



February 18, 2013

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Policy Manual Changes

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### Item Description

This item requests Board approval of Policy Manual changes

### Overview and Background

This item requests Board approval for updates to existing policies listed in Chapters 2, 3, 8, 9, and 10. In addition, several new policies are submitted for Board approval. The changes and additions to the policy manual are designed to ensure the College's compliance with the Principles of Accreditation of Southern Association of Colleges and Schools-Commission on Colleges (SACSCOC). Highlights of the policy changes are outlined below by chapter.

#### Chapter 2

- Policy 02-05 (College Organizational Chart): Revised policy clarifies language. It states that the organizational chart is posted to the College's website.
  - Comprehensive Standard 3.2.7 – The institution has a clearly defined and published organizational structure that delineates responsibility for the administration of policies. (Organizational structure)
- Policy 02-06 (Board Conflict of Interest): New policy developed to meet SACSCOC requirement that institutions have a policy that addresses Board conflict of interest.
  - Comprehensive Standard 3.2.3 – The governing board has a policy addressing conflict of interest for its members.
- Policy 02-07 (Board Dismissal): New policy developed to meet SACSCOC requirement that institutions have a policy that addresses Board dismissal.
  - Comprehensive Standard 3.3.5 – The governing board has a policy whereby members can be dismissed only for appropriate reasons and by a fair process.

### **Chapter 3**

- Policy 03-10 (College Publications): Revised policy includes statements about how information about the College's accreditation status is provided to the public and supports compliance with SACSCOC standard.
  - Comprehensive Standard 3.14.1 – A member or candidate institution represents its accredited status accurately and publishes the name, address, and telephone number of the Commission in accordance with Commission requirements and federal policy.
- Policy 03-34 (Substantive Change): New policy developed to meet SACSCOC requirement that institutions have a policy that addresses substantive change.
  - Comprehensive Standard 3.12.1 - The institution notifies the Commission of changes in accordance with the substantive change policy and, when required, seeks approval prior to the initiation of changes.

### **Chapter 8**

- Policy 08-14 (Definition of Credit): New policy defines "credit hour" and supports College's efforts to comply with SACSCOC and Federal Requirements.
  - Federal Requirement 4.9 – The institution has policies and procedures for determining the credit hours awarded for courses and programs that conform to commonly accepted practices in higher education and to Commission policy.

### **Chapter 9**

- Policy 09-17 (Student Financial Aid, Scholarships and Veteran's Affairs): Revised policy addresses academic progress appeals and professional judgment. It also addresses student complaints about Financial Aid.
  - Federal Requirement 4.5 – The institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints.

### **Chapter 10**

- Policy 10-18 (Student Right of Privacy): Revised policy explicitly mentions course delivery modalities (i.e., traditional, distance learning and correspondence courses environments).
  - Federal Requirement 4.8.2 – An institution that offers distance or correspondence education has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs
- Policy 10-22 (Transfer of Academic Credit): Revised policy excludes non-policy language and refers reader to an Administrative Procedure.
  - Comprehensive Standard 3.4.4 – The institution publishes policies that include criteria for evaluating, awarding, and accepting credit for transfer, experiential learning, credit by examination, Advanced Placement, and professional certificates that is consistent with its mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript.

- Policy 10-24 (Distance Learning Fee): New policy addresses distance learning course user fees.
  - Federal Requirement 4.8.3 – An institution that offers distance or correspondence education has a written procedure distributed at the time of registration or enrollment that notifies students of any projected additional student charges associated with verification of student identify.

### **Past Actions by the Board**

- Policy 02-05: Revision approved by Board on 1/22/01
- Policy 03-10: Revision approved by Board on 09/21/09
- Policy 09-17: Revision approved by Board on 05/17/10
- Policy 10-18: Revision approved by Board on 06/28/10
- Policy 10-22: Revision approved by Board on 06/28/10

### **Funding/Financial Implications**

The proposed policy manual revisions and additions require no new funding

### **Staff Resource**

Lei Wang, Barbara Sloan and Teresa Smith

### **Recommended Action**

That the Board approve the revisions and additions to TCC's Policy Manual.



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

<b>TITLE:</b> College Organizational Chart	<b>NUMBER:</b> 02-05
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0247; 6A.14.0262	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 12/1/97; revised 1/22/01; revised 02/18/13	

The President is delegated the authority to employ personnel and to establish and maintain the College's organizational structure. The Board of Trustees shall ratify such actions.

A copy of the current organizational chart is posted on the College's website and available upon request from the Human Resources Department.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<b>TITLE:</b> <u>College Organizational Chart</u> <del>College Organizational Chart</del>	<b>NUMBER:</b> <del>6Hx27</del> :02-05
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247, 6A-14.0262	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 12/1/97; revised 1/22/01; <u>revised</u> <u>02/18/13</u>	<b>PAGE:</b> 1 of 1

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

<b>TITLE:</b> Board Conflict of Interest	<b>NUMBER:</b> 02-06
<b>AUTHORITY:</b> Florida Statute: 112.311, 112.326 Florida Administrative Code:	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 02/18/13	

Each member of the Board of Trustees is required to disclose to the Board any conflicts of interest concerning all matters pending before the Board. The Board members will refrain from voting and participating in a decision unless the other members of the Board unanimously vote to waive this provision.

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

<b>TITLE:</b> Board Dismissal	<b>NUMBER:</b> 02-07
<b>AUTHORITY:</b> Florida Statute: 1001.61 Florida Administrative Code:	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 02/18/13	

In the event a member of the Board is charged with a violation of any statute, regulation, or college policy, the Board member will be entitled to substantive and procedural due process. Based on this review, the Board may recommend to the Governor that a Board member be removed for cause.



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

<b>TITLE:</b> College Publications	<b>NUMBER:</b> 03-10
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0247	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 12/01/97; revised 09/21/09; revised 02/18/13	

The following policies pertain to all publications or printed materials which are considered official College publications, bear the name or seal of the College, or are financed by College accounts.

1. Tallahassee Community College is recognized as the publisher of all College publications. The President is therefore responsible for and has authority over all publications even though certain responsibilities and duties may be delegated to individuals or committees.
2. All materials contained in College publications must be factually accurate and shall reflect taste and judgment appropriate to a community college publication.
3. All materials must contain the official TCC logo or a TCC icon. The athletics logo with the College mascot should only be used for athletics materials. Other college logos/icons must be approved by the President and used pursuant to publication guidelines.
4. Major publications, including the College Catalog and the Web site, must contain the primary accreditor, Southern Association of Colleges and Schools-Commission on Colleges, (Commission) and its address and phone number in accordance with federal requirements. This statement should reference that the Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.
5. All TCC student publications must have the following disclaimer: "The facts or opinions expressed or implied in this publication are those of the student editors, staff, and contributors and may not reflect the standards of Tallahassee Community College. The College supports the rights of students to express and publish their own viewpoints."

The primary responsibility of the College with regard to student publications is to provide the instruction and leadership to assist students in learning responsible journalism. Ultimately,



however, all opinions expressed or implied are those of the student editors, staff and contributors.

5. All business and financial affairs of the College publications must be in accordance with state and local laws, regulations, and policies.
6. All publications of an informational or curricular nature such as programs, courses, bulletins, and brochures must be approved by the appropriate College official.

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

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<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0247	<b>SEE ALSO:</b>
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**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b>TITLE:</b> Substantive Change	<b>NUMBER:</b> 03-34
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A.14.0261	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 02/18/13	

Tallahassee Community College is committed to ensuring compliance with all policies of the Southern Association of Colleges and Schools-Commission on Colleges (Commission). To that end, the College notifies the Commission of substantive changes via official letter as required by the Commission and will seek approval prior to the implementation of substantive changes in accordance with the Commission's substantive change policies and reporting procedures.

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

<b>TITLE:</b> Definition of Credit	<b>NUMBER:</b> 08-14
<b>AUTHORITY:</b> Federal Code: 34 CFR 600.2 Florida Statute: 1001.21 Florida Administrative Code: 6A-10.033	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 02/18/13	

The College conforms to the definition of a college credit hour established in Florida state law when developing the annual academic calendar: one college credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction; credits for laboratory instruction, internships, and clinical experience are determined based on the proportion of direct instruction to the laboratory, internship, or clinical practice hours.

The number of college credit hours to be awarded for a course is initially determined through the academic course-approval process overseen by the Academic Planning Committee and approved by the Board of Trustees. The committee recommends the number of credit hours based on the commonly accepted practice of the student learning achieved by direct faculty instruction, combined with independent study, each week, over a period of fifteen weeks.

For distance learning and correspondence courses, variations in direct faculty instructional time are determined based upon a learning equivalency to the fifteen week requirement. This equivalency is established through a formal approval process.

Variations in the total number of minutes in a fifteen week semester or express session may occur due to calendar dates and holidays. In these cases, equivalent instruction is achieved through alternate modes of delivery, and equivalent learning is assured through clearly defined learning outcomes. A deficiency of more than one contact hour per credit hour in any regular or express semester must be formally approved by the Academic Planning Committee.

The College also awards career credit, preparatory credit, and noncredit courses in accordance with Florida state law.



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

<b>TITLE:</b> Student Financial Aid, Scholarships and Veteran's Affairs	<b>NUMBER:</b> 09-17
<b>AUTHORITY:</b> Florida Statute: Florida Statute 1009 The United States Higher Education Act Florida Administrative Code:	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 12/01/1997; Revised 08/01/99; 05/17/10	

The President or designee is authorized to establish and maintain federal, state, private-funded, and College-funded financial aid, scholarships, and veteran's programs in accordance with Florida Statutes, Federal Regulation, College policies and appropriate rules.

The College shall participate in Federal and State programs that are appropriate for students and are in the best interest of the College, or where participation is mandated by either Federal or State law.

Information about the various financial aid programs the College participates in shall be maintained in the manner determined by the College or mandated by regulation.

The College is approved by the State Approving Agency for educational benefits under the various veterans training laws. Veteran programs shall be administered in accordance with Federal Regulations and State agency regulation and code. The Veterans Affairs Coordinator shall report to the Director of Financial Aid.

TCC shall offer a comprehensive scholarship program designed to meet the recruitment and retention goals of the College. The Financial Aid Office shall maintain the scholarship programs under the direction of the Scholarship Coordinator.

As specified in both federal and state regulations, the Director of Financial Aid is primarily responsible for the day to day administration of the various financial aid programs and applications for financial aid. The Director of Financial Aid shall work under the supervision of the Vice President for Administrative Services and CFO.



The Vice President for Administrative Services shall be responsible for the allocation of funds for federal or state programs requiring matching funds and shall review all new or addition program applications before submission.

The Financial Aid Office shall maintain a current office operations manual of policies and procedures that comply with all Federal, State, and institutional requirements.

The Financial Aid Office shall maintain a code of ethical conduct that complies with Federal and State regulations and laws.

As required by the U.S. Department of Education the Financial Aid Office shall maintain procedures for appeals, professional judgment, and complaints as part of the operations manual of policies and procedures for the office.

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

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**A. Application for Funds for Student Financial Aid**

~~As specified in both federal and state regulations, the Director of Financial Aid is primarily responsible for the preparation and timely submission of applications to the United States Office of Education for federal funds and to the Florida Department of Education for state funds.~~

~~When preparing these applications, the Director of Financial Aid shall solicit pertinent data from appropriate officers as is necessary for the completion of the report.~~

~~The Vice President for Administrative Services, as the chief fiscal officer, authorizes the allocation of College funds to those student financial aid programs which require matching monies as a prerequisite for receiving the federal/state funds. The Vice President shall be responsible for reviewing all new or additional program applications before submission.~~



~~As chief administrative officer of the College, the President signs the Program Participation Agreement under which the College operates certain student financial aid programs.~~

### **~~B. Administration and Coordination~~**

~~Once the College is officially notified in writing by a federal/state allocation letter of the amount awarded for the various student financial aid programs, it shall be the joint responsibility of the Director of Financial Aid and the Vice President for Administrative Services to assure that the College does not exceed the level of funding authorized by the federal/state governments.~~

~~The Vice President for Administrative Services shall be responsible for taking the appropriate actions to assure that College matching funds are transferred to the appropriate programs. The Vice President for Administrative Services shall also be responsible for assuring that the College receives the proper administrative expenses due when so allowed by federal/state regulations.~~

~~The Director of Financial Aid is responsible for the proper administration, under prevailing federal/state regulations and guidelines, of any and all student grant funds received from federal/state governments. The Vice President for Administrative Services has ultimate authority and shall coordinate the expenditure and reporting of such funds.~~

### **~~C. Student Eligibility for Financial Aid~~**

~~The College adheres to the requirements mandated by federal and state regulations that provide financial assistance to students in meeting their educational expense. Awarding is based on demonstrated need utilizing the federally approved need analysis formula. Funds are distributed based on need and availability, and usually to students who apply early in the award process. Students must be fully admitted, degree seeking students in an eligible program, and meet TCC's standards of academic progress for financial aid to qualify for financial aid. All students must be in the required number of credit hours and in classes that apply toward their specified degree program prior to disbursement of funds.~~

~~Non-degree seeking students, transient students, students taking courses on an audit basis or for self-enrichment, and students working on a General Equivalency Diploma (GED) are not eligible for financial aid.~~

~~Students must be enrolled at the end of the College's official first drop/add period for the semester for classes to be considered in a student's financial aid enrollment status. This includes registration in SPI Courses.~~

### **~~D. Student Application for Financial Aid~~**

~~Students must apply for financial aid each academic year in which they expect to receive assistance. To be considered for Federal and State need-based financial aid, students must submit the Federally approved needs analysis document, the Free Application for Federal~~



~~Student Aid (FAFSA), provide all documents requested by the College, and if selected for verification the student must submit all documents as specified in the Federal Verification Guide.~~

~~Enrollment status for all terms shall be established by the College in accordance with Federal regulations.~~

~~Students must demonstrate class attendance in accordance with College policy and Federal regulations prior to the disbursement of their financial aid.~~

~~Prior to disbursement of Federal loans, students must meet all the criteria as established by Federal regulation or the college.~~

### **E. Release of Checks**

~~Students must be eligible for financial aid funds at the time any disbursement is made to their student account. Eligibility shall be determined by Federal regulation and State policy.~~

### **F. Summer Financial Aid**

~~Students will be required to submit an institutional application for summer financial aid. When evaluated for their summer award, students shall be awarded all funds for which they are determined eligible.~~

### **G. Withdrawal from the College**

~~Students who stop attending classes at any time must officially withdraw from the College. Stafford loan borrowers must contact the Financial Aid Office to complete an exit interview before leaving the College. Failure to complete all the withdrawal requirements may cause liability for any outstanding charges the student owes the College.~~

### **H. Veterans Services**

~~The College is approved by the State Approving Agency for educational benefits under the various veterans training laws. Veterans or reservists who plan to attend under any of these programs should contact the Veterans Affairs Specialist in the Financial Aid Office well in advance of registration. Dependents of deceased or disabled veterans who expect to enroll under the War Orphans Educational Assistance Act should apply in the same manner as veterans.~~

~~Veterans' funds shall be administered in accordance with Federal regulations and State agency regulation or code.~~

### **I. Financial Aid Office Procedures**

~~The Financial Aid Office is expected to maintain a current office operations manual of policies and procedures.~~



The Financial Aid Office shall have a code of ethical conduct that complies with Federal and State regulations and law.

#### **J. Satisfactory Academic Progress Appeals and Professional Judgment**

The Financial Aid Office shall maintain procedures compliant with U.S. Department of Education regulations in regards to appeals and professional judgement. All students will be required to complete the necessary forms and provide documentation of the circumstances warranting a review by the Financial Aid Office. Students wishing to appeal the initial decision in regards to satisfactory academic progress or professional judgment shall complete the Request for Committee Review form and their request shall be reviewed by the review panel. The decision of the review panel is final.

#### **K. Complaints**

Students wishing to file complaints about Financial Aid shall first meet with the Director of Financial Aid to have their status reviewed. If the student continues to have concerns, he/she will then see the Vice President for Administrative Services and CFO. As deemed appropriate by the Vice President and CFO, the President will be involved as is necessary for resolution. Where possible, all complaints should be in writing.

The President or designee is authorized to establish and maintain federal, state, private-funded, and College-funded financial aid, scholarships, and veteran's programs in accordance with Florida Statutes, Federal Regulation, College policies and appropriate rules.

The College shall participate in Federal and State programs that are appropriate for students and are in the best interest of the College, or where participation is mandated by either Federal or State law.

Information about the various financial aid programs the College participates in shall be maintained in the manner determined by the College or mandated by regulation.

The College is approved by the State Approving Agency for educational benefits under the various veterans training laws. Veteran programs shall be administered in accordance with Federal Regulations and State agency regulation and code. The Veterans Affairs Coordinator shall report to the Director of Financial Aid.

TCC shall offer a comprehensive scholarship program designed to meet the recruitment and retention goals of the College. The Financial Aid Office shall maintain the scholarship programs under the direction of the Scholarship Coordinator.

As specified in both federal and state regulations, the Director of Financial Aid is primarily responsible for the day to day administration of the various financial aid programs and

applications for financial aid. The Director of Financial Aid shall work under the supervision of the Vice President for Administrative Services and CFO.

The Vice President for Administrative Services shall be responsible for the allocation of funds for federal or state programs requiring matching funds and shall review all new or addition program applications before submission.

The Financial Aid Office shall maintain a current office operations manual of policies and procedures that comply with all Federal, State, and institutional requirements.

The Financial Aid Office shall maintain a code of ethical conduct that complies with Federal and State regulations and laws.

As required by the U.S. Department of Education the Financial Aid Office shall maintain procedures for appeals, professional judgment, and complaints as part of the operations manual of policies and procedures for the office.



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

<b>TITLE:</b> Student Right of Privacy	<b>NUMBER:</b> 10-18
<b>AUTHORITY:</b> Florida Statute: 1002.225,1006.52 20 U. S. C. § 1232g; 34 CFR part 99 Florida Administrative Code:	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 05/17/10; Revised 06/28/10; Revised 02/18/13	

The College maintains various records to assist students, enrolled in traditional, distance learning or correspondence course environments, 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.

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

<b>TITLE:</b> Student Right of Privacy	<b>NUMBER:</b> 10-18
<b>AUTHORITY:</b> Florida Statute: 1002.225,1006.52 20 U. S. C. § 1232g; 34 CFR part 99 Florida Administrative Code:	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 05/17/10; Revised 06/28/10; <u>Revised 02/18/13</u>	

The College maintains various student-records to assist students, enrolled in traditional, distance learning, or correspondence course environments, 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.

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

<b>TITLE:</b> Transfer of Academic Credit	<b>NUMBER:</b> 10-22
<b>AUTHORITY:</b> Florida Statute: 1007.22, 1007.23, 1007.27 Florida Administrative Code: 6A-10.024, 6A-14.031	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 05/17/10; Revised 06/28/10; Revised 02/18/13	

Tallahassee Community College welcomes transfer students from other accredited colleges and universities. Transfer credit is accepted for freshman and sophomore level coursework, and will be evaluated as to level, content, quality, comparability, and degree program relevance by the appropriate academic unit. The written procedure is established in Administrative Procedure 10-22AP.

Students may request credit from non-regionally accredited institutions, and such requests will be evaluated following institutional procedures as stated in the College Catalog.

The College will also 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 experiential learning.

Credit for academic work completed at a foreign institution will be evaluated by institutional procedures, and the student must also provide a course-by-course evaluation completed by an external evaluation service.

A maximum of 75% of the required credit hours toward graduation at the College may be transferred.

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 policy of the college with regard to transfer credit will be reviewed by the Academic Planning Committee on a regular basis.



# TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Transfer of Academic Credit	<b>NUMBER:</b> 10-22
<b>AUTHORITY:</b> Florida Statute: 1007.22, 1007.23, 1007.27 Florida Administrative Code: 6A-10.024, 6A-14.031	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 05/17/10; Revised 06/28/10; <u>Revised 02/18/13</u>	

Tallahassee Community College welcomes transfer students from other accredited colleges and universities. Transfer credit is accepted for freshman and sophomore level coursework, and will be evaluated as to level, content, quality, comparability, and degree program relevance by the appropriate academic unit. The written procedure is established in Administrative Procedure 10-22AP. 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
- ~~3.1. 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, and such requests will 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 also 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 experiential learning through the Certified Professional Secretary's Certificate Program.

To receive credit for academic work completed at a foreign institution will be evaluated by institutional procedures, and the student must also provide a course-by-course evaluation completed by an external evaluation service.

~~A maximum of 45-75% of the required semester-credit hours toward graduation at the College may be transferred 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.~~

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.

~~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.~~

The policy of the college with regard to transfer credit will be reviewed by the Academic Planning Committee on a regular basis.

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

<b>TITLE:</b> Distance Learning Fee	<b>NUMBER:</b> 10-24
<b>AUTHORITY:</b> Florida Statute: 1004.09; 1009.23.	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 02/18/13	

In accordance with Florida statute, the College assesses a per-credit-hour distance learning course user fee. This fee is designed to defray the costs that are attributable to the development and delivery of distance learning courses. This fee is clearly communicated to all students before enrollment in a distance learning course.