



May 17, 2010

MEMORANDUM

TO: District Board of Trustees
FROM: Barbara R. Sloan, President *BRS*
SUBJECT: Policy Manual Revision - Chapter 10

Item Description:
Policy Manual Changes

Overview:

Pursuant to the Board's recommendation to update the TCC Board Policy Manual, Chapter 10 policies are submitted for review and consideration. Included in this chapter is the revision of existing policies and new policies that will aid in the facilitation of improved governance and operations. All proposed policy changes and new policies have been submitted for review by the appropriate College Standing Committees. Upon approval of the policy revision, the procedural language will be removed and placed in the appropriate procedure manual. Revisions to Chapter 10 policies are summarized below.

10-00	Retitled; Updated statute reference; Clarified language; Removed procedure	10-12	Updated statute and policy reference; Added language from 10-08; Clarified language; Removed procedure
10-01	Retitled; Clarified language; Removed procedure	10-13	Update staff and organizational reference; Clarified language; Removed procedure
10-02	Updated staff reference	10-14	New policy on "Disruptive Student Behaviors Due to Medical or Psychological Reasons". Current policy manual does not address this area.
10-03	Clarified language; Removed course withdrawal content	10-15	New policy on "Prior Violations Review for Admission to TCC". The current policy manual does not address this area.
10-04	Updated statute reference; Clarified language	10-16	New policy on "Student Fund Drives and Solicitations". The current policy manual does not address this area.
10-05	Retitled; Deleted language referencing student health insurance	10-17	New policy on "Student Activity and Service Fees". The current policy manual does not address this area.

10-06	Clarified language; Removed procedure	10-18	New policy on "Student Right of Privacy". The current policy manual does not address this area.
10-07	Retitled; Updated organizational reference	10-19	New policy on Honors and Merit Recognition". The current policy manual does not address this area.
10-08	Deleted; Merged policy content in 03-16 and 10-12	10-20	New policy on "Notification of Social Security Number Collection and Usage". The current policy manual does not address this area.
10-09	Clarified language; Updated policy reference	10-21	New Policy on "Testing for Placement Purposes". The current policy manual does not address this area.
10-10	Updated policy reference	10-22	New Policy on "Transfer of Academic Credit". The current policy manual does not address this area.
10-11	Clarified language; Removed philosophical language; Removed procedure		

Salient Facts:

Chapter 10 policies were revised to ensure compliance with new state and federal laws; reflect modifications to the College's organizational structure; and to remove procedures from policy.

Past Actions:

The College began the process of revising the TCC Board Policy Manual last year. The Board has approved Chapters 1, 2, 3 and 12 as well as policy 9.20 and 5.14.

Future Actions:

No future action is required for Chapter 10.

Funding/Financial Matters:

No costs related to this item.

Staff Resource:

Sharon P. Jefferson

Recommended Action:

Approve policy revisions and new policies as presented.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Admissions Policy	NUMBER: 6Hx27:10-00
AUTHORITY: Florida Statute: 1004.65, 1007.263 FAC: 6A-14.0247	SEE ALSO:
DATE ADOPTED: 12/1/97; rev 1/22/01; revised 5/21/01	PAGE: _1 of 1

The College has established standards for admission to assist students with their transition to college studies. The College affirms its policies of equal opportunity and open admissions. All applicants for admission are considered solely upon the basis of individual qualifications without regard to the applicant's race, ethnicity, age, religion, national origin, gender, disability, or marital status. The 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.

[Link to Marked-Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<p><u>TITLE:</u> Policy Name Standards of Academic Progress</p>	<p><u>NUMBER:</u> Policy Number 6Hx27:10-01</p>
<p><u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247</p>	<p><u>SEE ALSO:</u></p>
<p><u>DATE ADOPTED:</u> December 1 1997; revised January 22, 2001</p>	<p><u>PAGE:</u> 1 of 1</p>

The College has established standards of academic progress. These standards are to assist students who, because of unsatisfactory academic performance, may experience difficulty in achieving a worthwhile educational objective at the college level. The defined standards of progress are designed to achieve the following:

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

Procedures and criteria shall be developed by the College to determine and track the academic progress of students.

[Link to Marked-Up Policy](#)

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Class Participation and Attendance	<u>NUMBER:</u> 6Hx27:10-02
<u>AUTHORITY:</u> Florida Statute: 240.319 FAC: 6A-14.0247	<u>SEE ALSO:</u> 6Hx27:08-06
<u>DATE ADOPTED:</u> 12/1/97; revised 4/19/99; revised 1/22/01	<u>PAGE:</u> 1 of 2

The College has established standards for class participation and attendance by the student.

Traditional Courses

All students enrolled in the courses with traditional formats are expected to attend all classes because regular attendance and regular application constitute the two most significant factors that promote success in college work. Until midterm during fall and spring terms, any student absent from any class for more time than that class meets in any one week may be withdrawn by administrative action (AW grade).

During the summer sessions, similar action may be taken if a student is absent from any day class for more than two times in Term A or Term B or for more than three times in Term C. Any student absent from any evening class for more than one evening in Term A or Term B or for more than two evenings in Term C may also be administratively withdrawn.

Official class attendance begins on the first day of class unless the student registers during drop and add. For students who register during drop and add, the official attendance begins on the day the student registers. Students reporting to class late or leaving early may be considered by their instructor to be absent. Students are responsible for completion of all work assigned in class whether they are present or not. In case of absence, it is the responsibility of the student to contact the instructor.

For absences due to jury duty, court-mandated appearances, College-sponsored activities approved by the President, or religious holidays, the student must provide prior notification to the instructor. Students may be required to present specific documentation upon request. It will be the responsibility of the student to make arrangements with the instructor before the absence to make up any missed assignments. Students who feel they have been unreasonably denied an educational benefit because of religious beliefs, jury duty, or other court mandated appearances should contact the Vice President for Academic Affairs.

Courses with Alternative Formats

For College courses taught in varied formats such as Self-Paced Instruction (SPI), television courses, and distance learning, expectations for participation and progress will vary by delivery mode and will be outlined in the course syllabus. Any student who fails to progress at the minimum level stipulated may be withdrawn by administrative action (AW grade).

Adult Education and GED Preparation Courses

Instruction in these areas is individually designed to meet the needs of the student. Class participation requirements will vary based upon delivery mode.

[Link to Marked-Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<u>TITLE:</u> Dropping/Adding Courses	<u>NUMBER:</u> 6Hx27:10-03
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC:, 6A-14.0301	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

The College has established official drop and add course deadlines for each academic term. Students must drop a course during the official drop period to receive a full refund of tuition and fees.

[Link to Marked-Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<u>TITLE:</u> Withdrawal from Traditional College Courses	<u>NUMBER:</u> 6Hx27:10-04
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0301	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

The College has one withdrawal deadline, which is the equivalent to the midpoint of the term for each session. The withdrawal policy applies to all credit students, including distance learning. The student must initiate the withdrawal process before the deadline..

Deadlines for withdrawal in SPI courses or courses taught in a compressed format will be determined by the appropriate office and provided to the student.

In accordance with State Board of Education Rule 6A-14.0301, students are permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

Students seeking a withdrawal and who submit their request before the withdrawal deadline will receive a grade of W recorded upon their permanent record for each course in which they were enrolled at the time of withdrawal. Refunds of tuition are not granted for a withdrawal. Students who stop attending classes without filing official withdrawal forms will receive a grade of "F" in each course, unless the instructor has issued an administrative withdrawal "AW."

[Link to Marked-Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<u>TITLE:</u> Student Health and Safety	<u>NUMBER:</u> 6Hx27:10-05
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01; 7/1/08	<u>PAGE:</u> 1 of 1

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.

[Link to Marked-Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<u>TITLE:</u> Student Organizations	<u>NUMBER:</u> 6Hx27:10-06
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01, 5/12/08	<u>PAGE:</u> 1 of 1

The College recognizes on-campus student organizations exist to promote the social, moral, scholastic, physical, spiritual, cultural, and educational well-being of its students. Organizations seeking to be recognized and desiring to maintain recognition must fulfill registration procedures, methods, and standards established by the Office of Student Activities. All student organizations are expected to adhere to all college policies, city, state, and federal laws, and any other rules and regulations governing student organizations.

Student organizations must be comprised of TCC students who have paid the Student Activity & Service Fee for the current semester in which the student is a member or requests to become a member of the student organization.

All student organizations are required to register their organization with the Office of Student Activities on an annual basis to be recognized by TCC and to receive and/or use Student Activity and Service Fee funds.

Tallahassee Community College refrains from attempting to control or sway the personal opinions or beliefs of students or their organizations. Registration of groups does not mean that the College supports or adheres to the views held or positions taken by such groups.

The procedures, rules and regulations for establishing and maintaining registration status shall be developed by office responsible for the oversight of student organizations.

[Link to Marked-Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<u>TITLE:</u> Intercollegiate Athletics	<u>NUMBER:</u> 6Hx27:10-07
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997;	<u>PAGE:</u> 1 of 1

The intercollegiate athletic program is established as a part of the total education program of the College. The College adheres to regulations established by the National Junior College Athletic Association, the Florida Community College Activities Association, the rules of the State Board of Education and the Division of Florida Colleges, and the policies of the District Board of Trustees as they relate to the conduct of student athletes and the administration and financial control of the athletic program.

Student athletes must comply with all policies relating to admission, financial aid, academic standards, and program completion.

[Link to Marked-Up Policy](#)

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Student Rights and Responsibilities	<u>NUMBER:</u> 6Hx27:10-08
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 2

REPEAL POLICY: Already Covered in Policy 6Hx27:03-16 and Policy 6Hx27:10-12

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<u>TITLE:</u> Controlled Substances and Alcoholic Beverages	<u>NUMBER:</u> 6Hx27:10-09
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65, 1006.50 FAC: 6A-14.0247 Higher Education Act of 1965, Section 1213 as amended by the Drug Free School and Communities Act of 1989 (P.L. LOL-226) (20 U.S.C.s1145g), Americans with Disabilities Act	<u>SEE ALSO:</u> 6Hx27:10-12
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

The College recognizes the serious nature and harmful effects of students using controlled substances and alcoholic beverages in an educational setting. The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of controlled substances or alcoholic beverages on College property or sites where College activities are conducted is prohibited. This policy relates to existing personnel policies and procedures and with them is designed to implement Section 1213, Higher Education Act of 1965, as amended by the Drug Free School and Communities Act of 1989 (P.L. LOL-226) (20 U.S.C.s 1145g), Section 104 (a) Americans with Disabilities Act, and Florida Statutes 240.319 and 240.3191.

As used in this policy, the definition of controlled substances and alcoholic beverages shall be the same as set forth by Florida law.

Any student or student organization that allegedly violates this policy shall be cited for a violation of the Student Conduct Code and shall be subject to disciplinary action in accordance with the Student Code of Conduct. Sanctions for this violation shall be administered in accordance with College Policy 6Hx27:10-12, including suspension or expulsion if found guilty.

When a student is suspended for violation of this policy, readmission to the College shall depend upon the severity of the sanction imposed. If suspended, the student may be considered for readmission only after the terms of the suspension have been completed and may be required to provide proof satisfactory to the College of being drug-free after utilizing drug rehabilitation.

When a student is expelled for violation of this policy, the student is permanently separated from the College.

[Link to Marked-Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<u>TITLE:</u> Hazing	<u>NUMBER:</u> 6Hx27:10-10
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65, 1006.63 (old 240.326) FAC: 6A-14.0247	<u>SEE ALSO:</u> 6Hx27:10-12
<u>DATE ADOPTED:</u> 12/07/97;	<u>PAGE:</u> 1 of 2

Hazing is prohibited at the College. Hazing is defined in Section 240.326(1) FS as follows:

As used in this section, 'hazing' means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a community college, hereinafter referred to as "community college organization." Such term includes, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, liquor, drug, or other substance; or any other forced physical activity which could adversely affect the physical health or safety of the individual, and also includes any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this section, any activity as described above upon which the initiation or admission into or affiliation with a community college organization is directly or indirectly conditioned shall be presumed to be a 'forced' activity, the willingness of an individual to participate in such activity notwithstanding.

Penalties for violation of this policy shall be administered in accordance with College policy 6Hx27:1012 subject, however, to any limitations or additional penalties contained in subsection 240.326(2)(a)1,2,3 FS set forth as follows.

1. Such penalties may include the imposition of fines, the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines, and the imposition of probation, suspension, or dismissal.

2. In the case of a community college organization that authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the community college.
3. All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other community college rule to which the violator may be subject.

Subsection 240.326(2)(b) FS, further provides that "rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing."

This policy shall be included in the bylaws of each organization operating under the sanction of Tallahassee Community College pursuant to Section 240.326(4) FS.

[Link to Marked-Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<u>TITLE:</u> Academic Dishonesty	<u>NUMBER:</u> 6Hx27:10-11
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u> 6Hx27:08-04
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01,	<u>PAGE:</u> 1 of <u>1</u>

The Tallahassee Community College is committed to building a community of learning where the foundation of academic work is intellectual integrity, credibility and trust. It is essential that all members of the TCC community understand our shared standards of academic honesty.

All cases of academic dishonesty shall be reported to the Student Judicial Office using the appropriate procedures and/or forms established through the Student Judicial Office. The Student Judicial Office, if it is determined appropriate, shall take the necessary disciplinary action against any student involved in alleged violation of academic honesty in accordance with College Policy 6Hx27:10-12 (Student Code of Conduct).

[Link to Marked-Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<p><u>TITLE:</u> Student Code of Conduct</p>	<p><u>NUMBER:</u> 6Hx27:10-12</p>
<p><u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65, 1006.60, 1006.61, 1006.62, 1006.63, 1012.8 FAC: 6A-14.0247</p>	<p><u>SEE ALSO:</u> 6Hx27:03-16; 6Hx27:03-21; 6Hx27:03-24; 6Hx27:03-22; 6Hx27:10-06; 6Hx27:10-09; 6Hx27:10-10; 6Hx27:10-11; 6Hx27:10-13; 6Hx27:10-14</p>
<p><u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01; revised MM/DD/09</p>	<p><u>PAGE:</u> 1 of 3</p>

The District Board of Trustees, faculty, and staff of the College are determined that the campus be a place of learning, safety, shared responsibility, and harmony. To ensure this quality of life, the College reserves the right to remove any person who acts to impair or prevent the accomplishments of any of the College's lawful missions, processes, or activities. The faculty, staff, and students have an obligation to foster an atmosphere of mutual respect and high regard for the life and property of the College.

The Student Code of Conduct is intended to preserve the academic integrity and safety, health, welfare and well-being of the TCC community and its visitors, while creating learning opportunities and interventions which foster, promote and support the ethical and moral development of TCC students

To this end, Tallahassee Community College (hereinafter referred to as TCC or the College) is committed to a community of learners through rational inquiry and cooperative resolution of controversial issues. To achieve and support the educational mission and goals of the college, in a safe environment where all students have the same opportunity to succeed academically, TCC shall establish regulations that set forth minimum standards for student behavior through Student Code of Conduct.

As a postsecondary institution of higher education, TCC encourages students to rise above the minimum standards, and work to build a community of learners where all members of the college community show respect for the views of others and to accept responsibility for their own actions. Individuals and groups have the right to the freedom of expression, but they must at all times respect the rights of others. The violation of TCC policies, rules and regulations is counterproductive to building a learning community. Hence, TCC will act

immediately to protect the life and property of TCC, while maintaining and balancing the rights of students and the TCC community. The right of every student to learn will be protected by implementing the Student Code of Conduct. Every student who accepts enrollment 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 the campus or at College sponsored functions or facilities are subject to disciplinary action. If an enrolled student is formally charged with a violation of federal, state or local law, or with a delinquent act which would be a felony by a prosecuting attorney for an incident, or for conduct which may have an adverse impact on the educational program, discipline or welfare of the College, whether on or off campus, the College has the right to take disciplinary action in accordance with the procedures governing student conduct.

The College President or designee shall establish procedures, a disciplinary process and a student appeals process consistent with the civil and legal rights of student to receive equitable treatment in the area of student discipline. At a minimum, students formally charged with an alleged violation of the Student Code of Conduct or other College policy shall be afforded the right to:

- Clear and complete notice of the charge(s)
- An opportunity to review all information which is used for initiating the charges prior to a hearing or determination of responsibility
- A fair and impartial hearing
- An opportunity to present relevant evidence and information of his/her behalf, including the presentation of witnesses
- An opportunity to cross examine witnesses
- Accompaniment by an advisor of the student's choice
- Withhold self-incriminating testimony
- Notification of the final decision in writing
- An appeal of the decision

The College, reserves the right, to suspend, dismiss or expel any student from the College for a violation of the Student Code of Conduct, given due process and procedures are followed in accordance with the established procedures.

To administer this policy, the College shall establish, maintain and publish up-to-date procedures and processes in the Student Handbook, which shall include, but are not limited to:

1. Entity, department and/or college personnel responsible for the coordination, assessment and implementation of established procedures;
2. Procedures for reporting alleged violations of the Student Conduct Code;

3. Criteria and procedures used in determining whether this policy and established procedures should be enacted;
4. Specific procedures to be implemented and actions to be taken by the designated entity, department and/or college official if it is determined that this policy must be enacted;
5. Judicial bodies, forums and types approved by the College President or designee for handling alleged violations of this policy;
6. Burden of proof used by in the college disciplinary process for disciplinary hearings and appeals;
7. Procedures and processes for initiating charges, including, filing times, notice of charges, review of charges by the students, hearing notification, and role of judicial bodies;
8. Hearing procedures for adjudicating cases;
9. Right to appeals, and criteria, process and procedures for handling appeals;
10. Special circumstances and processes regarding interim/emergency suspensions;
11. Maintenance, handling and record management of confidential disciplinary records;
12. Parental notification procedures and processes;
13. Procedures for meeting the rights of students covered under the American Disabilities Act; and
14. Entity/committee and process for the review of the Student Conduct Code and procedures.

[Link to Marked-Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<p><u>TITLE:</u> Equal Opportunity and Sexual Misconduct/Harassment</p>	<p><u>NUMBER:</u> 6Hx27:10-13</p>
<p><u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65, 1006.35, 1006.67 Section 504, Rehabilitation Act of 1973, as amended Title IX, Education Amendments of 1972 Age Discrimination in Employment Act of 1967, as amended Executive Order 11246 Titles VI and VII of the Civil Rights Act of 1964, as amended Florida Educational Equity Act of 1984, as amended FAC: 6A-14.0247, 6A-14.0262</p>	<p><u>SEE ALSO:</u> 6Hx27:03-00 6Hx27:03-01 6Hx27:10-12</p>
<p><u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01</p>	<p><u>PAGE:</u> 1 of 2</p>

Equal Opportunity

No person shall, on the basis of race, age, religion, national origin, sex, disability, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any education program or activity or in any employment conditions or practices of the College.

Evaluation, recruitment, consideration, and selection of candidates for employment shall be without regard to race, age, religion, national origin, sex, disability or marital status. Fair and equitable employment practices shall be applied for minorities, females, and persons with disabilities in the application of equal opportunity policies.

As an institution of higher education, the College reaffirms its policies of equal educational opportunity and open admissions.

Sexual Misconduct

The College does not condone sexual misconduct in any form and is committed to having a learning environment free from all forms of discrimination. Examples of misconduct that are prohibited include, but are not limited to, sexual battery, sexual harassment, indecent exposure, and lewd/lascivious behavior.

Campus-wide educational programs shall be provided for students, and information about these programs can be obtained by contacting the office of the Vice President for Student Affairs.

The College policy on sexual misconduct awareness and prevention shall be included in the orientation materials that new students receive when they arrive on campus. Orientation materials may also include information available from other sources.

Sexual Harassment

In the belief that students should be able to enjoy a learning environment free of unwelcomed, offensive and unsolicited advances of a sexual nature, it is College policy that sexual harassment of students at the College is unacceptable conduct and shall not be tolerated. Violation of this policy undermines the integrity of the educational relationship. Sexual harassment at the College is forbidden not only in a supervisory/subordinate relationship but also in a student/student or employee/student relationship.

Sexual harassment can be verbal, visual, or physical. It can be overt or it can consist of persistent, unwanted attempts to change a professional relationship to a personal one. Sexual harassment can range from inappropriate put-downs of individual persons and unwelcome sexual flirtations to more serious abuses.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex when that behavior falls within the following definition:

Sexual harassment of students at Tallahassee Community College is defined as any unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when one or both of the following apply:

1. Submission to or rejection of such conduct is used as the basis for decisions concerning the academic performance affecting that individual;
2. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational experience or creates an intimidating, hostile, or offensive educational environment.

[Link to Marked-Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<p><u>TITLE:</u> Disruptive Student Behaviors Due to Medical or Psychological Reasons</p>	<p><u>NUMBER:</u> <u>6Hx27:10-14</u></p>
<p><u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65, 1006.62, 1012.8; FAC: 6A-14.0247, 6A-14.0301</p>	<p><u>SEE ALSO:</u> 6Hx27:10-12</p>
<p><u>DATE ADOPTED:</u></p>	<p><u>PAGE:</u> 1 of 3</p>

This policy has been developed for use by the appropriate college officials in handling disruptive student behaviors due to medical or psychological reasons where the matter has been referred to Student Judicial Office by the TCC Police Department or other appropriate college official.

However, in any case where the behavior of a student, regardless of reason or circumstance, substantially disrupts the orderly processes of the classroom or college and/or if a faculty/staff member has reasonable cause to believe the behavior has resulted in or may result in threatening or harmful conduct, the faculty/staff member should contact Campus Police for immediate assistance.

Campus Police will be responsible for taking the appropriate steps to refer the matter to the Student Judicial Office and/or Mental Health Professionals for immediate action. The professionals from the Student Judicial Office, Mental Health Services and/or other appropriate college officials will communicate and notify the reporting faculty/staff member as well as the appropriate academic dean(s) and vice presidents of all immediate action taken to address the matter within 48 hours of the incident is reported to Campus Police.

Tallahassee Community College (TCC) is committed to the well-being, welfare and safety of the college community and the integrity of its learning environment, while balancing the needs and rights of the student. There are situations that may arise where the behavior of a student due to medical or psychological reasons jeopardizes the well-being, welfare or safety of the college community and/or the student.

A student may be withdrawn from the College, if his or her disruptive behavior is a result of a medical or psychological reason, and that he/she:

1. is engaging or is likely to engage in behavior that presents a danger or harm to self or others;

2. disrupts the learning environment;
3. causes substantial property damage; or
4. renders the student unable to engage in basic activities necessary to obtain an education or satisfy basic social needs within the college community.

To address these types of behaviors, the College shall maintain up-to-date procedures to address disruptive student behaviors due to medical or psychological reasons, which include, but are not limited to the:

1. Entity, department and/or college personnel responsible for the coordination, assessment and implementation of established procedures;
2. Procedures for reporting such disruptive student behaviors;
3. Criteria and procedures used in determining whether this policy and established procedures should be enacted;
4. Specific procedures to be implemented and actions to be taken by the designated entity, department and/or college official if it is determined that this policy must be enacted;
5. Responsibilities and due process rights of the student allegedly involved in the disruptive student behavior;
6. Rights and responsibilities of the individual(s) reporting the alleged behavior(s);
7. Reasons and/or criteria when it is appropriate for a student to be immediately removed from the college in an emergency situation;
8. Reasons and/or criteria when it is appropriate for a student to be removed from the College, and the interventions/conditions for a student's readmission to the College;
9. Reasons and/or criteria to determine whether a student can maintain his/her status at the College, and the conditions/restrictions for a student to remain at the college; and
10. Keeping, maintenance and confidentiality of records and the entity responsible for maintaining such records.

The College President is ultimately responsible for the approval of procedures and may designate the appropriate Vice President or college entity for the development, implementation, review and recommendation of such procedures and processes.

This policy does not replace the College's Student Code of Conduct or disciplinary procedures established by the College which governs a student's behavior in violation of college policies, rules, or regulations. Therefore, it does not preclude a student's immediate removal from the college, or any unit, class, facility or program, for disciplinary reasons in the accordance with the provisions of the Student Conduct Code if it is deemed by the designated entity and/or college official the disciplinary process is appropriate in handling the behavioral issue.

[Link to Marked-Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<u>TITLE:</u> Prior Violations Review for Admission to TCC	<u>NUMBER:</u> 6Hx27:10-15
<u>AUTHORITY:</u> Florida Statute: 222.17, 1000.21, 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u> 6Hx27:10-00
<u>DATE ADOPTED:</u>	<u>PAGE:</u> 1 of 2

Tallahassee Community College (TCC) is committed to promoting equality and diversity in student access to educational opportunities, while also fostering a commitment to protect the health, safety and welfare of the college community and its visitors. Hence, TCC reserves the right to review any applicant for admission with prior criminal violations of the law or disciplinary action at an educational institution. However, having a prior criminal violation of law or disciplinary action at an educational institution will not necessarily prevent a student from gaining admission or re-admission to the TCC.

All applicants with a criminal violation of law or disciplinary action for an educational institution are required to provide this information on the TCC application for admission. Failure to indicate a prior violation, regardless if prior to admission or during enrollment at TCC and such fact is subsequently determined by the college, may result in a denial of admission, revocation of admission or other disciplinary action up to and including expulsion. If a violation occurs after submission of the application, the applicant must submit this information immediately to the Student Judicial Office.

In cases involving a criminal violation of law, where the applicant is currently on probation, supervised release or incarcerated, or released from incarceration within the last year, the applicant may be required to submit all supporting court documents and a letter of recommendation from the supervising probation officer or correctional officer to the Student Judicial Office for review prior to admission to the College.

All violations are reviewed on a case by case basis in accordance with procedures and processes established by the Student Judicial Office to foster a reasonable balance between the college's obligation to provide equality and access to education and its duty of care to the college community. The College reserves the right to:

1. set conditions for admission and/or continued enrollment at the College; or

2. deny the admission of any student that may pose an imminent or significant risk to the health, safety and welfare of the college community.

If denied admission, an applicant has the right to request an appeal in accordance with the procedures set forth by the Vice President for Student Affairs or designee.

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**TALLAHASSEE COMMUNITY COLLEGE
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<u>TITLE:</u> Student Fund Drives and Solicitations	<u>NUMBER:</u> 6Hx27: 10-16
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO</u> 6Hx27:09-16
<u>DATE ADOPTED:</u> December 1, 1997, MM/DD/2008	<u>PAGE:</u> 1 of 1

On-campus solicitation or other solicitations originated by students to raise funds for College-related activities may be permitted only with prior approval of the President or designee.

The collection of any funds by students or student organizations through ticket sales shall be handled in accordance with TCC Policy 6Hx27:09-16.

Solicitation for non-College-related activities shall not be permitted on campus except with the prior approval of the President or designee.

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**TALLAHASSEE COMMUNITY COLLEGE
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P O L I C Y**

<p><u>TITLE:</u> Student Activity and Service Fees</p>	<p><u>NUMBER:</u> 6Hx27:10-17</p>
<p><u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65, 1009.23 FAC: 6A-14.0247, 6A-14.054, 6A-14.057</p>	<p><u>SEE ALSO:</u></p>
<p><u>DATE ADOPTED:</u> MM/DD/2008</p>	<p><u>PAGE:</u> 1 of 1</p>

A Student Activity and Service Fee Budget Board shall be established to develop an annual budget for the use of student activity and service fees (A&S Fees). The budget shall be approved by the College President.

The Board shall consist of students with representation from the Student Government Association and designated College officials. At a minimum, the voting members of the Board shall include, the SGA President, SGA Vice President, a student club representative, an at-large student appointed by the SGA President, Director for Campus Life, SGA Adviser, and at least one college official from the Business Office appointed by the Vice President for Administrative Services.

During the course of a fiscal year, the Board shall make necessary allocations and budget adjustments to respond to new initiatives and changing needs with the approval of the College President or designee.

In accordance with F.A.C. 6A-14.057, the budget is to be based on an estimate of total funds generated from this fee based on the anticipated enrollment figure approved by the College President as well as an estimate of funds carried forward from the prior year, if available. Five percent of the total anticipated budget for each fiscal year shall be set aside in a Contingency Fund account to address any emergency needs and unforeseen budgetary expenses.

These funds shall be collected and expended in accordance with College policy, the administrative rules of the Department of Education, and the laws of the State of Florida, as applicable.

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**TALLAHASSEE COMMUNITY COLLEGE
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<u>TITLE:</u> Student Right of Privacy	<u>NUMBER:</u> 6Hx27:10-18
<u>AUTHORITY:</u> 20 U.S.C. § 1232g; 34 CFR Part 99; F.S. 1002.225, 1006.52	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u>	<u>PAGE:</u> 1 of 1

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 by the student. Based on legitimate educational interest and in accordance with the Family Educational Rights and Privacy Act (FERPA), the College may disseminate information to authorized third parties. The College and its authorized third party agents comply fully with the provisions of FERPA and Florida law.

[Link to Marked-Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE
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<u>TITLE:</u> Honors and Merit Recognition	<u>NUMBER:</u> 6Hx27:10-19
<u>AUTHORITY:</u> F.S 1001.64; 1001.65	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 2007	<u>PAGE:</u> 1 of 2

Honors Recognition

TCC is pleased to recognize the academic accomplishments of its students each semester as well as at graduation. Students who have satisfied all of their Developmental Education courses (i.e., college preparatory courses), who enroll in a minimum of at least six (6) credit hours in a term and who complete all college credit hours attempted are eligible for honors recognition for that term. Honors recognition is noted on the official TCC transcript and students are notified via official institutional correspondence.

Only courses that earn quality points can be used to determine eligibility. If courses graded on a Satisfactory/Unsatisfactory basis are taken in addition to those carrying quality points, grades of "S" must be earned. Withdrawals and/or the removal of an "Incomplete" will not be used in determining eligibility for honors recognition.

Eligible students who earn a 4.0 GPA will be placed on the President's List; students who earn at least a 3.5 GPA will be placed on the Dean's List; and students who earn at least a 3.0 GPA will be placed on the Honor's List for that term.

Merit Recognition

Based on academic performance, TCC also recognizes students who are fulfilling their Developmental Education courses (i.e., college preparatory courses). Students who are in college preparatory courses, who enroll in a minimum of at least six (6) hours in a term and who complete all coursework attempted are eligible for merit recognition. Merit recognition is not noted on the official TCC transcript and students are notified via official institutional correspondence.

Only courses that earn quality points can be used to determine eligibility. If courses graded on a Satisfactory/Unsatisfactory basis are taken in addition to those carrying quality points, grades of "S" must be earned. Withdrawals and/or the removal of an "Incomplete" will not be used in determining eligibility for merit recognition.

Students who earn at least a 3.0 GPA will receive merit recognition; students who earn a 4.0 will receive presidential merit for that term.

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**TALLAHASSEE COMMUNITY COLLEGE
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<u>TITLE:</u> Notification of Social Security Number Collection and Usage	<u>NUMBER:</u> 6Hx27:10-20
<u>AUTHORITY:</u> F.S 119.071(5)	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u>	<u>PAGE:</u> 1 of 2

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 will secure all social security numbers from unauthorized access and will assign student and employees a unique identification number and 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 student 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 the federal reporting requirements, the public school system in Florida uses social security numbers as a student identifier (section 229.559, Florida Statutes-new school code section 1008.386) 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 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 (SSN) to secure funds awarded, and report funds received by the student from the Federal and State government. In addition, if a student is awarded a student loan and chooses to accept the loan, the SSN will be used to obtain the loan funds from the lender the student specified.

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

- Completing and processing the Federal I-9 (Department of Homeland Security)
- Completing and processing Federal W4, W2, 1099 (Internal Revenue Service)
- Completing and processing Federal Social Security taxes (FICA)
- Processing and Distributing Federal W2 (Internal Revenue Service)
- Completing and processing quarterly Unemployment Reports (FL Dept of Revenue)
- Completing and processing Florida Retirement Contributions (FL Dept of Revenue)
- Workers Comp Claims (FCCRMC and Department of Labor)
- Completing and processing Direct Deposit Files (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

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**TALLAHASSEE COMMUNITY COLLEGE
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<u>TITLE:</u> Testing for Placement Purposes	<u>NUMBER:</u> 6Hx27:10-21
<u>AUTHORITY:</u> F.S 1007.263; 1008.30; 1007.21 FAC: 6A-10.0315	<u>SEE ALSO:</u> 6Hx27:10-00
<u>DATE ADOPTED:</u>	<u>PAGE:</u> 1 of 1

Tallahassee Community College requires all first-time students and transfer students, who have not successfully completed a college level math and English course, to take a college level placement test. In accordance with Florida Administrative Code 6A-10.0315, students may use the ACT, the SAT, or the State approved college-entry placement test as long as the scores are not older than two years. The College accepts the standard scores as defined in the administrative code.

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**TALLAHASSEE COMMUNITY COLLEGE
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<u>TITLE:</u> Transfer of Academic Credit	<u>NUMBER:</u> 6Hx27:10-22
<u>AUTHORITY:</u> F.S 1007.22, 1007.23, 1007.27 FAC: 6A-10.024. 6A-14.031	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u>	<u>PAGE:</u> 1 of 2

Tallahassee Community College 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 which the student transfers;
2. The comparability of the nature, content, and level of credit earned to that offered by TCC; and
3. The appropriateness and applicability of the credit earned 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 of Academic Affairs.

Transfer credit is accepted for freshman and sophomore level coursework completed at a regionally accredited institution. Students may request credit from non-regionally accredited institutions be evaluated following institutional procedures as stated in the College Catalog. It is the student's responsibility to provide the Enrollment Services and Student Success office with an official transcript from all previously attended postsecondary institutions.

The College will accept credit by examination based on the Florida Department of Education Articulation Coordinating Committee's recommendations for the following programs:

- Advanced Placement (AP)
- Cambridge AICE Exams
- College Level Examination Program (CLEP)
- Dantes Subject Standardized Tests (DSST)

- Excelsior College Examinations
- International Baccalaureate (IB)

In addition, credit may be awarded through TCC's Exemption Examinations, military credit and through the Certified Professional Secretary's Certificate Program.

A maximum 45 semester hours may be earned toward graduation. No grades are assigned to credit earned by this method, and hours are not included in computing a student's GPA. Credit earned by examination is entered into students' records (transcripts) only after they have successfully completed TCC courses which apply to a degree or certificate at Tallahassee Community College.

To receive credit for academic work completed at a foreign institution, the student must provide a course-by-course evaluation completed by an external evaluation service.

[Link to Marked-Up Policy](#)