC.~~ In calculating a student's actual loan amount, students should reduce the gross amount awarded by 4 percent. This should give the student a figure close to the actual amount of loan TCC will receive and credit to his or her account.

Formatted: Strikethrough

Formatted: Strikethrough

Federal regulations require TCC to delay payment of Federal ~~Stafford~~Direct Loans to first-time borrowers by 30 days from the start of class. New students should note this delay in payment and make appropriate financial arrangements.

Students who borrow their aggregate Federal ~~StaffordDirect~~ Loan limit while at TCC will not be eligible for additional funding at an upper division institution.

All ~~new~~ borrowers must complete entrance counseling and attend a ~~Financial Literacy Seminar~~ prior to TCC crediting the first Federal ~~StaffordDirect~~ Loan ~~disbursement at TCC~~ to the student's account, even if the student attended entrance counseling at another institution. Students can ~~complete take their entrance counseling online via the Internet~~ at [www.nelnet.com/studentloans.gov](http://www.nelnet.com/studentloans.gov). Financial literacy seminars are conducted frequently. Please visit [www.tcc.tl.edu/fa](http://www.tcc.tl.edu/fa) for ~~scheduled dates~~.

Formatted: Strikethrough

Formatted: Strikethrough

Prior to leaving TCC, Federal ~~StaffordDirect~~ Loan borrowers are required to ~~complete~~ undergo exit counseling. All graduates and students not returning to TCC should complete the exit counseling online at [www.nelnet.com](http://www.nelnet.com) ~~www.mappingyourfuture.org~~ or contact the Financial Aid office to obtain the appropriate paperwork for this process.

Formatted: Strikethrough

When a Federal ~~StaffordDirect~~ Loan is for one semester only ~~(e.g., Fall, Spring or Summer only)~~, the federal government requires the College to make the loan in two payments, with one occurring after the mid-point of the semester. Students who receive a one-semester loan should make appropriate financial plans.

Formatted: Strikethrough

- The Florida Student Assistance Grant (FSAG) is a need-based grant awarded for educational purposes of at least one year to Florida residents who demonstrate exceptional need and who are enrolled full-time by the end of regular drop/add.

Funds are limited and the Financial Aid office will notify students of their eligibility.

- The Part-time Florida Student Assistance Grant (FSAG) provides funds to students who are enrolled less -than-full-time, but at least half-time or greater. Funds are prorated based on the number of hours the student attends (half-time or three-quarter-time). Students must complete the Free Application for Federal Student Aid and meet the state guidelines for FSAG. Other than the amount the student is eligible for and the number of hours a student must complete for continued eligibility, all other terms and conditions for receipt of a full-time FSAG apply.
- The Florida Student Assistance Grant-Certificate Students (FSAG-CE) is a need-based grant awarded for educational purposes to Florida residents who are enrolled in certificate programs. Funds are limited; the Financial Aid office will notify eligible students.
- Florida Bright Futures scholarship programs include the Florida Academic-Scholarship-Scholars, the Florida Medallion Scholarship-Scholars and the Florida Vocational-Gold Seal Vocational-Scholarship-Scholarship. Recipients are selected and notified of eligibility by the state. Students may contact the State of Florida concerning transfer of Bright Futures scholarships at [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org) or call toll-free, (888) 827-2004.
- Other state programs-The State of Florida has numerous scholarship, ~~and grant and loan~~ programs, such as the ~~Chappie James Teacher Scholarship Loan Program and the Critical Teacher Shortage Scholarship Robert C. Byrd Honor's Scholarship and the José Martí Scholarship Challenge Grant Fund~~. For more information, call the Florida Office of Student Financial Assistance at (888) 827-2004 or visit [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org).
- Outside scholarships-All scholarships received, even from outside sources, must be reported to the Financial Aid office and counted in the student's financial aid award, as required by law. Students seeking outside scholarships should avoid sites that charge fees. There are multiple free scholarship sites available that provide the same or better information as the fee sites. Some of the sites are [www.fastweb.com](http://www.fastweb.com), [www.finaid.org](http://www.finaid.org), [www.nasfaa.org](http://www.nasfaa.org), and [www.SallieMae.org](http://www.SallieMae.org). The public library is also a source of information about scholarships offered by civic organizations, businesses and other entities.
- Welfare to Work and Work & Welfare Transition Programs-These programs assist potential, former and current welfare recipients and their respective families as they begin to make the transition from cash assistance to employment by providing support and mentoring, along with more concrete assistance in such areas as scholarship, transportation and child care.
- WIA scholarships-The Workforce Investment Act (WIA) program provides a variety of resources to eligible students looking for additional financial aid resources, as well as to those seeking the right job or career. The WIA scholarship offers funding for tuition and books. Resource rooms located in each Big Bend Workforce Center provide various tools designed to help customers seeking financial aid resources, including links to financial aid search banks and financial aid search software. For more information, visit [www.bbjec.org](http://www.bbjec.org).



- Students can apply for TCC scholarships and view important deadlines at [www.tcc.fl.edu/scholarships](http://www.tcc.fl.edu/scholarships).

## • Summer Financial Aid

Students interested in summer financial aid should complete the TCC Summer Financial Aid Application online. This form is available in early February prior to the summer the student will attend. This form does not replace the need for a FAFSA and for TCC to have a valid ISIR or SAR. Summer funds are limited; however, effective the summer of 2010, students may be eligible for summer Federal Pell Grants. The award is determined using the same formula used for Fall and Spring terms.

## • Financial Aid Eligibility

Students who apply for financial aid must be fully admitted and degree-seeking students at TCC prior to their financial aid being processed.

Students who receive financial aid from TCC may not receive financial aid from any other school. Students who want to attend more than one institution need to see the section on Consortium Agreements.

Students must also be in an eligible program as a degree seeking student. Transient students, non-degree seeking students and students taking courses on an audit basis are ineligible for financial aid. Transient students should consult their home institution to see if they can participate in a consortium agreement. Also, students working on their GED diploma do not qualify for financial aid.

Students requesting financial aid must be U.S. citizens or eligible non-citizens. Eligible non-citizens must have a match with the U.S. Immigration and Naturalization Service (INS) or must complete all required forms to prove eligibility.

Students convicted of possession or distribution of drugs, students who are in default on a student loan, and students who owe repayment on a federal grant may not be eligible for financial aid.

If the student's admission status changes due to an incomplete or ineligible status either before the term starts or after the term is in session, the student's financial aid will be revoked. Should the change occur prior to the start of the term, the student's aid will not be disbursed until the enrollment status is updated to an eligible status.

### First Time Freshmen

First time freshmen who have never attended another college or university must provide a final copy of their high school transcript that indicates they graduated, or other proof of graduation or proof of GED diploma to the Enrollment Services and Student Success office.

### Transfer Students

Transfer students must have a complete enrollment services file before financial aid will be awarded. This includes the submission and evaluation of transcripts from all previously attended colleges and universities. Once transcripts have been evaluated and posted on the student's academic record, the Financial Aid office will determine if the student meets TCC's Standards of Satisfactory Academic Progress for Financial Aid. Students not meeting TCC's established standards will not be eligible for financial aid.

### Award Adjustments

Students who are later found to be ineligible for aid that they have received due to a clerical error, an increase in the Expected Family Contribution or any other error are responsible for repayment of the funds they were not actually eligible to receive. If a student receives a refund that he or she did not anticipate or that is in excess of what the student expected, the student needs to contact the Financial Aid office. Students will be notified via email if there are changes to their financial aid, other than adjustment to scholarships based on actual tuition and fees.

## • Application Procedure

### Financial Aid Terminology

FAFSA - Free Application for Federal Student Aid

EFC - Expected Family Contribution

SAR - Student Aid Report

ISIR - Institutional Student Information Record

*It is the responsibility of the student to make sure TCC has a copy of his or her financial aid information.*

1. The student must submit the FAFSA as soon as possible after January 1. The FAFSA may be completed and submitted electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). TCC's code for the FAFSA is 001533.



2. The student must submit a TCC Financial Aid Application online at [www.tcc.fl.edu/fa](http://www.tcc.fl.edu/fa) or at the TCC Financial Aid office. The application is only required of first-time applicants and students who have not attended for a long period of time.
3. Once the SAR (generated from the FAFSA) is received, the student should check his or her TCC Passport account to see if any additional information is required.
4. The Financial Aid office will use email to inform the student of the aid for which he or she is eligible.
5. If a student chooses to retain all the awards issued, no further action is necessary. Should a student decide to turn down any of the awards offered, the student should notify the Financial Aid office via TCC email indicating which award to adjust.
6. The student should pay particular attention to financial aid obligations should classes be reduced or dropped.
7. The student must re-apply for financial aid each year. Financial aid is determined using a federal formula that takes into account the student's Expected Family Contribution (EFC), the estimated cost of TCC attendance, and the student's enrollment status at TCC.

### **Special Conditions-Professional Judgement**

TCC recognizes that changes occur in family situations that are beyond their control. On a case by case bases, utilizing the Professional Judgement authority afforded us by the Federal Government, we will review each student's situation, and where appropriate, make changes to the student or the student's family's financial information, family size or number in college. If the request is for a change in standard budget, the change will be made to the student's expense budget.

Formatted: Font: +Headings (Cambria), 9 pt

Special condition situations include:

1. Loss of employment by parent, spouse or student.
2. Death of a parent or spouse.
3. Loss of non-taxable income.
4. Separation or divorce by parents or student and spouse.
5. Parents in college.
6. Siblings in K-12 private education.
7. Proof of additional educational expense.
8. Other documented circumstances.

In order for the Financial Aid Office to issue a Professional Judgement decision, the student must provide supporting documentation. Supporting documentation includes, but is not limited to a signed statement from the student, a signed statement from the parent, court documents, death notice, unemployment verification, letters of support from counselors, ministers, lawyers, doctors or other legal documents.

Students, who are from regions beyond the normal service region for TCC may receive a budget increase by verbal request, or if noticed in the financial aid file and if the increase is appropriate.

TCC has a form for Professional Judgement request that may be used, however, written request will be accepted as well. The request will be reviewed by the Director, one of the Assistant Directors or one of the Specialists in the Financial Aid Office and a response will be provided to the student. If rejected, an email or letter will be sent to the student. If accepted, the new SAR will serve as notification.

• **Evaluation and Award**

Once a student's financial aid file is complete, it will be evaluated for demonstrated need by subtracting the student's Expected Family Contribution (EFC) from the Estimated Cost of Attendance. If a student's determined need qualifies for financial aid, an e-mail will be sent to the student. If a student chooses to retain all the awards issued, no further action is necessary.

Should a student decide to turn down any of the awards offered, the student should ~~draw a line through the award being rejected, sign the award letter, and return it to the Financial Aid office, notify the financial aid office in writing.~~

Formatted: Strikethrough

If a student has been awarded a Federal ~~Stafford~~ Direct Loan, the guarantee agency or lender will send a promissory note. To receive the loan, the student must sign and return the promissory note to the address indicated. Failure to return the promissory note within 90 days will result in cancellation of the loan.

**Expected Family Contribution (EFC)**

The EFC is calculated from the student's FAFSA and is the same at all institutions. The EFC includes a contribution from the student from earnings, savings and assets. If the student is a married independent student, a contribution from the student's spouse will be calculated using the same components. Dependent students will have a contribution from their parents from earnings, savings and assets.

**Estimated Cost of Attendance ~~[QY: please update costs]~~**

Formatted: Strikethrough

Listed below is the estimated cost of attendance for a 32-week academic year (Fall/Spring semesters) on a full-time basis (13 hours per semester, or 26 hours per year). This is only an estimate; actual costs may be more or less than the figures shown.

The tuition costs used are based on the 2010-2011 academic year and are subject to change.

	Resident	Non-Resident
Tuition and Fees	\$ 2,232	\$ 7,888
Books and Supplies	800	800
Room and Board	6,000	6,000
Personal Expense	1,800	1,800
Transportation	2,000	2,000
Loan Fees (Fresh/Soph)	79/105	79/105
<b>Total</b>	<b>\$12,911 /12,937</b>	<b>\$18,567/18,593</b>

**Deferment of Student Fees against Financial Aid**

If a student has a financial aid award, the student's enrollment status has not changed since the award was made, and the Financial Aid office has not received a new SAR or ISIR canceling the student's eligibility, then tuition, fees and books can be deferred against the financial aid award, up to the amount of the award.

This deferment is available for Fall and Spring semesters, and for students who enroll at least half-time (six credit hours or more) in summer sessions A and/or C. All fees deferred against a student's financial aid are taken from the first financial aid funds available.

*Note: PLUS Loans are not used to defer costs for tuition, fees and books.*

**Financial Aid Refunds to Students**

Students who are awarded financial aid funds that exceed the cost of tuition, fees and any book charges against their account may be eligible for a financial aid refund. All student charges, including books, are taken from the first funds available to a student.

Because various agencies send money for scholarships, grants and loans at differing times, students may receive more than one refund check.

Refunds are issued after all student accounts are fully paid, and no refunds are issued for at least 10 business days after the drop/add period. Students are encouraged to secure funding to pay for living expenses for the first two months of class. No emergency loans for living expenses will be issued on expected financial aid or on financial aid applied for late during this period.

• **Financial Aid and Enrollment Status**

Students indicate their enrollment status for the first semester they will be attending TCC on the FAFSA. This status is used for estimating financial need. The actual enrollment status will be determined at the end of regular drop/add and will be used in determining the actual amounts for which students are eligible. Final enrollment status cannot be determined prior to the end of regular drop/add, as students change enrollment status during this period. If your final enrollment status differs from the enrollment status you indicated on your FAFSA or the status you were awarded, your aid may be reduced.

Students must be registered in any self-paced instruction (SPI) courses that they want considered in their financial aid by the end of regular drop/add or the SPI courses will not count toward their enrollment status. Hours added after drop/add do not count toward a student's aid, except for Federal Stafford ~~Direct~~ Loans.

Enrollment status for Fall, Spring and Summer is determined by the number of eligible credit hours a student is registered for and is defined as follows:

12 or more credit hours	full-time
9 to 11 credit hours	three-quarter-time
6 to 8 credit hours	half-time
1 to 5 credit hours	less-than-half-time

For the purpose of determining Federal Pell Grant award amounts, students must be enrolled in all countable hours by the end of the first (main session) drop/add period. All express sessions must be included in this enrollment status. In most cases, hours added after the first (main session) drop/add period cannot be included in determining enrollment status for Federal Pell Grant.

Clock-hour students in eligible programs are considered full-time if they are enrolled in at least 450 clock-hours per semester. To determine enrollment status other than full-time, ~~the number of clock hours for the term are divided by 37.5 per Federal regulations. The calculated hours are used to determine Federal aid amounts. the number of clock hours the student is currently enrolled in is divided by the program length. These rules are established in Federal regulations.~~

Formatted: Strikethrough  
Formatted: Strikethrough

Most programs require students to enroll at least half-time to be eligible. Some programs require a student to enroll full-time (12 or more credit hours). The Federal Pell Grant Program allows a limited number of less-than-half-time students to receive a Federal Pell Grant.

Although students with documented disabilities may be considered full-time with less than 12 credit hours under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the student's financial aid budget and award will be based upon the actual number of credit hours taken as required under federal financial aid guidelines.

#### Students Taking College Preparatory Classes

Students can take no more than 30 attempted credit hours of college preparatory course work for financial aid purposes. Students taking college preparatory classes are allowed 30 credits of attempted preparatory course work that the federal government will use toward their enrollment status. After a student has completed 30 attempted credit hours of college preparatory course work, additional college prep hours taken cannot be counted in determining the students enrollment status (full-time, three-quarter-time, half-time, less-than half-time). College preparatory courses are never used for determining enrollment hours for Bright Future Scholarship recipients, including Florida Academic Scholars, Florida Merit Scholars and Gold Seal Vocational Scholars.

#### Class Attendance-Title IV Requirements

Title IV financial aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), PLUS loans and Federal Subsidized and Unsubsidized ~~Stafford~~ Direct Loans.

Students who receive Title IV financial aid are expected to attend class. TCC will take roll the first three weeks of class. Should a student fail to appear on a professor's class attendance verification form, he or she will be required to verify attending prior to receiving a financial aid disbursement. Failure to attend class may result in revocation or reduction of a student's financial aid. Students who decide they are not going to attend class must officially withdraw from the College. Students should not assume their classes will be dropped. Students will only receive financial aid based on their enrollment status as determined by their documented class attendance.

#### Students Who Attend Multiple Sessions within a Semester

Students who attend multiple sessions within a semester cannot receive financial aid under most programs until they are attending at least six eligible credit hours. Though a student may be enrolled in six or more eligible credit hours, financial aid cannot be paid until the student is actually attending classes that total six credit hours. Students whose enrollment changes as a new term begins will have their financial aid adjusted to reflect any changes made. Should students fail to take all of the classes for which they enroll, financial aid may be reduced or cancelled. Students receiving a Federal Pell



Grant should refer to the section on Enrollment Status to ensure registered hours are countable in determining their Federal Pell Grant.

#### Course Work for Degree

A student's enrollment status will include only courses required for the degree program in which the student is enrolled. Courses outside the degree program (courses not required for the degree) will not be used in determining the enrollment status. Once a student has completed all the coursework for his or her degree, even if he or she has not applied for graduation, he or she will no longer be eligible for aid. A degree audit will help determine course eligibility.

#### Withdrawal from or Cancellation of Classes

Students who withdraw or have their class schedule canceled after the regular drop/add period should consult with the Financial Aid office, as they may incur a financial liability. Students who have their class schedule canceled (complete withdrawal with a full refund) will have their financial aid canceled and will be required to repay all funds received. All students who withdraw are required to do so through the Enrollment Services and Student Success office. Students are not automatically withdrawn from classes.

If a student wants to cancel classes prior to the end of the drop/add period, the student is responsible for dropping all courses through TCC Passport. Even if financial aid is not awarded at the time the student makes the cancellation decision, it may be awarded before classes are purged from the system. Students should not assume classes will be dropped automatically.

Students receiving Bright Futures Scholarships, including the Florida Academic Scholarship, Florida Medallion Scholarship, and the Gold Seal Vocational Scholarship, who drop/withdraw from one or more classes are responsible for repaying the tuition and fees for the class(es) from which they withdraw. Florida Statute allows the appeal of this repayment should the student be able to present documented evidence of unusual and mitigating circumstances. Documentation must be from a credible third party source such as a doctor, counselor, psychologist or minister.

#### Title IV Financial Liability (Repayment)

Title IV financial aid includes Federal Pell Grants, Supplemental Educational Opportunity Grants (SEOG), PLUS loans and Federal Subsidized and Unsubsidized Student Direct Loans.

It is strongly recommended that before withdrawing from classes, students who receive any type of Title IV financial aid funds talk with Financial Aid staff to determine if there will be a financial liability upon withdrawal from classes.

Students earn a portion of the Title IV financial aid they received for each day they are in school, until more than 60 percent of the term is completed; at that point the federal government considers 100 percent of the aid to be earned. Students who withdraw from all classes prior to completing 60.5 percent of the term in which they are enrolled may be required to repay all or part of the Title IV financial aid they received. Under the Federal Title IV Repayment Policy, the amount of aid received will be multiplied by the percentage of the term completed to determine the total aid earned. The total aid earned will be subtracted from the total aid awarded, resulting in the amount of unearned aid. The cost of tuition and fees must be returned to Title IV programs, and the student in turn incurs a financial obligation to the College. The student must repay the College within 45 days of the day the school notifies him or her of the overpayment. After 45 days, the account will be turned over to the U.S. Department of Education and the student will be required to make satisfactory payment arrangements with the U.S. government. The federal government does not allow a student to appeal a Title IV Repayment.

If a student owes the College funds due to a Title IV Repayment, he or she may be ineligible to re-enroll. Students who owe a Title IV Repayment may also be ineligible for additional Title IV federal financial aid from any college.

Example: A student is awarded the following aid: ~~QV: does this example need to be updated?~~

\$ 1,500 Federal Pell Grant

\$ 125 Federal SEOG

\$ 1,313 Federal Stafford Direct Loan

\$ 2,938 total Title IV aid received

Formatted: Strikethrough

If the student withdraws after completing 20 percent of the term, only 20% of the total award has been earned; 80 percent of the total award is unearned and must be repaid ( $\$2,938 \times 80\% = \$2,350.40$  unearned aid).

If the student is taking 12 semester hours, 80% of the \$600 tuition and fees must be returned to the Title IV programs. 80% of \$600 is \$480 which will be returned to the Federal Stafford Direct Loan program by TCC, leaving a balance on this loan of \$833, which the student will repay as part of the normal loan repayment schedule.

\$2,350.40	unearned aid
- 480.00	returned to Federal Stafford/Direct Loan program
- 833.00	Federal Stafford/Direct Loan balance to be repaid
\$1,037.40	balance of unearned aid
\$ 518.70	returned to Federal Pell Grant Program

(Grant programs require that only 50% of the funds be returned.)

### • Satisfactory Academic Progress Requirements

~~This section may change due to new Federal Regulations prior to the Fall 2011 term. The TCC website and student portal will contain the most current information regarding this provision.~~ To be eligible for financial aid, all students, including students transferring to TCC from another institution, must meet TCC's standards of satisfactory progress for financial aid. Standards of satisfactory progress are reviewed at the end of the Spring term for returning students, and the first semester of attendance for students transferring into TCC. A transferring student's satisfactory progress will be determined from the student's academic history at all previously attended institutions. After the first term of attendance, transferring students will be reviewed at the end of Spring term along with TCC's returning students.

Students who attended TCC in the past will be reviewed based on all previously attempted courses, regardless of how long ago they attended TCC. Failure to meet one or more of the established standards of satisfactory progress will make a student ineligible for financial aid. Students who have their financial aid revoked due to the failure to meet the standards of satisfactory progress for financial aid will remain ineligible for financial aid until such time as their academic history is such that they meet the established standards. Satisfactory progress includes all previous academic history, even if the student did not receive financial aid. It is the student's responsibility to monitor his or her satisfactory progress. Although the Financial Aid office attempts to notify students who fail to meet the satisfactory progress standards through a ~~letter or email~~ informing them of their status, students who do not receive notice will still be ineligible for financial aid.

Formatted: Strikethrough

Students have 15 days from the receipt of a letter ~~or email~~ notifying them of their failure to meet the standards of satisfactory academic progress to appeal, or 30 days after the spring semester ends if written notification was not received.

### Appealing Satisfactory Progress Requirements

Transfer students must meet the established satisfactory progress requirements and appeals are generally not granted.

Students can appeal their failure to meet the standards of satisfactory progress for financial aid if unusual and mitigating circumstances exist. Unusual and mitigating circumstances include, but are not limited to, a death in the student's immediate family, medical condition, hospitalization, documented emotional distress or other situations beyond the student's control.

Below are the standards of satisfactory progress for financial aid. These standards apply to all students:

- Students must maintain a 2.0 cumulative GPA.
- Students who fail to maintain a 2.0 cumulative GPA, but who have attempted fewer than 30 credit hours and have at least a 1.5 cumulative GPA, will be placed on Financial Aid Warning status.
- Students on Warning status who fail to meet the 2.0 cumulative GPA by the next satisfactory academic progress review period will be ineligible for financial aid.
- Students must complete 67 percent of classes attempted. Attempted hours include all college preparatory courses, withdrawals, incomplete courses, unsatisfactory (failures) grades and transfer credit hours.
- Students must complete their degree program before attempting more than 150 percent of the total credit hours required for the program.

All situations must be fully documented, including supporting letters from counselors, doctors, ministers and other appropriate third parties.

Students must appeal their failure to meet satisfactory progress within 15 days of the receipt of the notification letter, ~~email~~ or 30 days after the end of the spring semester. Appeal forms and procedures are available in the Financial Aid office and at [www.tcc.fl.edu](http://www.tcc.fl.edu).

### • Financial Aid Regulations



**Family Educational Rights and Privacy Act (FERPA)**

This Act prohibits the release of information from a student's file to third parties without written consent of the student.

Students who want the Financial Aid office staff to speak with any third party, including parents or a spouse, must put a release form in their financial aid folder giving the Financial Aid office staff permission to speak to the people identified on the release form. This release can be revoked by submitting a written request to the Financial Aid office at anytime. Requests sent to other offices will not suffice for adding or deleting people from the Financial Aid form.

**Student Addresses**

All information concerning a student's financial aid will be sent to the address provided to the Enrollment Services and Student Success office. All students should keep current address information on file with Enrollment Services and Student Success.

**Verification of Information**

If a student is selected for verification, or if any information fails federal matches with the Social Security Administration, Selective Service, INS or other government agency, the student may be required to submit other documents as specified by the federal government.

Until a student's file is complete, he or she will not be awarded or receive financial aid.

Should TCC receive an ISIR or SAR after the student has been paid and if the student is selected for verification, and if the EFC changes for any reason, the student will be responsible for repaying any funds that must be returned to the federal or state government.

Failure to complete a file prior to the end of the semester for which the student is requesting aid means the student may forfeit his or her eligibility. Many federal and state programs require a completed file prior to the end of the term.

Students who have errors detected on their ISIR or SAR will not receive financial aid until the errors are corrected and a valid ISIR or SAR is returned to the Financial Aid office. If the Financial Aid office has the documents needed to correct the error, the information will be sent electronically to the federal government. If the Financial Aid office does not have the information needed to verify the accuracy and make the correction, then the student will be required the information resubmit it to the federal government.

**• Veterans Affairs Services****• Veterans Benefits**

Tallahassee Community College is approved by the State Approving Agency for Educational Benefits under the various veterans' training laws. The educational benefits for which one may apply are as follows:

- Chapter 33 (Post 9/11 GI Bill)
- Chapter 30 (All Volunteer Force)
- Chapter 1606 (Selected Reserve)
- Chapter 1607 (REAP)
- Chapter 31 (VA Vocational Rehabilitation)
- Chapter 35 (Dependents and Survivors)
- Chapter 32 (VEAP)

Veterans, reservists and survivors who are eligible for educational benefits and plan to attend under any of the programs should take the following steps:

- Apply for admission as a degree-seeking student at TCC.
- Contact the VA coordinator in the Financial Aid office well in advance of registration to obtain all necessary VA application forms.
- Submit the Certification of Eligibility or a copy of the DD-214 or Notice of Basic Eligibility (NOBE) Form 2384 for selected Reserve or National Guardsmen.
- Report enrollment to the VA coordinator each semester.



- **Certification of Enrollment Period**

Upon enrollment, students receiving VA educational benefits are required to pay tuition and fees just as other students are. Entitlement to benefits administered by VA cannot be established nor award action taken until the Enrollment Certification is properly completed by the school and received by VA. Eligibility for educational assistance benefits cannot be determined until VA receives satisfactory evidence of active duty service.

Monthly Attendance Verification

Monthly Attendance Verification is required for Chapter 30, 1606 and 1607. Veterans must verify their monthly enrollment before the next GI bill payment will be issued. Students can verify their attendance the last day of the month by calling the toll free number and follow the instructions: 1-877-823-2378, or verification can be submitted through the VA web site: [www.gibill.va.gov](http://www.gibill.va.gov). Follow the link to "W.A.V.E" (Web Automated Verification of Enrollment.)

Recertification

To continue receiving VA Education Benefits, qualifying enrolled students must provide a copy of their schedule to the Veterans Services Office.

- **Deferments**

Qualified VA students may defer payment of their tuition and fees until 60 days from the first day of the term during Fall or Spring semesters. Students enrolled in the Summer terms may defer payment of their tuition and fees until 10 days before the end of the term in which they are enrolled. The VA deferment form can be obtained in the Office of Veterans Affairs in the Financial Aid office. Payment for books cannot be deferred.

*Note: Receipt of VA educational benefits does not relieve students of the obligation to pay their deferred tuition and fees by the due date. Failure to pay the deferred fees will result in appropriate administrative action pursuant to policies for collection of delinquent debts. Students will not be permitted to attend or re-enroll at TCC for any future course until the VA deferment is paid in full. Unless the student officially drops or withdraws from all classes in or before the published drop/add refund period ends, the student is still obligated to pay the deferment. Should the student receive any type of financial aid disbursed by the College, all financial obligations will be satisfied with financial aid, including a VA deferment.*

- **Method of Payment to VA Students**

Upon certification by the College and VA, educational benefits are paid monthly to the students. ~~QY- is it different for Post-9/11 GI Bill? No Difference~~ Payments are prorated for less than full-time training and training that is less than a full month. Payments are always issued after the month is complete. Summer term benefits may vary according to the length of the term in weeks and days. A standard semester is 15-18 weeks. An accelerated, or nonstandard, term is shorter, while a decelerated term (SPI course) is longer than a standard semester. Enrolling in an accelerated term or SPI course will affect training rate. Training time is computed as follows:

Formatted: Strikethrough

**Fall and Spring Terms**

- 12 or more semester hours = full-time
- 9-11 semester hours = three-quarter-time
- 6-8 semester hours = one-half-time
- Less than 6 semester hours = tuition and fees only

**Summer III A & B Terms**

- 4 or more semester hours = full-time
- 3 semester hours = three-quarter-time
- 2 semester hours = one-half-time
- 1 semester hour = tuition and fees only

### Summer III C Term

7 or more semester hours = full-time

5-6 semester hours = three-quarter-time

4 semester hours = one-half-time

Less than 4 semester hours = tuition and fees only

### Clock-hour measurements are:

18 clock hours per week = full-time

13-17 clock hours per week = three-quarter-time

9-12 clock hours per week = half-time

5-8 clock hours per week = less than half-time

*Note: Since the first VA checks are delayed, it is advisable for the veteran to be prepared to meet all expenses for approximately two months.*

VA students can certify attendance either online [www.gibill.va.gov](http://www.gibill.va.gov) (click on Verify Attendance/W.A.V.E) or by phone at (877) 823-2378.

NOTE: Monthly Housing Allowance for Post 9/11 (Chapter 33): The full BAH is payable for all pursuit that is more than 50% of full time pursuit, e.g., where 12 semester hours would be full time, the full BAH would be payable for all pursuit of more than 6 semester hours. Active duty members, individuals training at 50% pursuit or less, and individuals pursuing only distance learning/independent study are not eligible for a housing stipend.

- **SPI Classes**

Because SPI courses are certified for 20 weeks, the training rates for these courses are different than for standard semester courses. Please see the VA Coordinator before enrolling in SPI courses.

- **Remedial or Deficiency Courses**

Veterans, reservists, dependents and survivors may receive benefits for remedial or deficiency courses if these courses are needed to assist the student in overcoming a weakness in a particular area of study. The course must be necessary for the student's program of education.

- **Program of Education**

VA educational benefits will only be paid for course work leading to an associate's degree or certificate at TCC. Once a student fulfills his or her elective requirements, he or she may not be paid benefits for any more elective courses, even if these courses are required for admittance into a bachelor's degree program.

### Exceptions

- During a student's last term before graduation, a VA student may take non-required courses along with his or her last required course(s). Under rare circumstances a student may use this procedure twice in the same degree program. This can be done when a student has two courses remaining to be taken to complete his or her program and the courses must be taken in sequence as opposed to concurrently. In this situation, a VA student could take non-required course work in his or her last two semesters. If a VA student fails the required course(s) needed to graduate, VA will then pay education benefits to re-take the required course(s), but will not pay again for non-required courses.
- If a VA student has completed his or her elective requirement, but still needs to take prerequisite elective course work or a co-requisite general education requirement, VA will pay educational benefits for the prerequisite elective course or co-requisite requirement.
- If a VA student has completed his or her associate's degree and is pursuing courses at TCC to become a degree-seeking student at the junior-year level of an upper division or four-year school, the student may be eligible to

receive VA educational benefits. The VA student must see the VA specialist to obtain the proper documents necessary for this procedure.

*Note: Audited coursework is not authorized for payment by the VA.*

- **Credit for Prior Training or Experience**

Credit for Prior Training is that which applies to the program of education currently being pursued and that shortens the program accordingly.

It is the VA student's responsibility to take the following steps:

- Request academic transcripts from all prior postsecondary educational institutions (including service schools) he or she has attended. Transcripts must be received and evaluated by the end of the second semester of enrollment.
- Notify the TCC Office of Veterans Affairs once Enrollment Services and Student Success completes the evaluation.
- Avoid pursuing courses for which he or she may later receive transfer credit.

If the VA student earned an inordinate amount of credits at one or more of his or her prior educational institutions, VA may delay awarding of benefits pending VA's receipt of TCC's prior credit evaluation of the VA student. The VA Coordinator cannot certify courses that the VA student has previously completed if transfer credit is granted by the Enrollment Services and Student Success office.

*Note: Any veteran who has completed at least one year of active duty service with an honorable discharge is entitled to seven hours of military credit, as follows:*

*HSC 1100 (3 credit hours)*

*PEM 1101 (2 credit hours)*

*MSL 1001 (1 credit hour)*

*MSL 1002 (1 credit hour)*

*In order to receive these credits, the VA student must complete one semester of attendance at TCC and submit a copy of his or her DD214 Members 4 Copy to the Enrollment Services office along with written documentation requesting seven hours of military credit.*

- **Academic Progress**

The law requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Any VA student who fails to earn a 2.0 GPA at TCC for two consecutive academic terms will be reported to VA for unsatisfactory progress and VA educational benefits will be terminated.

The VA student must see the VA Coordinator to obtain an Unsatisfactory Academic Progress form which he or she must have completed by an academic counselor. This document must be completed before the VA Coordinator can once again certify the student's enrollment to VA for payment purposes. If the VA student's GPA is less than 2.0 at the end of the next term of enrollment, the VA student will once again be reported to VA for unsatisfactory progress. VA educational benefits will again be terminated and another Unsatisfactory Academic Progress form must be completed.

**Note:** VA benefits will be reinstated when the student is no longer on academic probation.

- **Repeat Courses**

Payment of educational assistance may be authorized if repetition of a course is specifically required by the institution for attainment of the student's approved program objective. There is no limit on the number of times an eligible person may repeat a course for which a failing grade (or a grade that does not meet the minimum requirements for graduation) was received, as long as the grade assigned to the repeated course at the end of the term is punitive, i.e., it is a factor in computing the student's GPA. (Please refer to Academic Policy, Repeating Courses [see page 45 for state restrictions on repeating courses.]



Electives for which a failing grade (or a grade unacceptable for graduation) has been assigned may be repeated until a passing or acceptable grade is received, as long as each grade is punitive when it is originally assigned.

*Note: If the student repeats an elective course and has not already met the elective requirement for his or her degree program, VA benefits may be paid for the repeated course. If the student does not need additional electives to meet his or her degree requirements, but chooses to repeat an elective, no benefits may be authorized unless the repetition takes place during his or her final term and is merely taken to round out the program to full-time.*

- **Changes in Enrollment Status**

Failure to report any enrollment changes could result in an overpayment and discontinuance of VA benefits. Benefit payments will be authorized to a VA student based on the information provided by the VA coordinator in the initial Enrollment Certification for a scheduled period of attendance. Changes in the VA student's enrollment that occur after the Enrollment Certification is submitted may increase or decrease his or her entitlement to monetary benefits.

If a VA student makes certain enrollment changes, he or she may receive one or more benefit checks in amounts that exceed his or her actual entitlement. When this occurs, the VA will make a retroactive adjustment to the student's award and the student will be charged with a debt to the Department of Veterans Affairs.

If a student drops a course, unless he or she can show the VA that there are mitigating circumstances, the student must return all the money paid to him or her for pursuit of that course from the start of the term, not merely from the date the student dropped the course. Generally, the student will be required to submit corroborative evidence to substantiate a claim of mitigating circumstances.

Mitigating circumstances are unanticipated and unavoidable events or situations beyond a student's control that prevent the student from completing a course with a creditable grade. Mitigating circumstances will be considered to exist without explanation by the student in the first instance of withdrawal from a course or courses totaling not more than six semester hours.

*Note: The VA certifying official at TCC should be notified immediately if the student*

- *Has been recalled to active duty*
- *Drops, withdraws, adds or changes a course*
- *Tuition change from out-of-state to in-state*
- *Enrolls in an accelerated term*
- *Enrolls in an SPI course*
- *Completes an SPI course early*
- *Fails to complete an SPI course on time*
- *Changes major or degree program*
- *Dual enrolls in another school*
- *Dual enrolls in another program*
- *Audits a course*
- *Takes a course not in the student's major or degree program*
- *Changes address or phone number*

The law prohibits payment of VA benefits for a course from which the student withdraws, or for a course that the student completes but for which the grade will not be used in computing requirements for graduation.

- **Tutorial Assistance**

Veterans' tutorial assistance is available to veterans, reservists and survivors of veterans who find that they need additional help in order to obtain passing grades in their course work. To qualify for tutorial assistance, a VA student must meet the following requirements:

- Be enrolled in a postsecondary program of education
- Be enrolled on a half-time or greater basis

- Show proof that the individual tutorial assistance is essential to correct a deficiency in a specified unit subject or subjects required as a part of, or which is pre-requisite to, or which is indispensable to the satisfactory pursuit of the approved program of education
- Show proof that the tutor selected is qualified
- Complete the designated form to be reimbursed for the charges for such tutorial sessions

Acceptable evidence of the need for tutorial assistance includes failure of a first class test or assignment; poor SAT, ACT or other standard test scores for the particular subject matter; retaking a unit subject that was previously failed; and instructor's evaluation after the first class meeting of the unit subject. The student must be registered for and pursuing that unit subject at the time he or she is being tutored for it. A student cannot receive VA assistance for tutorial sessions conducted before the class commences or after it ends. The school certifying officials will make the final determination of need.

*Note: Chapter 31 students must contact their Vocational Rehabilitation case manager regarding tutorial assistance.*

- **Work-Study Program**

The VA Work Study Program allows VA students to earn the federal or state minimum wage (whichever is higher) for up to 1,300 hours per year (25 hours per week). This program is available to veterans, reservists, and survivors who train at the three-quarter or full-time rate. The types of work allowed include the following:

- Outreach services for VA
- VA paperwork
- Work at national or state veteran's cemeteries
- Work at VA medical centers or state veteran's homes
- Other VA approved activities

*Note: Chapter 1606 work-study students may perform work on Department of Defense facilities (e.g., military bases, reserve centers, and National Guard facilities) that relates to the Chapter 1606 program.*

- **Consortium Agreement with Another Educational Institution**

TCC students who wish to study at another institution may be eligible to apply for a consortium agreement so they can receive financial aid through TCC while at the other school.

To determine if a student is eligible for a consortium agreement, he or she must consult with the Enrollment Services and Student Success office to complete the form titled Receiving Financial Aid While Attending Another Institution. To qualify for financial aid while participating in transient study, a student must be a degree-seeking, fully admitted, regular student at TCC; take courses that will apply toward a degree at TCC; and be enrolled in at least six credit hours at the host school, or a combination of six hours at TCC and the host school. Students also need to complete attendance requirements requested by the TCC Financial Aid office for host school classes. Upper division credits cannot be counted for receiving financial aid under consortium agreements. Upper division courses are junior and senior level courses.

Students who are on Consortium agreements must be prepared to pay for all expenses at the host institution until TCC is able to disburse funds under the guidelines specified above. At the end of the term on the consortium agreement, students are required to have the transcript from the host institution sent to the Enrollments Service and Student Success office at TCC. Grades earned as part of the consortium agreement will be used in determining the student's satisfactory academic progress for financial aid.

Students who are taking classes at TCC, but who are earning their degree from another institution are considered transient students for financial aid purposes. Financial aid must be awarded by the institution the student is earning the degree from. This can only be accomplished through a Federal Supplemental Educational Opportunity Grant, Florida Student Assistance Grant and Bright Futures Scholarships.

\_\_\_\_\_

# STUDENT LIFE

Programs and Services

Student Learning Resources

Student Rights and Responsibilities

Student Right of Privacy

## Programs and Services

The mission of the Tallahassee Community College Division of Student Affairs is to provide comprehensive, supportive and accessible services to meet the educational needs and support the personal growth of students. To this end, every department in Student Affairs strives to assist students in making responsible decisions by providing a learning environment that will help them better understand their abilities and needs and help them learn about the vast array of educational and occupational opportunities available to them.

- **Academic Advising Services (see page 20)**

- **Black Male Achievers Program**

African-American men face unique challenges as they pursue academic, career and social success. TCC's Black Male Achievers is a program designed to help students stay in college and graduate. The program provides a variety of academic and student services, along with personal enrichment activities to advance the intellectual and personal growth of its participants. To learn more about the program, contact the Student Affairs Office at (850) 201-8490.

- **Campus Life**

The Department of Campus Life provides many opportunities for TCC students to get connected with the campus community. All students can make important contributions to the enhancement of activity programs that benefit both the College and individual students.

Co-curricular activities are an important part of the total educational experience at the College. Students have the opportunity to plan and implement those activities, which complement the curricular programs of the institution. Some of the activities currently available are intramural sports, fitness gym, aerobic classes, concerts, lectures, drama, clubs, creative art, socials, newspaper, chorus, brain bowl, band, forensics, literary magazine and student government.

- **Campus Recreation**

TCC students can exercise the body as well as the mind by taking part in recreational, fitness and wellness opportunities on campus.

- **Eagle Adventures (Outdoor Recreation)**

Eagle Adventures offers students an opportunity to pursue outdoor recreational adventures geared toward both beginners and experts. Throughout the year, students can participate in outdoor recreation trips such as skydiving, snowboarding, camping, whitewater rafting, paintball, cycling, horseback riding and deep-sea fishing.

- **Intramural Sports**

TCC offers an extensive intramural sports program. Students can participate in individual and team sports activities, including indoor and outdoor soccer, flag football, basketball, softball, volleyball, dodgeball, kickball, table tennis, X-box gaming tournaments and ultimate frisbee.

- **The Lifetime Sports Complex & Fitness Center**

The Lifetime Sports Complex houses both a 812-seat arena and a recreational gymnasium. Classes in dance, physical fitness and other indoor sports are held in the complex, as are intramural sports. A state-of-the-art fitness facility and aerobic room accommodate students and faculty. Personal trainers, aerobics and spin classes are available to all students, staff and faculty. The intramural office is located in the Lifetime Sports Complex. Hours and rules are posted in the facility. For more information, please call (850) 201-8799 [www.tcc.edu](http://www.tcc.edu).



## • Career Center

The mission of the Career Center is to enhance student success by providing comprehensive career, transfer and employment services. The staff is committed to fostering individual growth and development by assisting students with their academic, career and employment needs. Partnerships and collaborative efforts are developed with alumni, faculty, businesses, organizations, colleges and universities to help students explore career, internship, employment and transfer opportunities. The Career Center envisions career development as a life-long process and empowers students through its programs and services to develop and implement a plan to achieve their current and future career goals.

The Career Center houses many career-related resources. These include ~~student, employer and job databases~~; resume books; internship information; job placement assistance; and information on upcoming events like professional development workshops and career expos. Online career assessment resources such as CHOICES, Self-Directed Search and FACTS.org, are also available to all students. Through these services, students can learn more about their aptitudes, interests, values and personalities to assist them in identifying career goals as part of their individual learning plan.

Formatted: Strikethrough

The Career Center provides assistance to students who are transitioning into the workforce and to students who want to enhance their academic experience through internship opportunities. In addition, the Career Center offers assistance with resume writing, professional development, mock interviews, dress for success and individual career counseling. The Career Center is located on the second floor of the Student Union.

For additional information on the Career Center or to schedule an appointment, please contact (850) 201-9970 or visit [www.tcc.fl.edu/careercenter](http://www.tcc.fl.edu/careercenter).

For additional information on the TCC Internship Program, contact (850) 201-9971 or visit [www.tcc.fl.edu/internships](http://www.tcc.fl.edu/internships).

## • Child Care Services

TCC understands the importance of providing quality child care services for our students. The Leon County Schools Early Childhood Professional Development Center (ECPDC) is available for TCC students' children ages four weeks old to five years old. Program fees are based on parent/student eligibility for state-funded programs and private pay fees.

ECPDC offers an excellent opportunity for parents to continue their education while knowing their child is well cared for. It is also an opportunity for parents to learn about quality child care, age-appropriate activities and their own child's development.

The center follows the Leon County Schools' calendar and is open Monday through Friday between 7:45 a.m. and 5:30 p.m. To enroll your child or to find out more about ECPDC, please contact (850) 922-2099.

## • College Reach-Out Program (CROP)

The College Reach-Out Program (CROP) was created by the Florida Legislature in 1983 (Chapter 1007.34, Florida Statutes). The program is designed to increase the number of low-income, educationally disadvantaged students in grades 6-12 who, upon high school graduation, are admitted to and successfully complete a postsecondary education.

The Tallahassee Community College division of CROP began in 1985. Students in CROP are exposed to a wide variety of academic, educational and counseling activities designed to supplement their education and better prepare them for postsecondary education. These activities include test-taking and study skills workshops, after-school instruction at selected middle schools, group and one-on-one academic assistance, and educational field trips. Financial aid seminars, parent workshops and student counseling are all integral components of the program. In addition to the various activities provided, CROP at TCC is able to offer full prepaid Challenge (2-yr) and Take Stock in Children (2+2) college tuition scholarships to eligible Leon, Gadsden and Wakulla County middle and high school students, through a partnership with the TCC Foundation Office. More than \$3.5 million in scholarships has been awarded since 1994.

## • Disability Support Services (DSS)

Tallahassee Community College is committed to making all programs, services and facilities accessible to and usable by students with disabilities. The DSS office is committed to supporting students as they strive to obtain maximum benefit from the educational experience and to effectively transition to the college environment.

### • How to Register with the DSS Office

To register for accommodations and learn about services available at TCC, students should make an appointment with a DSS counselor. Documentation should be provided by a medical doctor, a psychologist or other licensed specialist recognized to treat the specific disability.

### • Available Services

Academic advisers are available to students with disabilities. DSS advisers act as advocates, mediate with instructors and assist students in working with local agencies. Although TCC is responsible for notifying students, faculty and staff of services available, students with disabilities are responsible for requesting services.

To ensure timely accommodations, students must request services prior to the beginning of classes each semester. Accommodations including note taking, reading, writing, interpreting, extended-time testing, an adaptive computer lab and individualized registration are available through the Disability Support Services office to qualified students.

The Adaptive Technology Computer Center and the Disability Support Services (DSS) Testing Center (located in room 219 of the Fine & Performing Arts Center) are available for students with disabilities who require specialized and/or adaptive equipment. Braille printers, magnification equipment, computer software, calculators, Franklin Spellers, Dragon Naturally Speaking, JAWS and other voice synthesized computer aids are available. The lab and testing room are essentially barrier-free.

The Tallahassee Community College Board of Trustees has established policies and procedures on reasonable substitutions to meet admission, graduation or course work requirements for eligible students. Students seeking a substitution must first meet with a DSS representative to obtain the course substitution application. The DSS staff member will provide information on the substitution process and guide the student through the procedures for substitution approval. The proper statement of substitution and/or CLAS (College Level Academic Skills) waiver will be placed on the student transcript at graduation. Any denial of a course substitution may be appealed by the student. Any substitution previously granted to a student by another state of Florida postsecondary institution will be recognized by TCC.

DSS services are listed in various TCC publications, including the catalog, faculty handbook, student handbook and numerous college brochures. Services are also highlighted as part of TCC's New Student Orientation Program and are included in TCC staff orientation sessions.

- **Americans with Disabilities Act (ADA) Coordinator**

In compliance with the Americans with Disabilities Act (ADA), the College has a designated ADA coordinator. The coordinator oversees and coordinates the College's efforts to comply with and carry out its responsibilities pertaining to ADA. The coordinator also serves as the contact person for all ADA information and resources as they relate to ADA policies, procedures and concerns. The ADA coordinator can be contacted at (850) 201-8430.

- **ADA Grievance Procedure**

TCC has adopted an internal grievance procedure that allows for the prompt and equitable resolution of complaints that allege action that is prohibited by the United States Department of Justice regulations implementing Title II of the Americans with Disabilities Act. The purpose of the grievance procedure is to provide a means to mediate a fair and equitable solution to a complaint alleging discrimination based on disability or a violation of the rules and regulations prohibiting discrimination as outlined in the Americans with Disabilities Act.

Anyone who thinks they have been discriminated against based on disability or thinks there has been a violation of ADA guidelines may contact the TCC ADA Coordinator at (850) 201-8430.

For additional information, stop by the Disability Support Services Office in the Student Union Building or call (850) 201-8430 (voice) or (850) 201-8429 (TDD); toll-free (800) 955-8770 (voice) or (800) 955-8771 (TTY).

- **Educational Talent Search**

Educational Talent Search is designed to identify low-income youth with potential for education at the postsecondary level and encourage them to complete secondary school and undertake a program of postsecondary education. It publicizes the availability of student financial assistance available to persons who pursue a program of postsecondary education. In addition, it encourages persons who have not completed programs of education at the secondary or postsecondary level, but who have the ability to complete such programs, to reenter.

The services provided include academic advice and assistance in secondary school and college course selection; assistance in completing college admission and financial aid applications; assistance in preparing for college entrance examinations; personal and career counseling; tutorial services; exposure to college campuses and cultural events; exposure to academic sites or activities not usually available to disadvantaged youth; workshops and counseling for families of students served; mentoring programs; and activities designed to assist students of limited English proficiency.

- **Enrollment Services and Student Success**



The Enrollment Services and Student Success office, located in the Student Union, provides important services to assist students with their transition to college studies at TCC. These services include, but are not limited to, the administration of the high school dual enrollment program; conducting campus tours; processing applications for admission; evaluating high school transcripts and college transcripts for transfer credit; granting permission for international students to study at the college; coordinating new student orientation, advising and registration; providing academic support through academic planning, goal setting and study skills seminars; releasing official transcripts; and certifying graduation.

### • Food Services

Tallahassee Community College offers various dining options for its students, faculty, staff and visitors in the Student Union. There are also numerous restaurants located near TCC.

### • Graduation (see page 48)

### • Health Services

The College provides emergency assistance to students who are injured or become ill.

Students who are injured may obtain assistance by contacting the Campus Police in the Centre Building at (850) 201-6100.

Health education instructors can advise students with specialized health-related problems and suggest appropriate professionals and/or agencies as resources.

Health insurance is not available through the College.

The College maintains a Blood Bank Account with the Southeastern Community Blood Center. Students and College employees are given the opportunity to participate as donors several times each year. Additional information can be obtained from the Office of Campus Life in the Student Union.

The College reserves the right to take action as it deems necessary to protect students and employees based on the awareness of impending dangers of specific diseases or illnesses.

### • Housing

Tallahassee Community College does not provide on-campus housing for its students; However, affordable student housing is located within a five-minute walk of campus. For more information contact the Department of Campus Life at (850) 201-8420 for the off-campus housing fair.

### • Intercollegiate Athletics

A member of the National Junior College Athletic Association, TCC's athletic program emphasizes values such as teamwork, discipline, leadership and cooperation, which carry over into life after college. Comprised of four competitive teams, TCC offers women's basketball and softball and men's basketball and baseball. For more information on Eagle Athletics, please visit [www.TCCEagles.com](http://www.TCCEagles.com).

### • International Student Services

The International Student Services office, as part of Enrollment Services and Student Success, provides a wide range of support services to F-1 visa international students and other foreign nationals. It also plays an important role in the globalization of the campus. This office offers the following services:

- Provides pre-admissions immigration counseling
- Issues I-20s for obtaining F-1 status
- Conducts international student orientation seminar at the beginning of each semester
- Helps students adjust to a new academic environment and culture
- Provides academic and career counseling
- Monitors student compliance with the Department of Homeland Security immigration rules with regards to maintaining legal and valid status in the United States
- Maintains the SEVIS program



- Facilitates the SEVIS transfer to and from other schools
- Assists students with programs such as Curricular Practical Training, Optional Practical Training, work authorization, travel and re-entry, change of status and reinstatement
- Facilitates necessary intervention with U.S. embassies in foreign countries on behalf of prospective or current international students should problems arise with their visa application or renewal
- Monitors student compliance with the required international health insurance plan
- Administers and oversees the International Student Services Scholarship and the International Student Housing Scholarship Program
- Supports international partnerships with global organizations through grant opportunities that allow students to study at TCC and support student exchange.
- Supports the International Student Organization (ISO) program and activities.
- Sponsors the celebration of International Education Week and other cultural programs on campus.

To contact the International Student Adviser, please call (850) 201-8258.

### • **Judicial Affairs**

Judicial Affairs deals with students who are suspected of violating the TCC Student Conduct Code. As an integral part of the educational mission of the College, the disciplinary process is seen as a tool for guiding and teaching rather than punishment. Mediation is also provided for both students and faculty. Please refer to the *Student Handbook & Planner* for details of the Student Conduct Code.

### • **Library (see page 38)**

### • **Mental Health Services**

It is common for students to periodically experience difficulty juggling the demands of coursework with the challenges that arise in their personal lives. Free mental health assessments, referrals and short-term counseling services are offered for TCC students through the Enrollment Services and Student Success office. Students in need of these services should contact Student Support Services at (850) 201-7726 to schedule an appointment.

Mental health services are available during most regular office hours; after-hours, students and community members can call 2-1-1 or (850) 224-6333 to access free, confidential telephone counseling, crisis intervention and community referrals. If you encounter a severe mental health crisis after hours, please call 9-1-1 for immediate assistance.

### • **New Student Orientation (see page 19)**

### • **One-Stop Center at the Student Union**

The One-Stop Center is an expression of the student-centered vision of the College. The Center provides a wide range of services that promote student success and ease of life on campus. Among these services are admissions and enrollment, advising, campus life, career assistance, disability support, fee payment, financial aid, ID card access, scholarship information, vehicle registration and Veterans Affairs. Students can also visit the TCC bookstore and food court as part of the One-Stop Center. Housed in the Student Union, the Center's extended hours of operation are Monday through Thursday from 8 a.m. to 7 p.m. and Friday from 8 a.m. to 5 p.m.

### • **Online Student Services**

Students at TCC have the opportunity to access many online student services in support of their college experience. TCC's goal is to make services accessible and convenient to students and prospective students at all times.

Many online services are available without a student ID number and personal password, including the following:

- Admission application
- Class search
- College catalog
- List of extracurricular activities

- Answers to frequently asked questions
- Student handbook and planner
- Textbook purchase

The following services do require an eAccount username and eAccount password:

- Advising information (Holds, Advising Detail Checklist, To Do List, Steps for Success, Academic Planner, Tips, Forms and links to University Transfer Manuals)
- Application for graduation
- Ask the Librarian
- Blackboard
- Change of address and other personal information
- Change program objective
- Degree audit
- E-mail access
- Enrollment verification
- Fee payment
- Financial aid application and status check
- FTP access
- Grades/records
- Online tutoring (Learning Commons)
- Orientation
- Plato
- Registration
- Software programs accessible in the Learning Commons
- TCC Passport
- Transcript request
- Turnitin.com

**Comment [t1]:** Sheri: Should we use ILP language here? (tk)

## • Scholarships

Tallahassee Community College is committed to helping students achieve their educational and professional goals. The campus-wide scholarship program is an integral part of this commitment and is intended to provide qualified students with financial resources to support and promote their success.

Funding for the program is provided by the Division of Student Affairs and the TCC Foundation. For additional information, please contact the Scholarship Office at (850) 201-8411 or visit the Office of Financial Aid and Scholarships at [www.tcc.fl.edu](http://www.tcc.fl.edu).

**Comment [t2]:** Orientation to what? (tk)

## • Student Activities and Organizations

The Office of Student Activities offers an array of co-curricular activities, including student government, live entertainment, multicultural programs, theme events, movie nights, comedy shows, gaming tournaments, financial workshops, leadership seminars, Student-Faculty Day, TCC Spirit Day, Homecoming and more. In addition, there are many clubs and teams encompassing a wide range of special interests, such as honorary and scholastic programs; cultural, social and community service organizations; and performing arts, recreational and spiritual pursuits. For a comprehensive list of student activities and organizations, please visit [www.tcc.fl.edu/campuslife](http://www.tcc.fl.edu/campuslife) or call (850) 201-8420.

### • Student ID/Access Card

The TCC Student ID/Access Card gives students access to the TCC Library, Media Center, Academic Computing Center Labs, Testing Center, Career Services Center, The Learning Commons, Lifetime Sports Complex and other campus facilities and labs. Cards and validation stickers are issued at the Cashier's Office in the One-Stop Center (Student Union Building, Room 273). The hours of operation are 8 a.m. - 7 p.m. Monday-Thursday and 8 a.m.-5 p.m. on Friday.

Students must have a current paid fee slip and photo ID to get a Student ID/Access Card with a validation sticker. To update the validation sticker, students must present a current paid fee slip and their Student ID/Access Card to the Cashier's Office. To obtain a replacement card, students must pay a \$10.00 fee at the TCC Cashier's Office.

### • Student Volunteerism

Community service can enrich all students' college experience. The Office of Student Volunteerism matches students' interests with community agency needs and sponsors several service projects throughout the year. From coastal clean-ups to helping needy families, from the Red Cross to Habitat for Humanity, there is a project that suits each student's interests and abilities. Students' service hours can be recorded on the academic transcript by submitting documentation each semester to this office. Student, faculty and staff participation is welcome. For more information, please call (850) 201-6146 or stop by Student Union room 154.

### • Testing Center

The Testing Center, located in the Fine & Performing Arts Center., Rms. 208/211, provides the following testing services: EPERT/College Placement Test; SPI/WEB/TV course exams; Criminal Justice Basics Abilities Test (CIBAT); HESI Nurse Exam; Exemption Tests; Microsoft Certification testing (MCAS); CPT/CLAS Math Pretesting and Distance Education proctor services.

- SPI, TV and Web Class Testing

Students who are taking a SPI, TV or Web class and who live in TCC's district (Gadsden, Leon or Wakulla county) are required to take tests on campus at the TCC Testing Center, free of charge. Those students who do not reside in TCC's district and require the service of a proctor at a location other than TCC should arrange the service through the Testing Center at (850) 201-8282. There may be fees associated with the use of external proctors.

### • Transportation

In an effort to provide students with more opportunities to be successful throughout their college experience, Tallahassee Community College provides all TCC students with Fare-Free Zone bus service through the City of Tallahassee. With a validated TCC ID card, students can ride Star Metro to any destination in Tallahassee without paying a fare. For additional information, please call (850) 201-8420.

## Student Learning Resources

The College offers an extensive variety of learning opportunities and facilities both on and off TCC's campus. These resources become more numerous each year as we continue to grow to meet the changing needs of our students. For more on student resources visit [www.tcc.fl.edu/about\\_tcc/student\\_affairs/publications](http://www.tcc.fl.edu/about_tcc/student_affairs/publications) and click on 'My Resources' in the 2010-2011 Student Handbook.

### • Academic Computing Labs

TCC prides itself on its commitment to providing students access to the latest technology. The Academic Computing Labs, located in AC210 and the Learning Commons, are available to TCC students with currently validated TCC Access Cards. Students are welcome to use the hardware and software in labs to complete course assignments using Word, Excel, PowerPoint, Access and multimedia applications. Mac platforms can be found in AC210, AC211 and the Learning Commons. In addition, students have access to the Internet and other computer-related equipment such as CD-ROMs and scanners.

The Student Technology Assistance Resource Center (STAR Lab), located in the Learning Commons, is equipped with a computer projector for students to practice PowerPoint presentations, as well as ample space for students to meet and work on group projects.

### • Adaptive Computer Lab



The Adaptive Technology Computer Lab and Testing Center are located in room 219 of the Fine & Performing Arts Center; they are available for students with disabilities who may require specialized or adaptive equipment and testing accommodations.

### • eAccounts

Tallahassee Community College students have access to many electronic services in support of their academic experience. eAccounts are automatically assigned to all currently enrolled TCC students. eAccounts provide access to the following:

- TCC e-mail system\*
- Campus LAN at the Library
- Academic Computing Labs
- Computer Access Labs
- Adaptive Technology Computer Lab (or other academic labs)
- Writing Center online tutor
- Web-based courses

Instructions for accessing the eAccount can be found at <https://tccpassport.tcc.fl.edu/Pages/Help.aspx>

\*The TCC student e-mail system is the official method of communication among TCC faculty, staff and students. Students are expected to use their TCC e-mail as their primary account and are encouraged to check their e-mail frequently.

### • Learning Commons

The William D. Law Jr. Learning Commons is a comprehensive, integrated learning center that provides learning assistance and resources to all TCC students. The Learning Commons offers students and faculty a broad range of services, including diagnostic assessment, learning materials and electronic resources; individual conferences; one-on-one and small group tutoring; whole class support; workshops and seminars; success strategies; technology and multi-media support; and assistance developing and assessing individual learning plans. Learning specialists, student success specialists and faculty collaborate to assist students in identifying and using resources to maximize learning and support student success.

The first floor of The Learning Commons provides support for students in all levels of mathematics, business- related courses, health sciences, physical sciences and natural sciences. The second floor provides support for students in all aspects of communication, including reading, writing, language skills and support for non-native speakers of English. Communication specialists and library staff collaborate to provide support for research and information literacy.

Throughout The Learning Commons, students have open access to computers, computer applications and technology support. The Commons is also served by representatives advisers from the Enrollment Services and Student Success office; specialists provide advising, study skills seminars and counseling support. For more information, please call (850) 201-8193.

### • Library

The library houses a well-balanced collection of materials chosen for their quality, currency, diversity and relevance to the academic curriculum and educational needs of the college community. Clean, safe, attractive and reasonably quiet surroundings foster an environment of research and learning. Public computer workstations and wireless connection for laptops are available on both floors in the library, providing access to electronic library catalogs, databases and other information sources for research and personal information needs.

The library's Web page serves as a portal for searching library catalogs, online databases, handouts and files made accessible through the site. LINCCWeb provides students with online access to materials available at all community colleges and state universities through interlibrary loan services. Electronic books, handouts and periodical databases are available for all students, including distance learners. A list of library resources and policies may be found on the Library's Web page (accessible from TCC's home page).

Professional librarians and skilled support staff are available on both floors of the library to assist patrons in locating and evaluating resources for their research needs, with emphasis on information literacy and lifelong learning. Special services provided by librarians include library instruction, tours, workshops and one-on-one consultation for individualized help for students and faculty. The librarians also participate in the statewide Ask a Librarian program, which provides live reference with co-browsing capabilities to patrons.

Study areas are available throughout the library, including study rooms for individuals and groups. When classes are in session, library hours are Monday through Thursday, 7:30 a.m. to 9 p.m.; Friday 7:30 a.m. to 5 p.m.; and Saturday 10 a.m. to 2 p.m. Special schedules posted on the Web page should be consulted for hours during semester breaks, summer terms, vacation periods and holidays.

## • Study Abroad Programs

### • Humanities Study Abroad Program

The Humanities Study Abroad program offers students an opportunity to both study and experience many of the greatest achievements in cultural history. Students seeking to satisfy the six-hour humanities requirement for the A. A. degree may enroll in the sequence of HUM 2740 (Humanities Abroad I) and HUM 2741 (Humanities Abroad II).

The first course of the sequence is designed to prepare students both academically and practically for their participation in an educationally oriented overseas tour, and the second course of each sequence consists of such a tour. The second course literally brings students face-to-face with the cultural accomplishments they studied in the first course. The first course is offered during the spring semester, and the second course is offered during the summer semester.

Tour itineraries and course outlines vary from year to year. Past tours have often included London, Paris, Florence, Rome and Athens. For more information about this year's itinerary and the costs involved, contact the Division of Communications and Humanities at (850) 201-6070.

### • Spain Study Abroad Program

The Spain Study Abroad program provides students with an opportunity to study Spanish language and culture while residing at and attending a major university in Spain. The following courses will be offered: SPN1121, SPN 2220, SPN2240 and SPW2010. Students may audit any of the classes offered. The Spain Study Abroad Program may vary from year to year. The main portion of the program takes place in Madrid. Past tours have included such cities as Barcelona, Seville, Granada, Toledo, Segovia, Avila and Cordova. For additional information, contact the Division of Communications and Humanities at (850) 201-6070.

### • Other Study Abroad Opportunities

TCC has fostered strong partnerships with other higher education institutions such as Florida State University to provide TCC students with opportunities to study abroad in different countries including China and the Czech Republic. For additional information, contact the Division of History and Social Sciences at (850) 201-8488.

## Student Rights and Responsibilities

The Tallahassee Community College District Board of Trustees, faculty, staff and students are committed to creating a campus of learning, safety, shared responsibility and harmony. It is expected that all members of the educational community will share respect for the law and adhere to the highest ethical and moral standards of conduct.

In the event that these high standards are not self-enforced, the College will take action to protect its interests. Student conduct on campus and at off-campus sponsored activities and facilities is expected to be supportive of these interests.

The disciplinary function at TCC is an integral part of the educational mission of the College. Discipline is seen as a tool for guiding and teaching, rather than as punishment. Since behavior that is not in keeping with acceptable standards is often symptomatic of attitudes, misconceptions and emotional crises, the treatment of these symptoms through education and rehabilitative activities is an essential element of the disciplinary process. Severe disciplinary action against a student, such as suspension or expulsion, is considered and invoked only when necessary. Even in the case of irrevocable expulsion for misconduct, the process will not be considered punitive in the criminal sense, but will rather reflect the determination that the student is unqualified to continue as a member of the College community.

Each student, by registration, assumes the responsibility to become familiar with and to abide by College regulations and acceptable standards of conduct. Students who fail to observe College regulations or to maintain acceptable standards of personal conduct on campus or at College-sponsored functions or facilities are subject to disciplinary action. TCC reserves the right to discipline a student for activities that take place off campus when those activities adversely affect the College community. Disciplinary action by the College may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.



(Please see the latest edition of the *Student Handbook & Planner* for more complete details on the TCC Student Conduct Code and student rights and responsibilities.)

## Student Right of Privacy

The College maintains various student records to assist students in achieving their educational goals. These records are regarded as confidential, and information contained in them can be released only by written permission of the student. Based on legitimate educational interest, TCC may disseminate information to authorized third parties. The College and its authorized third party agents comply fully with the provisions of the Family Educational Rights and Privacy Act (FERPA).

### • Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include the following:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the College Registrar written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the students of the time and place where the records will be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### • Directory Information

The following information may be released to anyone unless a student specifies in writing to the College Registrar in the Enrollment Services and Student Success office that the information is not to be released:

- Student's name
- Place of birth
- Major field of study



- Participation in recognized activities and sports
- Dates of attendance
- Degrees, academic honors and awards
- Enrollment status (i.e., full-time, part-time)
- Photographs\*
- Previous schools attended

\* Although TCC has designated photographs as directory information, these will appear only in TCC-generated information, such as College publications and the College Web page.

Students may choose to withhold all, or some, of the designated directory information by completing the Non-Release of Information Form in the Enrollment Services and Student Success office. Any future release of such information would require permission by the student.

Student should be aware that, according to Code of Federal Regulations 99.31(A)(1)(i)(B), TCC may disclose information to 3<sup>rd</sup> parties outside of the institution to whom TCC has outsourced services or functions. An example of such release may include, but is not limited to, a collection agency acting on behalf of TCC.

Students may choose to withhold all, or some, of the designated directory information by completing the Non-Release of Information Form in the Enrollment Services and Student Success office. Any future release of such information would require permission by the student.

\* Although TCC has designated photographs as directory information, these will appear only in TCC-generated information, such as College publications and the College Web page.

## • Notification of Social Security Number Collection and Usage

In compliance with section 119.071(5), Florida Statutes, Tallahassee Community College issues this notification to students, employees, and applicants regarding the collection and usage of your Social Security Number (SSN).

Tallahassee Community College collects and uses the social security number in performance of the College's duties and responsibilities for the following purposes: admissions/testing; record identification and verification; classification of accounts; credit worthiness; billing and payments; data collection; reconciliation; tracking for outcome data and transition from one education level to the next; benefit processing; tax and scholarship reporting; financial aid processing; athletics recruiting; accreditation of programs; as a condition of employment and employment processing; and reporting to authorized agencies of the state and federal government. To protect identity, TCC secures all social security numbers from unauthorized access and assigns students and employees a unique identification number. The College will never release social security numbers to unauthorized parties. The unique identification number is used for all associated employment and educational purposes at TCC.

### • Enrollment Services/Workforce Programs/Florida Public Safety Institute

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report students' social security numbers to the Internal Revenue Service. A student may refuse to disclose his or her social security number to the college, but the IRS is then authorized to fine the student in the amount of \$50.

In addition to federal reporting requirements, the public school system in Florida uses social security numbers as student identifiers (section 1008.386, Florida Statutes) for purposes of tracking and assisting students in the smooth transition from one education level to the next. All social security numbers are protected by the Family Educational Rights and Privacy Act (FERPA) and are never released to unauthorized parties.

### • Financial Aid Department

The Financial Aid office will use the student's social security number to secure funds awarded and to report funds received by the student from the state and federal government. In addition, if a student is awarded, and chooses to accept, a student loan, the social security number will be used to obtain the loan funds from the lender the student specifies.

The United States Department of Education (USDOE) Free Application for Federal Student Aid (FAFSA) requires all applicants to report their social security number to be used for all federal financial aid programs as a student identifier for processing and reporting. In addition to its use by USDOE as a student identifier, the social security number is required in order for the Department of Homeland Security to investigate citizenship status, for the Federal Work Study program, and on all loan applications for use by the lender/servicer/guarantor.

Sections 483 and 484 of the Higher Education Act of 1965, as amended, give TCC the authority to ask students and their parents these questions and to collect the social security numbers.

- **Human Resources Department**

Providing your social security number is a condition of employment at TCC. The social security number is used for legitimate business purposes in compliance with the following:

- Completing and processing the federal I-9 form (Department of Homeland Security)
- Completing and processing the federal W4, W2, 1099 forms (Internal Revenue Service)
- Completing and processing federal Social Security taxes (Federal Insurance Contributions Act tax).
- Completing and processing quarterly unemployment reports (Florida Department of Revenue)
- Completing and processing Florida Retirement Contributions (Florida Department of Revenue)
- Workers' Compensation Claims (Florida Community College Risk Management Consortium and Department of Labor)
- Completing and processing direct deposit files (Automated Clearing House [ACH])
- Completing and processing 403b and 457b contributions
- Completing and processing group health, life and dental coverage enrollments
- Completing and processing various supplemental insurance deduction reports
- Completing and processing various payroll documents, including contracts for service.

[This piece is from pp. 42-43 of the 2010-11 catalog; the rest of that section belongs to Academic Affairs.]

## Academic Standards

Comment [T1]: The standards are under review by Academic Affairs so we hope to have new items to add before the catalog goes to print. (SR)

The College has established academic standards and an academic progress system for assisting students and for meeting all legal requirements. The academic progress system of TCC assists students who, because of unsatisfactory academic performance, may experience difficulty in achieving their educational objectives at the college level. Academic progress procedures are designed to achieve the following:

1. Protect the student from prolonged unsatisfactory performance, since continued low achievement will may cause the student to forfeit an opportunity to earn a college degree.
2. Assist the student in re-evaluating educational goals and in selecting a program of study and/or curriculum appropriate for her or his interests, needs and abilities.

The TCC Academic Progress Standards consider grades and rate of completion of courses. For a student to make satisfactory progress and to continue successfully toward a degree, the student must maintain a 2.0 cumulative GPA and successfully complete 50 percent of all courses attempted throughout ~~his or her~~ their college career. The College's Standards of Academic Progress are currently under review. For more information about the criteria and consequences for academic probation, suspension and dismissal, students may contact the Enrollment Services and Student Success office, located on the second floor of the Student Union.

### • Satisfactory Progress - Good Standing

Students who meet or exceed the established cumulative standards (maintain a minimum 2.0 grade point average and complete at least 50 percent of the courses they attempt) will be considered to be making satisfactory progress. Only students in this status may qualify for inclusion in the President's List or the Dean's List.

### • Academic Probation

Students who do not make satisfactory progress will be placed on academic probation. In order to be eligible for registration for another term, the student must meet with an adviser, who may require enrollment in a specific course or courses in an attempt to correct the problem(s). Students on probation may be limited to enrollment in no more than 13 credit hours per semester. Special consideration may be given due to extenuating circumstances.

### • Academic Suspension

Students who do not make satisfactory progress while on academic probation will be placed on suspension and may not be allowed to enroll at the College for one full term. Appeals of this action may be made as stipulated. In order to be eligible to register after the suspension, students must contact the Enrollment Services and Student Success office before the beginning of any term for which they want to petition for re-enrollment. Students on academic suspension may be limited in the number of credit hours they may register for per semester. Special consideration may be given due to extenuating circumstances. Students re-entering after a term on suspension will be classified as returning from suspension, and they must make satisfactory progress during the term in which they return. Failure to do so will result in academic dismissal.

### • Academic Dismissal

Students who do not make satisfactory progress while on returning-from-suspension status will be placed on dismissal and may not be allowed to enroll in the College for a minimum of one calendar year. Appeals of this action may be made as stipulated below. Students on academic dismissal must contact the Enrollment Services and Student Success office before the beginning of any term for which they want to petition for re-enrollment. If re-enrollment is permitted, the student must meet with an adviser before registration. The adviser may require enrollment in a specific course or courses and will limit the number of credits for which the student may register.

### • Appeals Process

A student who is suspended or dismissed at the conclusion of any term may appeal the action through a written petition to the Suspension Appeals Group established in Enrollment Services and Student Success, if the student thinks that the suspension was caused by extenuating circumstances. If the appeal is not approved, the full sanctions will apply.



### • Veterans' Standards of Academic Progress

All veterans receiving VA educational benefits for training at Tallahassee Community College fall under an additional qualification beyond the College's Standards of Progress policy. Any such veteran who fails to earn a 2.0 GPA at TCC for two consecutive academic terms will be reported to the VA for unsatisfactory progress, and VA educational benefits will cease. This qualification addresses only VA benefits and does not have any direct impact on the student's academic standing with the College itself. All questions regarding this policy should be addressed to the veterans' adviser in the Financial Aid office. Please see page 30 for additional information about Veterans Affairs.

## Academic Support Programs

The division of Academic Support houses the College Preparatory Program, College Success courses and The Learning Commons, which provides learning assistance to all TCC students (see page 38).

### • College Preparatory Program

The College Preparatory Program provides opportunities for students to improve performance in the college-entry skills of English, reading and mathematics. Any student who scores below the state-adopted minimum college placement test score in any of these three skill areas must register for the college preparatory courses indicated for that skill area.

Full-time students who register for at least 12 credits must begin college preparatory courses immediately based on placement test results. Part-time students must begin college preparatory courses prior to accumulating 12 credits. Students enrolled in college preparatory courses may also enroll in college credit courses that do not require the skills addressed in college preparatory courses. Students must successfully complete the required college preparatory courses by the time they have accumulated 12 hours of college credit coursework. Students may continue enrollment in college credit coursework provided they maintain enrollment in college preparatory coursework for each subsequent semester until college preparatory coursework requirements are satisfactorily completed. Students must also demonstrate satisfactory performance in their college credit coursework. (Section 1008.30, Florida Statutes). Students who have accumulated 12 hours of college credit may not withdraw from college preparatory courses unless they are withdrawing from the College.

### • College Success Courses

College success courses provide students with instruction and strategies to support success in classroom skills, life management skills and career planning. Students who place into ENC0010 and REA0001 must enroll in SLS0003+ in their first semester. Students who place into two or more college prep courses other than ENC0010 and REA0001 must enroll in SLS1510 within the first 12 attempted hours. All students who place into two or more college prep courses, including ENC0010 and REA0001, must enroll in SLS1510 within the first 15 attempted hours.

### • The Learning Commons

The [William D. Law Jr. Learning Commons](#) is a comprehensive center providing resources, learning support and technology support across the curriculum. For additional information see page 38.

## Classification of Students

A freshman is a student who, at the time of registration, has fewer than 30 semester hours of college credit in courses carrying degree credit and who is registered in at least one course for credit.

A sophomore is a student who, at the time of registration, has at least 30 semester hours of college credit in courses carrying degree credit and who is registered in at least one course for credit.

A non-degree student is one who is not seeking a degree or certificate but who is registered in at least one college-level credit course.

### • The Student's Program

*Twelve credit hours is considered a minimum full-time program during Fall and Spring terms; 15 credit hours is the normal full-time program. Six hours is considered full-time for the Summer six-week terms; for the 10-week Summer term, nine hours is required for full-time status.*

Students are expected to spend at least two hours per week in preparation for each hour of class lecture or recitation. Thus, if the student enrolls for 15 credit hours, then at least 30 hours per week should be budgeted for class preparation. Some courses, such as laboratory courses, require students to attend additional contact hours, so students should plan their schedules accordingly. Tallahassee Community College reserves the right to restrict a student's program to less than the full-time load permitted or to assign a student to a particular course or section of a course. Such decisions may be based on a review of the student's previous academic record, on results of tests given at the time of registration or on commitments outside of college. The purpose of this restriction is to better meet the needs of the student. Students who are employed and attending school should carefully consider the number of hours they undertake to ensure sufficient study time.

The College reserves the right to select from the courses listed in this catalog those that will be offered during any session. Further, the College reserves the right to change any of its offerings or regulations without previous notice.

### • Definition of Credit

Credit is a unit of measure assigned to courses or course-equivalent learning. Credit is awarded if the learning activity it represents is part of, or preparatory for, an organized and specified program leading to a postsecondary certificate or degree.

College credit is assigned to courses or course-equivalent learning that is part of an organized and specified program leading to an associate degree. One semester hour of college credit is based on the learning expected from the equivalent of fifteen 50-minute periods of classroom instruction. Credits for laboratory instruction, internships and clinical experience are determined by the proportion of direct instruction to the laboratory exercise, internship hours or clinical practice hours.

Career credit is assigned to courses or course-equivalent learning that is part of an organized and specified program leading to a career certificate. It applies to postsecondary adult vocational courses (PSAV). One career credit is based on the learning expected from the equivalent of 30 hours of instruction.

College preparatory credit is assigned to courses that provide pre-college-level academic preparation as determined by State Board of Education Rule 6A-10.0315. One college preparatory credit is based on the learning expected from the equivalent of fifteen 50-minute periods of classroom instruction, with credit for laboratory instruction and individualized study determined based on the proportion of direct instruction to the laboratory exercise or individualized program.