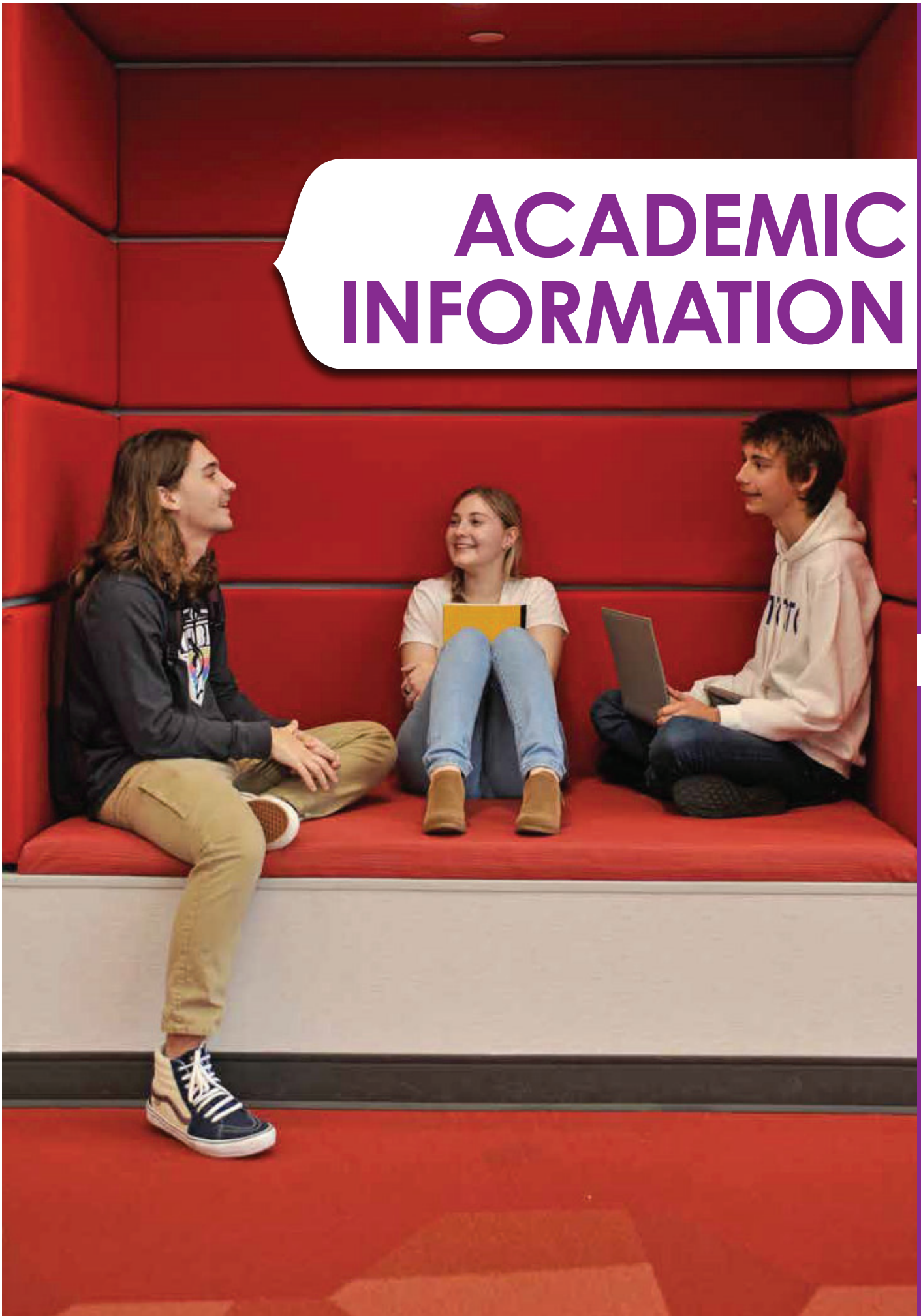


ACADEMIC INFORMATION



ACADEMIC INFORMATION

STUDENT RECORDS AND RIGHTS

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ACADEMIC POLICIES

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TC Central

Location: 105 Ruby Hicks Hall
E-mail: tccentral@tctc.edu

Registrar's Office/ Student Data Center

Location: 133 Ruby Hicks Hall
E-mail: registrar@tctc.edu
Telephone: 864-646-8282 option 1

STUDENT RECORDS AND RIGHTS

Confidentiality of Student Records (FERPA)

Student academic and educational records are confidential and are maintained by the appropriate record custodian. These records are not disclosed without the student's written consent as defined by the Family Education Rights and Privacy Act of 1974 (FERPA).

Students have a right to inspect their educational records and request a correction of records that may be inaccurate, misleading, or in violation of privacy or other rights. Students may obtain a copy of the College's policy regarding FERPA from the Registrar or Corporate and Community Education. (Students may refer to the Student Code for SC Technical Colleges in Appendix 3 for additional information.)

Photographing Employees, Students, and Related Activities

The College often photographs and videos its students and employees for use in print and digital pieces to market and promote the College and the South Carolina Technical College System, as well as higher education, economic development, and related topics. Students not wishing to have their photograph or image used for these purposes should file a written request with the Public Relations Department, Suite 265, Ruby Hicks Hall, Pendleton Campus, or call 864-646-1507.

Release of Student Information

Directory information (or releasable information) is general information that may be released by the institution for any purpose, at its discretion, to anyone without consent of the student. The following is considered directory information at Tri-County Technical College: student name, address, telephone number, email address, birth date, major, participation in officially recognized activities, attendance dates, enrollment status, degrees/awards received, most recent previous school attended, and photographs and electronic images.

Students have the right to withhold disclosure of directory information under FERPA. To withhold disclosure, written notification must be received in TC Central by the end of the second week of classes each term (or the first meeting of Corporate and Community Education courses).

Student Right to Know

In compliance with the Student Right to Know Act, the College makes available its completion and transfer rates to all current and prospective students. Additionally, the College is required to provide information regarding campus public safety policies and to report the number of on-campus criminal offenses during the most recent calendar year and the two preceding calendar years. Information regarding completion and transfer rate is available at www.tctc.edu/rates. Information regarding on-campus criminal offenses is available at www.tctc.edu/campuspolicerreport.

ACADEMIC POLICIES

Academic Integrity

The College is committed to the promotion of academic integrity among its students. Students are expected to carry out all of their responsibilities, including course-related assignments, with honesty. The engagement in academic misconduct by a student is unfair to fellow students who are working with integrity, and negatively impacts the value of the degrees, diplomas, and certificates awarded by the College. For these reasons, all students are asked to assist the faculty and staff in promoting academic honesty on campus. All forms of academic misconduct are subject to disciplinary action through the SBTCE procedure 3-2-106.2. For additional information, students are referred to the Student Code in Appendix 3.

Academic Concerns and Complaints

Concerns and complaints related to learning experiences in a class or course generally can be resolved by communicating with the instructor with whom the concern or issue originated. If after communicating an academic concern to the instructor, the student feels the issue has not been resolved, the next person to contact is the department head or assistant dean.

If after communicating with the department head or assistant dean, the student still feels that the issue has not been resolved, the next person to contact is the appropriate division dean.

If after communicating with the appropriate division dean, the student feels the issue remains unresolved, an appointment may be scheduled with the dean of student development. Prior to scheduling that meeting, the student must document efforts to resolve the concern by submitting a completed Academic Affairs Student Concern/Complaint form, available from the Dean of Student Development.

Academic Fresh Start

The Academic Fresh Start (AFS) is designed to allow a returning student at Tri-County Technical College, under specific conditions, to have all grades earned in previous terms excluded from the overall calculation of the institutional grade point average (GPA). However, a student granted an AFS will continue to have all courses and grades on transcripts.

Academic Fresh Start is open to a returning student under the following conditions:

- Three years must have elapsed from the end of the last semester of attendance at TCTC and the time of re-enrollment.
- The student must have earned at least 24 credit hours (including developmental courses) from TCTC.
- The student can petition for an AFS only once during an academic career at TCTC.
- A petition must be submitted by the student no later than the first day of class for the term in which AFS is being sought.
- Exclusion of the student's courses and grades cannot be reversed.
- Although excluded courses and grades cannot be used to fulfill a student's graduation requirements, the courses can satisfy prerequisite requirements.
- A copy of the student's application for AFS will be maintained in the student's permanent file.
- If a credential (degree, diploma, or certificate) has already been awarded to the student by TCTC, no courses taken prior to the award will be considered for AFS.
- This local policy does not supersede any state or federal policies related to determination of scholarships, student financial aid, or other matters related to student cumulative GPA. Decisions regarding academic standing at other institutions and course transfer by other institutions reside with the receiving college or

university. Such decisions may be made without consideration of the AFS granted by TCTC.

For additional information regarding the Academic Fresh Start, contact TC Central, Pendleton Campus, Ruby Hicks Hall, Room 105.

Attendance Policy

Class attendance is crucial to student success. As such, the College requires regular attendance to promote academic success and effective workplace skills required by employers. Additionally, the College must maintain compliance with all federal financial aid statutes regarding attendance. Therefore, a student who accumulates more than the allowable number of absences during the semester will be automatically withdrawn from the course or receive a final grade pursuant with College procedures.

A student may not be absent from a course for more class meetings than are regularly scheduled in a 2-week period during the Fall and Spring semesters. Courses that have more than six class meetings in a regularly scheduled week will have no more than six allowable absences. The number of allowable absences during the Summer term or other sessions of varying length will be 10% of the total number of class meetings.

Attendance in online courses will be determined by either students' submission of work or engagement in a scheduled online activity.

Individual Academic Divisions/Departments may have a more rigid attendance policy. Any division or department policies must be communicated in writing to students on the first day of class.

Additional information regarding the Attendance Policy may be found in College Procedure 3-2-1053.1.

Course Load

A student may enroll in, at most, eighteen credit hours in either the fall or spring semester unless specific approval is given by the department head and the division dean, or unless the program credit hour requirement published in the College Catalog exceeds eighteen credit hours for the given semester. In the case of summer term any student whose program of study is in the Arts and Sciences Division or in the Business and Public Services Division may enroll in, at most, fifteen credit hours unless specific approval is given by the department head and the division dean, or unless the program credit hour requirement published in the College Catalog exceeds fifteen credit hours.

Engineering and Industrial Technology and Health Education students may enroll in, at most, eighteen credit hours in the summer term unless specific approval is given by the department head and the division dean.

Course Waiver

With the approval of the department head, a required course may be waived. When this occurs, no credit hours are awarded toward a degree, diploma, or certificate. Students will be required to take an approved substitute course if additional credit hours are needed to fulfill the curriculum requirements for the associate degree, diploma, or certificate. If a general education course is waived, another

Academic Honors

Dean's List and President's List: Each term, the College recognizes students who excel in their academic studies. To be eligible, a student must meet all of the following requirements for the term:

- Be classified as a degree-, diploma-, or certificate-seeking student;
- Earn at least 12 credit hours in courses numbered 100 or higher;
- Attain a GPA of 3.50 - 3.99 for the Dean's List or 4.00 for the President's List; and
- Cannot earn an F, WF, or U grade for courses numbered 100 or below, MAT 150 or ENG 150.

Alpha Zeta Beta (AZB): AZB is the local chapter of Phi Theta Kappa, a national honor fraternity for community and junior college students. To be eligible for membership, students must:

- Be enrolled in an associate degree program;
- Have accumulated a minimum of 12 credit hours; and
- Have achieved and maintained a GPA of at least 3.50.

Academic Distinction: Each term, the College recognizes part-time students who excel in their academic studies. To be eligible, a student must meet all of the following requirements:

- Be enrolled in 6 to 11 credit hours for two consecutive terms; and
- Earn at least 12 semester hours during the two consecutive terms, with a grade of A in each attempted course.

Mandatory Course Placement

Tri-County Technical College is committed to its mission of educating students to meet the requirements of today's workforce. In order to ensure the success of students at TCTC, all students are required to take the placement test prior to enrolling, unless previous transcripts satisfy courses prerequisites. These scores provide proper placement into English, reading, writing, mathematics and science classes. TCTC has a mandatory placement policy that requires students who score below minimum levels in reading, writing and/or math to take transitional coursework before enrolling in certain courses. This requirement enables students to develop the essential academic skills needed to succeed in their college-level classes. Also, in order to ensure student success in future college-level classes, students must master the prerequisite skills offered in each class to progress to the next level class.

New or Modified Course Prerequisites

New or modified course prerequisites are applicable, independent of the student's edition of the Catalog. Requests for exceptions are considered through the same processes as they are for other prerequisites.

appropriate general education course must be substituted if the minimum number of general education credit hours required is not earned. The source of the credit substituted may be the completion of an academic course or the receipt of credit through any method for which advanced standing is established. For changes in major, the decision regarding the course waiver will not apply to the new major.

Distance Learning

To better serve the residents of the tri-county area, the College has developed distance learning classes for students who either cannot, or choose not to, come to one of our campuses on a regular basis. All on-campus services are available for students enrolled in distance learning. Students are responsible for ensuring that they have the computer skills and access to computer, audio, and visual equipment required for the courses in which they enroll. They should carefully note published descriptions of distance learning courses as some may require on-campus meetings or supervised tests. All students enrolled in online courses are expected to log in, communicate with the instructor, keep up with assignments, meet all due dates and participate in courses as directed by their instructor. Distance learning courses follow the same calendar as on-campus courses, including registration, drop/add and tuition and fee payment dates. Students enrolled in distance learning courses are expected to meet the same requirements as students enrolled in equivalent on-campus courses and to adhere to College policies and procedures.

General Education Courses

General Education at Tri-County Technical College is a college-wide program of learning that provides students a foundation for becoming a well-educated person. This program provides students with foundational knowledge, skills and values to be life long learners, critical thinkers, and collaborative and engaged citizens of a global community. A life long learner values and finds fulfillment in learning opportunities that arise beyond the formal educational experience. A critical thinker engages in rational decision making and problem solving. A collaborative and engaged citizen appreciates uniqueness and diversity, exhibits integrity, and acknowledges the contributions of others.

In order to earn an associate's degree, a student must complete at least 15 semester hours of general education coursework, including at least three semester hours of humanities/fine arts, at least three semester hours of social/behavioral sciences, and at least three semester hours of natural sciences/mathematics. To earn an associate's degree, a student must complete one of the following courses: SPC 205, ENG 155, ENG 156, ENG 165, SPC 200, or SPC 209. Students should refer to the general education section of their chosen program of study to determine the specific requirements for that program. A list of general education courses is located in the General Education Courses section of this Catalog.

Students enrolled in programs in the Business and Public Services Division, the Health Education Division, or the Engineering and Industrial Technology Division who are considering transferring to a four-year institution should consult with their academic advisor when choosing their general education courses, as not all courses listed will transfer or apply to intended majors.

Grades

Grade Definitions

A	Excellent: "A" is used in GPA calculations, earns credit hours, and carries a value of 4 grade points for each credit hour.
B	Above Average: "B" is used in GPA calculations, earns credit hours, and carries a value of 3 grade points for each credit hour.
C	Average: "C" is used in GPA calculations, earns credit hours, and carries a value of 2 grade points for each credit hour.
D	Below Average: "D" is used in GPA calculations, earns credit hours, and carries a value of 1 grade point for each credit hour.
F	Failure: "F" is used in GPA calculations, earns no credit hours, and carries 0 grade points for each credit hour attempted.
I	Incomplete: "I" does not affect GPA calculations, earns no credit hours, and generates no grade points. The student will be allowed 20 instructional days into the succeeding term/session to complete the unfinished assignments (see www.tctc.edu/calendar for specific dates). The instructor may set an earlier deadline for completion of assignments. If fewer than 20 instructional days are granted, the due date for completion must be stated in writing to the student and the Registrar. "I" defaults to "F" automatically after 20 instructional days into the succeeding term if the requirements for a course grade are not completed within the 20-instructional-day period.
W	Withdrawn: "W" is not used in GPA calculations, earns no credit, and generates no grade points. "W" may be given from the end of the drop period up to the completion of 65% of the term/session for which the class is offered (see www.tctc.edu/calendar for specific dates).
WF	Withdrawn Failing: "WF" is used in GPA calculations, earns no credit hours, and carries 0 grade points for each credit hour attempted. It is used only for Academic Integrity violations.
S	Satisfactory: "S" does not affect GPA calculations, earns Continuing Education Units (CEUs), generates no grade points, and applies to noncredit programs only.
U	Unsatisfactory: "U" does not affect GPA calculations, earns no Continuing Education Units (CEUs), generates no grade points, and applies to noncredit programs only.
AS	Advanced Standing: "AS" earns credit hours but is not used in GPA calculations and does not generate grade points. An "AS" is given for allowable equivalent credits earned with advanced standing credit.
AU	Audit: "AU" is not used in GPA calculations, earns no credit hours, and generates no grade points.
E	Exempt: "E" is not used in GPA calculations, earns credit hours, and generates no grade points. An "E" is awarded for Tri-County Technical College courses which the student has been permitted to exempt as a result of testing, equivalent work experience, or other educational experience.
TA	Transfer: "TA" earns credit hours but is not used in GPA calculations and does not generate grade points. A "TA" is given for allowable equivalent credits earned with the grade of "A" at other post-secondary institutions. All transfer grades must be supported by an official transcript from the post-secondary institution.
TB	Transfer: "TB" earns credit hours but is not used in GPA calculations and does not generate grade points. A "TB" is given for allowable equivalent credits earned with the grade of "B" at other post-secondary institutions. All transfer grades must be supported by an official transcript from the post-secondary institution.
TC	Transfer: "TC" earns credit hours but is not used in GPA calculations and does not generate grade points. A "TC" is given for allowable equivalent credits earned with the grade of "C" at other post-secondary institutions. All transfer grades must be supported by an official transcript from the post-secondary institution.

Developmental courses numbered less than 100 generate no credit hours, do not affect the GPA, and do not count toward graduation. Developmental courses numbered 100 do generate credit hours and affect the GPA but do not count toward graduation in any certificate, diploma, or degree program. Grades of A, B, C, D, F, W, I and AU are earned in these courses. Grades marked with an asterisk on a student's transcript are not included in GPA calculations.

Grade Point Average Calculations

Grades are calculated on a 4.0 scale. Points are awarded in this manner:

GRADE	GRADE POINTS PER CREDIT HOUR
A	= 4
B	= 3
C	= 2
D	= 1
F	= 0
WF	= 0

Sample Calculation

Assume a student has taken the following courses with the results shown.

COURSE	CREDIT HOURS	GRADE	GRADE POINTS
BIO 101	4.0	B	3
ENG 156	3.0	C	2
MAT 110	3.0	F	0

To calculate GPA, multiply the number of credit hours by the grade points to determine the number of quality points.

COURSE	CREDIT HOURS	GRADE POINTS	QUALITY POINTS
BIO 101	4.0	3	= 12.0
ENG 156	3.0	2	= 6.0
MAT 110	3.0	0	= 0.0

Add credit hours; then add quality points

CREDIT HOURS	QUALITY POINTS
4.0	12.0
+3.0	+6.0
+3.0	+0.0

10.0	18.0

Divide the number of quality points by the number of credit hours = GPA
 $18 \div 10 = 1.80$ GPA

Grade Changes/Discrepancies

A student wishing to protest a course grade must first attempt to resolve any disagreement with the instructor. If the student is unable to reach a satisfactory resolution with the instructor, the student should contact the course department head. All grade changes, including Administrative Drops, must be submitted no later than the 20th class day, as indicated on the Academic Calendar, of the subsequent term/session.

Academic Year

The College's academic year is divided into three terms: Fall semester, Spring semester, and Summer Term. In some majors, students need to attend classes only during Fall and Spring semesters. Other majors require students to attend both semesters and the Summer Term. For scheduling and entry options, see the curriculum guides for each major.

Time Commitment

A full-time schedule is defined as a minimum of 12 credit hours per week of classroom instruction or laboratory work and an average of 18-24 hours per week of outside study. Students balancing work and family with college coursework should be aware of the time commitment and plan accordingly. No student can carry more than 18 credits per term without permission from the department head or dean. See Course Load section for details.

Repeating a Course

When a course is repeated, all grades will be entered on the student's permanent academic record and the highest of the grades will be included in the GPA calculations. In the case of identical grades, the initial grade received will be included in the GPA calculations. Students who plan to transfer should understand that the receiving college may recalculate grade point averages, including repeat grades, according to that college's policies. Veterans should be aware that the VA will not pay educational benefits for repeating a course for which the student has previously received graduation credit. Students receiving any type of financial aid should contact the Financial Aid Office to discuss the implications of repeating a course.

Courses taken under the former quarter system may not be replaced in the GPA calculation with a semester course unless authorized by the Chief Academic Officer or designee.

Students Classification

- Student: An individual currently enrolled in a program and/or registered for the current or upcoming term.
- Full-Time Student: A student enrolled for 12 or more credit hours in a degree, diploma, or certificate program in a given term.
- Half-Time Student: A student enrolled for 6 to 11 credit hours of coursework in a given term.
- Less than Half-Time Student: A student enrolled for fewer than 6 credit hours of coursework in a given term.
- First Semester Freshman: A student who has earned fewer than 15 credit hours.
- Second Semester Freshman: A student who has earned between 15 to 29 credit hours.
- First Semester Sophomore: A student who has earned between 30 to 44 credit hours.
- Second Semester Sophomore: A student who has earned 45 or more credit hours.
- Non-Degree Student: A student enrolled in one or more courses who has no immediate intention to transfer into or graduate from a program at the College. To be classified as a non-degree student, a student must be at least 18 years of age, or be a high school graduate or the equivalent, or be a high school student with permission from principal and parents/legal guardians. Exceptions must be approved by the Chief Academic Officer, the Dean of Student Development, or their designees.
- Transient Student: A student enrolled in one or more courses with the intention on transferring the credit(s) back to the student's home institution.
- Corporate and Community Education Student: A student enrolled in a Corporate and Community Education class/seminar.

PRIOR COURSEWORK/ TRANSFER CREDIT

Acceptance of Credit and Awarding of Advance Standing

The College allows students the opportunity to earn credit through transfer of courses from other post-secondary institutions and through advanced standing opportunities. However, a student must earn a minimum of 25% of the credit hours required for a degree, diploma, or certificate through courses taken at the College. Two courses selected from the curriculum major (excluding electives) must be included in the approved coursework for a diploma or degree, unless specifically exempted by both the department head and dean.

A student does not have to be admitted to the College in order to have experiences or coursework evaluated for advanced standing credit. A student must, however, be enrolled in a curriculum program to have advanced standing credit documented on an official College transcript.

Advanced Placement Examinations (AP)

The College recognizes the Advanced Placement Program of the College Board. High school students interested in receiving Advanced Placement credit are encouraged to participate in their high school's Advanced Placement (AP) programs. Examination results should be sent to Tri-County Technical College by the College Board. Credit is awarded to those who earn 3, 4, or 5 on the College Board AP examination. Credit will be recorded as "Advanced Placement" on transcripts.

International Baccalaureate Higher Level Examinations (IB)

Students may receive credit for courses by making an acceptable score on IB Higher Level Exams. Students may contact TC Central for more information. Credit will be recorded on transcripts as "Advanced Placement."

College Level Examination Program (CLEP)

Students may receive credit for courses by making an acceptable score on the CLEP tests. Although the College does not administer the CLEP, students may contact the Registrar's Office for more information. Credit will be recorded on transcripts as "Advanced Placement."

Examination Credit

Students who believe they have mastered course outcomes through work or educational experiences wishing to receive course credit without enrolling in classes by taking an examination, must:

- Present evidence documenting education or work experience that is similar to the content of a particular course to the appropriate department head.
- Submit a request for the examination to the appropriate department head who will determine eligibility for the exam.
- Pay a fee of \$75 for each examination, and present the receipt at the time the exemption exam is administered.
- Earn a grade of at least a "C" on the examination, as defined in current course syllabi.

Credit will be recorded on the student's transcript as "Exemption Exam." A student may not retake an exemption exam. (Exceptions due to extenuating circumstances may be granted by the Chief Academic Officer upon receipt of a written request from the student.)

In no case can the exception be granted more than once for a course. A student who has enrolled in a course (i.e. audited, failed, withdrawn, etc.) will not be permitted to take an exemption examination for that course. A copy of the test must be submitted to the Registrar's Office/Student Data Center along with the Advanced Standing Credit form.

Experiential Learning

Military Education: The College recognizes educational experiences in the armed services. In determining credits to be awarded for such experiences, recommendations provided in the Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education, are considered. Credit will be recorded on the student's transcript as "Educational Experience." A copy of the supporting documentation must be submitted to the Registrar's Office/Student Data Center with the Advanced Standing Credit form.

Documented Work Experience:

The College may grant credit for documented work experience in writing from the student's employer. The justification must tie the prior experience to the competencies of the relevant course. The subject-matter department head will determine the relevancy of the documented work experience to a specific course and ensure the work experience does not duplicate credit already awarded or planned for the student's academic program. Elective credit may be awarded at the discretion of the subject-matter department head. Documented work experience credit may be awarded for no more than 25% of the credit hours applied toward a degree, diploma, or certificate. Credit will be recorded on the student's transcript as "Work Experience." A copy of the supporting documentation must be submitted to the Registrar's Office/Student Data Center with the Advanced Standing Credit form.

Technical Advanced Placement (TAP)

The College will award credit for specific College courses to area high school students who have successfully completed all procedures outlined in TAP Teacher Recommendation forms. Students taking high school courses, especially in occupational and technical areas, that cover skills and competencies equivalent to content in Tri-County Technical College courses, may qualify to earn credit for the Tri-County courses. Students may have their skills verified through examination or by completing coursework that requires the use of skills acquired in high school. Validation guidelines for each course are included in the Teacher Recommendation forms in the TAP section of the College website (www.tctc.edu/TAP). High school students who would like more information about TAP should contact their guidance counselor or occupational teacher and/or review the TAP information on the College's website. TAP credit will be documented on College transcripts as "Technical Advanced Placement" credit. A copy of the test, or other equivalency verification, must be submitted to the Registrar's Office/Student Data Center along with the Advanced Standing Credit form.

Transfer Credit

Tri-County Technical College will grant credit for courses taken at other regionally accredited post-secondary institutions provided the student earned a "C" (or minimum grade point of 2.0) or above in those courses.. Transfer credits from a college without regional accreditation must be approved by the Chief Academic Officer. Exceptions will be documented and submitted and to the Registrar's Office. A student's official transcript from other colleges will be evaluated and credit determined by the appropriate subject department head or program coordinator. Transfer credit will be granted according to the following guidelines:

- A student's official transcripts from other colleges will be evaluated and credit determined by the appropriate subject department head.
- Credit will be given for the equivalent College course.
- If the equivalent College course credits do not exceed the course credits being transferred by more than one-half credit hour, full credit for the College course will be granted. If the College course credits exceed the course credits being transferred by more than one-half credit hour, the student has the option of taking an exemption exam or requesting a course waiver.
- Elective credit may be granted for courses for which the College does not have an equivalent course.
- Transfer credit may be granted for all applicable courses without regard to when the credit was initially earned. (Exceptions: Some curricula may require that credit be earned within a specified period of time. In some technical courses, the student may also be advised to validate competency.)
- If a student has exempted prerequisite courses and has earned credit for advanced courses at an institution where previously enrolled, the student may request that exemption credit also be granted by the College by providing appropriate documentation. In lieu of appropriate documentation, the student may take an exemption exam (for credit) or request a course waiver (no credit).
- While enrolled in a degree, diploma, or certificate program at the College, students must secure permission from their advisor prior to taking courses at other post-secondary institutions for transfer credit. The form must be submitted to the Registrar's Office/Student Data Center prior to taking the course.

Statewide Articulation of 86 Courses

The Statewide Articulation Agreement of 86 courses approved by CHE for transfer from two-year to four-year public institutions will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Tri-County Technical College offers 64 of the 86 courses articulated by CHE:

- ACC 101 - Accounting Principles I
- ACC 102 - Accounting Principles II
- ANT 101 - General Anthropology
- ART 101 - Art History and Appreciation
- AST 101 - Solar System Astronomy
- AST 102 - Stellar Astronomy
- BIO 101 - Biological Science I
- BIO 102 - Biological Science II
- BIO 210 - Anatomy and Physiology I
- BIO 211 - Anatomy and Physiology II
- BIO 225 - Microbiology
- CHM 110 - College Chemistry I
- CHM 111 - College Chemistry II
- CHM 211 - Organic Chemistry I
- CHM 212 - Organic Chemistry II
- ECO 210 - Macroeconomics
- ECO 211 - Microeconomics
- ENG 101 - English Composition I
- ENG 102 - English Composition II
- ENG 201 - American Literature I
- ENG 202 - American Literature II
- ENG 205 - English Literature I
- ENG 206 - English Literature II
- ENG 208 - World Literature I
- ENG 209 - World Literature II
- FRE 101 - Elementary French I
- FRE 102 - Elementary French II
- FRE 201 - Intermediate French I
- FRE 202 - Intermediate French II
- GEO 102 - World Geography
- HIS 101 - Western Civilization to 1689
- HIS 102 - Western Civilization Post 1689
- HIS 201 - American History: Discovery to 1877
- HIS 202 - American History: 1877 to Present
- MAT 110 - College Algebra
- MAT 111 - College Trigonometry
- MAT 120 - Probability and Statistics
- MAT 130 - Elementary Calculus
- MAT 140 - Analytical Geometry and Calculus I
- MAT 141 - Analytical Geometry and Calculus II
- MAT 240 - Analytical Geometry and Calculus III
- MAT 242 - Differential Equations
- MUS 105 - Music Appreciation
- PHI 101 - Introduction to Philosophy
- PHI 105 - Introduction to Logic
- PHI 110 - Ethics
- PHY 201 - Physics I
- PHY 202 - Physics II
- PHY 221 - University Physics I
- PHY 222 - University Physics II
- PSC 201 - American Government
- PSC 215 - State and Local Government
- PSY 201 - General Psychology
- PSY 203 - Human Growth and Development
- PSY 208 - Human Sexuality
- PSY 212 - Abnormal Psychology
- SOC 101 - Introduction to Sociology
- SOC 102 - Marriage and the Family
- SOC 205 - Social Problems
- SPA 101 - Elementary Spanish I
- SPA 102 - Elementary Spanish II
- SPA 201 - Intermediate Spanish I
- SPA 202 - Intermediate Spanish II
- SPC 205 - Public Speaking

Transferable Courses

Tri-County Technical College offers numerous other transferable courses taught by faculty who are credentialed at the University Transfer level. It is the responsibility of the receiving institution to evaluate student transcripts and to make decisions concerning which courses are applied to particular degree programs.

- BUS 101 - Introduction to Business
- BUS 121 - Business Law I
- CRJ 260 - Seminar in Criminal Justice
- EGR 269 - Engineering Disciplines and Skills
- EGR 270 - Introduction to Engineering
- EGR 275 - Introduction to Engineering/Computer Graphics

Additional General Education Courses identified for University Transfer can be found in the General Education Courses section of the catalog.

CHE State Policies and Procedures

The Commission on Higher Education (CHE) for the state of South Carolina coordinates post-secondary education in public-supported institutions, including policies and procedures for students and their course credits transferring between and among these institutions. The CHE has established transfer policies and procedures that all State public institutions must follow.

Most courses in the Associate in Arts and Associate in Science majors are designed for transfer to other colleges and universities (see Arts and Sciences Division section). Credits earned in other majors may be evaluated by other institutions on an individual basis.

The chief transfer officer at the College is the Dean of the Arts and Sciences Division. This officer administers the transfer degree programs (Associate of Arts and Associate of Science) and coordinates the advising of transfer students. Students may consult the dean of their programs of study for questions concerning transfer of courses into program curricula. CHE regulations and procedures are listed in Appendix 2.

REGISTRATION, DROP/ ADD, AND WITHDRAW

Academic Advising

Academic advising is a critical component of the transformational educational experience at Tri-County Technical College. Its primary purpose is to assist students in the development of meaningful curricular and co-curricular plans and to align those plans with attainable life goals.

Academic Advisors provide students with specialized, personal contact, and seek to meet student needs in the following ways:

- Assist in the development of realistic educational plans compatible with academic, life, and career goals based on a student's abilities and time constraints;
- Provide individualized, proactive academic guidance throughout a student's academic career, including monitoring and following up on student progress;
- Aid students through their academic careers in developing decision-making skills and in becoming autonomous and self-reliant;
- Refer to appropriate support services both on campus and in the community; and
- Provide job placement information and university transfer assistance as needed.

Essential to the advising process is the need to listen to and respect advisee concerns and maintain confidentiality.

Registration

Academic advising for course selection is mandatory for all students enrolled in a degree, diploma, or certificate program. Registration dates are listed on the Academic Calendar available on the website at www.tctc.edu/calendar. Prior to each term, students should complete the following registration processes:

CURRENTLY ENROLLED STUDENTS may register for courses online via the College's portal after being advised for course selection. Appointments with advisors should be made during the "Advising for Currently Registered Students" period.

NEW, RETURNING, or TRANSFER STUDENTS may register for courses online via the College's portal after attending orientation and being advised for course selection.

After completing the registration process, **ALL STUDENTS** should:

- Verify financial aid award status, if applicable, via their College's portal account.
- Pay tuition and fees in the Business Office.

No student is officially enrolled until all fees are paid.

Drop/Add Period

Students interested in changing their schedules after classes have started may do so online via the College's portal. Students may add classes to their schedules during the first three instructional days and drop classes during the first five instructional days of a 14-week session. Students who wish to change sections of the same course or move from certain upper and lower Biology, Chemistry, English, Reading, or Math courses will be allowed to do so throughout the drop period. The add and drop periods will be prorated for sessions of varying lengths as published in the academic calendar.

Students who add courses after the term begins are responsible for classes missed. Students receiving financial aid must contact the Financial Aid Office to review their adjusted financial aid awards.

Withdrawal from a Class

Any student may withdraw from a class online via the College's portal after the drop/add period through the withdrawal deadline of the session for which the class is offered. The class withdrawal deadline is noted on the academic calendar. If a student withdraws from a class or is withdrawn by faculty for violation of the attendance policy and the last date of attendance is on or prior to the last day to withdraw, then the student will receive a grade of "W." If the student is withdrawn from a class and the last date of attendance is after the last

day to withdrawal, then the student will receive the final course grade calculated as stated in the course syllabus.

A grade of "W" may be awarded after the deadline provided the student presents reasonable, documented, non-academic circumstances as justification for an exception to the withdrawal policy. Such an exception requires the approval of the instructor and head of the department in which the course is housed.

The student is responsible for all transactions, including notification of the Financial Aid Office, if financial aid, scholarships, or VA education benefits are being received.

Withdrawal from the College

All students officially withdrawing from the College must complete a "Withdraw from College" form available in TC Central. Students are required to meet with a Financial Aid counselor prior to submitting the form to TC Central. NOTE: Students leaving the College without completing the "Withdraw from College" form are considered unofficially withdrawn.

A student's federal financial aid eligibility must be recalculated for students who withdraw (officially or unofficially), drop out, or are dismissed prior to completing 65% of a semester. Federal Financial Aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Stafford Loans. Federal Financial Aid must be returned to the federal government based on the percent of unearned aid. A student who does not complete at least 60% of a semester may owe a repayment to the College and/or the federal government for the amount of unearned Federal Financial Aid based on the length of time the student was enrolled. Immediate repayment may be required.

A student who owes the College may not be permitted to register for a subsequent term or obtain an academic transcript until the debt is paid. Payment should be made to the Business Office. A student who owes the federal government may be turned over to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.

Auditing a Class

A student who wishes to attend credit classes, but who does not wish to take examinations or receive a grade or semester hour credits, may register as an audit student.

An "Audit Registration Form" must be completed and returned to TC Central prior to the last day of the add period. Students may not change status (credit to audit or audit to credit) after the add period for the term.

Audit students pay regular course tuition and fees and are eligible for refunds according to the Tuition Fee Refund for Credit Programs policy and procedure during the drop/add period. Audit students must adhere to the College attendance policy during the drop/add period.

Students who previously audited a course must register and pass the course in order to receive credit for the course. Students may not receive credit by examination for previously audited courses. Exceptions to this rule may be granted by the Chief Academic Officer upon written request of the student. An audited course may not be used to fulfill prerequisite requirements. Participation of audit students in class discussions is at the discretion of the instructor.

STANDARDS OF ACADEMIC PROGRESS

Standards of Academic Progress (SAP)

The purpose of having Standards of Academic Progress (SAP) is to assist students in attaining their educational goals by providing a scale by which to measure progress toward graduation. A minimum institutional grade point average (GPA) of 2.0 is used at the College to determine SAP. Institutional intervention strategies are in place for students who fall below this standard. In order to remain in good standing, a student enrolled in classes and pursuing an associate degree, diploma, or certificate must achieve and maintain a minimum of a 2.0 institutional GPA, excluding exempted or transfer hours.

Some programs may have requirements that must be met for competitive entry and to maintain good standing. Such requirements are published in this Catalog in the section for those specific academic majors and/or programs. Students participating in Federal Financial Aid or other student aid programs are subject to specific satisfactory academic progress requirements that impact continued eligibility. The College administers financial aid programs according to the regulations set forth by the United States Department of Education and other regulatory bodies. These requirements are articulated in the Satisfactory Academic Progress Federal and Other Student Aid Programs policy.

Requirements for Students Not in Good Standing

The College has a progressive support system to help students enrolled in curriculum programs maintain good academic standing. Student institutional grade point averages (GPAs) are updated at the end of each term. Students not in Good Standing are notified via College e-mail of their current status and the academic improvement requirements that must be completed to return to Good Standing. Requirements are detailed in College Procedure 3-2-1050.5. Failure to meet requirements may lead to Academic Suspension or Dismissal. Students on Academic Suspension and Academic Dismissal are notified of their academic standing at the College by their TCTC email and hard copy letter sent to the permanent address on record. Status for students will be indicated on their permanent academic records. Registration will be prevented for students on Academic Suspension until they have satisfied all requirements.



GRADUATION

Graduation Requirements

To apply for graduation and have the opportunity to participate in commencement, a student must meet the following requirements:

- Satisfactorily complete the required courses and the number of credit hours specified in a program of study.
- Achieve at least a 2.00 grade point average in the program of study.
- File a completed "Graduation Application" with the Registrar prior to the graduation application deadline, as indicated on the Academic Calendar.
- Pay all financial obligations owed to the College.
- Earn a minimum of 25% of the credit hours required for a degree, diploma, or certificate through courses taken at the College.
- Earn credit for a minimum of two courses selected from the major curriculum (excluding electives) at the College, unless specifically exempted by both the department head and dean administering that major.

Only those students who have applied for graduation by the deadline and who have met all requirements for graduation may participate in the commencement ceremony.

Students who have applied for graduation but do not meet all graduation requirements will be notified by the Registrar, via certified letter, that they are not eligible to graduate. To be considered for a future graduation, students must submit a new graduation application and satisfy all other requirements as outlined here.

Students who satisfy all curriculum and financial requirements, but do not apply for graduation (as outlined in this Catalog), will be administratively awarded the appropriate credential within one semester of completion. These students will not participate in the commencement ceremony.



Graduation Honors

Graduates who have outstanding institutional grade point averages will be recognized as honor graduates. Honors designations are as follows: 3.50 - 3.74 (Cum Laude); 3.75 - 3.94 (Magna Cum Laude); and 3.95 - 4.00 (Summa Cum Laude).

Honor cords designate by color that students are graduating Cum Laude (blue), Magna Cum Laude (silver), and Summa Cum Laude (gold). The College covers the costs of gold tassels and honor cords.

Commencement Ceremonies

Commencement ceremonies are held at the end of the Fall semester, Spring semester, and the Summer semester each year. All students must apply to graduate. All graduates are encouraged to attend the commencement ceremonies.

The Learning Commons is located on the Pendleton Campus on the top floor of the Student Support Center. Learning Commons locations can also be found on the Anderson, Easley, and Oconee campuses.

Learning Commons Faculty:

Som Linthicum

slinthic@tctc.edu

Director, TCTC Learning Commons
B.A., Haverford College
M.A., Brandeis University
M.L.I.S., University of South Carolina

Brady Cross

bcross2@tctc.edu

Associate Librarian, Collections,
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Technologies

B.A., University of South Florida
M.S.I., Florida State University

Marisa Reichert

mreicher@tctc.edu

Assistant Librarian, Public Services
B.A., New College of Florida
M.L.I.S., Simmons University

Hours:

Monday-Thursday: 7:30 a.m.–6 p.m.,

Friday: 7:30 a.m.–2 p.m.

Unless otherwise posted

Contacts

The Learning Commons
Service Desk

library@tctc.edu
864-646-1750

The Learning Commons
Tutoring Service Desk

tutoringcenter@tctc.edu
864-646-1367

ACADEMIC SUPPORT SERVICES

Learning Commons

Learning Commons

A vibrant and active space, the TCTC Learning Commons integrates a range of key academic supports that, together, enhance and deepen the student learning experience at multiple levels and across the disciplines. From writing and research skills to learning strategies and tools, from critical information literacy to foundational content support and tutoring - the Learning Commons works to extend our learning toolkit, helping us to think critically, communicate effectively, and connect richly in the classroom and beyond. Students are invited to come explore all of our many study spaces and support services.

Tutoring & Content Support

- One-on-one or small group assistance from qualified, professional tutors
- Content-specific support for most subject areas, from math and science to accounting and economics to social sciences and humanities.
- Writing across the disciplines with an emphasis on process, from topic and rough draft to final edits and bibliography
- Supplemental Instruction
- Guided, peer-to-peer sessions with a proven record of success
- Group-based and course-specific in an accessible drop-in format
- Focused on historically difficult courses that cause many students to struggle

Learning Strategies & Academic Coaching

- Personalized consultations focusing on foundational skills and innovative learning techniques
- Evidence-based approaches to maximize returns on learning and studying
- Organizational & time management skills
- Research Support & Critical Literacy
- Individual consultations and point-of-need support from skilled research professionals
- Focus on collegiate-level, scholarly information sources
- Guidance on critical understanding of information use

Academic Library Collection

- Robust, contemporary print collection and vast shared-content collection
- Over half-a-million digital resources - databases, journals, articles, news, and more
- Streaming film and media

