



May 17, 2010

MEMORANDUM

TO: District Board of Trustees
FROM: Barbara R. Sloan, President *BRS*
SUBJECT: Policy Manual Revision - Chapter 8

Item Description:

Policy Manual Changes

Overview:

As a continuation of the complete revision of the TCC Board Policy Manual that was described at the September 2008 Board meeting, revisions to Chapter 8 are presented for your consideration. These proposed changes have been through the appropriate College Standing Committees for review and comment. The new versions of the policies are attached. Links are provided at the end of each policy to copies of the current policies showing the edits so that you can see the details of the proposed changes. Policies with no changes are not attached.

Salient Facts

Policy manual revision is necessary for the following reasons: to remain compliant with new state and federal laws; to update organizational/staff references; to remove procedures from policy, and to recommend changes to improve College governance and operations. Changes to Chapter 8 are summarized here:

08-00	Minor wording changes to remove non-policy Language.	08-01	Minor wording changes to remove non-policy Language.
08-02	Wording updated to reflect organizational structure.	08-03	Language clarified as recommended by Academic Affairs Committee
08-04	Procedure removed.	08-05	Language clarified and final exam policy modified as recommended by Academic Affairs Committee.
08-06	Language clarified and final exam policy modified as recommended by Academic Affairs Committee.	08-07	Statement affirming compliance with federal law added.
08-08	Policy modified to comply with new state and federal laws.	08-09	Procedure removed.
08-10	Language clarified.	08-11	Policy deleted; content added to policy 8.8.
08-12	Organizational structure updated.	08-13	Updated to reflect current law. Procedure removed.

Past Actions:

The College began the process of revising and updating the policy manual last year. This is a continuation of that process.

Future Actions:

This Board item completes the review of Chapter 8. The Executive Team will continue to bring the additional chapters to the Board through the fall.

Funding/Financial Matters:

No costs are related to this item.

Staff Resource:

Barbara Sloan

Recommended Action:

Approve policy revisions as presented.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Academic Freedom - Faculty Members	<u>NUMBER:</u> 6Hx27:08-00
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u> 6Hx27:08-01
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 2

The educational program at Tallahassee Community College shall be conducted in accordance with the principles of academic freedom of inquiry within the framework of responsibility.

Each faculty member is entitled to freedom in discussing the faculty member's subject in the classroom, when conducting academic research, or when writing for publication. The faculty member should not introduce controversial matter into teaching which has no relation to the subject.

In discussing controversial issues related to the subject matter, however, the faculty member should adhere to the following:

1. The faculty member should make every attempt to understand thoroughly the significant facts and opinions on all sides of the issue.
2. The faculty member should help students find, analyze, and interpret these facts.
3. The faculty member should direct tactfully an intelligent, emotionally controlled discussion exemplifying good discussion techniques.
4. The faculty member should endeavor to maintain an open-minded, unprejudiced attitude toward all such issues.
5. The faculty member should encourage the development and utilization of creative and critical thinking in students and guide them to seek the truth through every available method whenever possible.

6. As a citizen in the community, the faculty member should be free from any institutional control. However, the faculty member should remember that the public may judge the teaching profession and the College by what the faculty member writes or says. Therefore, the faculty member should clearly state that the information may not necessarily represent the point of view of the College.
7. In the event that classroom material of a controversial or sensitive nature is called into question, the faculty member should be prepared to demonstrate the relationship of such material to the course objectives. The faculty member should also be aware of community standards regarding obscenity and pornography and of the legal ramifications involved.

[Link to Marked-Up Policy](#)

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

<u>TITLE:</u> Academic Freedom - Students	<u>NUMBER:</u> 6Hx27:08-01
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u> 6Hx27:08-00
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 2

The minimal standards of academic freedom of students outlined below are essential to any community of scholars.

1. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
2. Students shall have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. Information about student views, beliefs, and political associations that faculty acquire in the course of their work as faculty members, advisors, and counselors shall be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.
4. Students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall always be free to support causes by orderly means that do not disrupt the regular and essential operation of the College. At the same time, it shall be made clear to the academic and the larger community that in their public expression or demonstrations, students or student organizations speak only for themselves, with the exception of the Student Government Association, which is the official voice of the student body of the College.
5. Students shall be allowed to invite and to hear any person of their own choosing. Those routine procedures required by the College before a guest speaker is to appear

on campus shall be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities will not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.

[Link to Marked-Up Policy](#)

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Schedule of Classes	<u>NUMBER:</u> 6Hx27:08-02
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247, 6A14.0262	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 1

Classes shall be scheduled each term to correspond to the College calendar as adopted by the District Board of Trustees.

Deviation from the established schedule of classes may be approved by the President or appropriate Executive Committee member if the change will further serve the students or the community.

[Link to Marked-Up Policy](#)

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Grading System	<u>NUMBER:</u> 6Hx27:08-03
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u> 6Hx27:10-04
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 2

The standing of a student in each course is expressed by one of the following letters:

A	Excellent	4 grade points per credit hour
B	Good	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Poor	1 grade point per credit hour
F	Failure	No grade points
S*	Satisfactory	No grade points
U*	Unsatisfactory	No grade points
I*	Incomplete	No grade points
X*	Audit	No grade points
NC*	No credit course	No grade points
NR*	Grade not reported	No grade points
AW*	Administrative withdrawal	No grade points
W*	Withdrew	No grade points
AD,AF*	Amnesty	No grade points

*Grade not included when computing the grade point average

Grade of "I" – Incomplete

The grade of "I" may be assigned to a student who has completed nearly all of the course work and is passing the course but who is unable to complete all requirements because of illness or other emergency.

The student must be informed that an "I" will be assigned and must be given clear information on the work to be completed and timeline for completion.

Instructors must leave detailed instructions with the dean/director for the removal of the Incomplete.

The "I" grade will be changed to a final grade no later than the end of the timeline agreed upon.. An "I" not removed by the end of the next term (regardless of whether or not the

student is enrolled for that term) will be changed to an "F".

A grade of "I" may not be given if a student has withdrawn from the course or in a course graded "S-U".

A student may not re-register for a class in which he/she has been assigned an "I".

Grade of "AW"—Administrative Withdrawal

The use of the "AW" to administratively withdraw a student is based primarily upon excessive absences but may be secondarily based on student academic progress.

Faculty members who choose to use the "AW" may not establish classroom policies that violate the college attendance policy (see 10-02).

Faculty members who choose to withdraw students utilizing the "AW" grade may do so only until the official deadline for withdrawal each session.

The "AW" may also be employed by action of the Vice President for Student Affairs to remove students from the class as a disciplinary measure imposed during the student judicial hearings

"AW" grades may be awarded after term/session deadlines but prior to posting of grades for the term/session only because of extenuating circumstances. Late "AW" requires the dean/director's approval.

Grade of "W" - Withdrew

A "W" will be awarded to any student who withdraws from a course on or before the date specified in the Academic Calendar for each academic term.

[Link to Marked-Up Policy](#)

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

<p>TITLE: Student Appeal for Change of Course Grade</p>	<p>NUMBER: 6Hx27:08-04</p>
<p>AUTHORITY: Florida Statute: <u>1001.64</u>, <u>1001.65</u> Florida Administrative Code: <u>6A-14.0261</u></p>	<p>SEE ALSO: 6Hx27:08-03 Florida Statute: <u>1001.02</u></p>
<p>DATE ADOPTED: 12/1/1997; rev 8/99; revised 1/22/01</p>	<p>PAGE: _1 of 1</p>

In certain isolated instances, a student may have just grounds to appeal for a change of course grade. All grade appeals must be initiated within one calendar year after the disputed grade was awarded. Proving grounds for a change of grade is the responsibility of the student.

[Link to Marked-Up Policy](#)

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Examinations	<u>NUMBER:</u> 6Hx27:08-05
<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	<u>PAGE:</u> 1 of 2

Instructors are required to keep a record of the grades of students in their classes and must report final grades to Enrollment Services at the end of the semester. Significant information relative to the determination of an individual student's grade should be maintained in the divisional or instructor's office for not less than one year.

The number, frequency, and relative weight of quizzes and examinations administered during the term in any given course are a matter of academic divisional policy. In general, authorized absence and attendant makeup privileges should be limited to personal emergencies of a serious or unavoidable nature, such as the following:

1. Documented illness
2. Documented death within the immediate family or household
3. Participation in an official College-approved activity (athletic contests, forensics, student government conferences, authorized field trips, etc.) as official members of a team or group or as designated representatives
4. Court-ordered appearances
5. Non-deferrable directives from a draft board or military authority or similar justifications of an authoritative nature that are beyond individual control or deferment and distinctly not personal convenience, choice, or preference.

Other situations may be considered provided instructors are consistent in their application of their rules as described in the syllabus. The appropriate Dean/Director may also be consulted.

A final examination is required in all courses except those specifically exempted by the Academic Affairs/Curriculum Committee. For some courses, departmental policy requires that the student take the final exam before a passing grade can be earned. For all other courses, a

student who does not take the final exam and is not eligible for a makeup exam will receive a zero for the exam. The zero will be averaged into the course grade.

The final examination schedule will be distributed in the class schedule for each semester. Copies of final examinations are to be maintained within the division for not less than one year.

[Link to Marked-Up Policy](#)

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Rescheduling of Final Exams	<u>NUMBER:</u> 6Hx27:08-06
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u> 6Hx27:10-02
<u>DATE ADOPTED:</u> 12/1/97; rev 1/22/01; revised 3/19/01	<u>PAGE:</u> 1 of 1

A final exam is required in all courses except those specifically exempted by the Academic Affairs/Curriculum Committee. For some courses, departmental policy requires that the student take the final exam before a passing grade can be earned. For all other courses, a student who does not take the final exam and is not eligible for a makeup exam will receive a zero for the exam. The zero will be averaged into the course grade.

Faculty members will not administer final examinations at other than the regularly scheduled times or excuse students from taking final examinations. A student who reports to and takes any part of the final examination ordinarily will not be allowed to defer or retake that final examination.

A student who is absent from final exams due to illness, court-mandated appearance, or other extreme emergency must contact the appropriate dean/director immediately and provide reliable evidence for these situations.

Final examinations may be rescheduled only for extreme emergencies. All such emergencies must be approved by the appropriate dean/director. The following are not usually considered to be extreme emergencies:

1. Airline reservations
2. Ride-sharing
3. Vacation plans
4. Weddings
5. Lack of preparedness
6. Calendar conflicts with other institutions
7. Work schedules
8. Transportation problems
9. Housing problems

A deferred examination must be taken by the end of the next term (regardless of whether the student is enrolled for that term) or an "F" will be given in the course.

[Link to Marked-Up Policy](#)

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Class Rosters and Attendance Records	<u>NUMBER:</u> 6Hx27:08-07
<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

Faculty members and adjunct instructors are responsible for keeping class rosters for all students in their classes and for making these records available to the appropriate College office as needed.

Attendance must be taken as required by federal or state law or as required for college compliance with law.

[Link to Marked-Up Policy](#)

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Textbook Selection/Discontinuance/Appeal	<u>NUMBER:</u> 6Hx27:08-08
<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	<u>PAGE:</u> 1 of 1

Tallahassee Community College recognizes the financial impact that the cost of textbooks has upon students. The college faculty and staff will make every effort to help control those costs by ordering only those materials needed for a particular class, by unbundling materials, and by offering students options for the acquisition and purchase of required texts and ancillary materials including open access texts, e-books and a rental program. The college will continue to implement options to keep textbooks affordable.

All college textbook selection/discontinuance policies will be in compliance with the Higher Education Opportunity Act.

Selection/Discontinuance Policies

The choice of textbooks is a divisional responsibility with the actual selection being a function of the faculty teaching a specific course.

Upon approval of an adopted text(s) for a course, it is understood that this adoption shall remain in effect for two full calendar years. Only in urgent cases may permission to discontinue a text be granted at an earlier date. Such permission must be granted by the appropriate dean director.

After collaboration, the faculty member(s) concerned make a recommendation to the dean/director. Requests that have been approved will be transmitted to the bookstore by the dean/director.

1. Textbook discontinuance - no later than February 15th of the preceding year
2. New textbook selection - no later than February 15th of the preceding year
3. If courses are added after this date, textbooks for those courses should be adopted as soon as possible
4. If the college determines that information regarding book selection is not available or that posting this information is not practical, then the college must post "to be determined" for that

course.

5. If materials are ordered as a bundled package, instructors in the discipline area must confirm that all materials will be used.
6. Faculty members may not require students to purchase materials other than those authorized in advance by the dean/director for the specific course.
7. Textbook selections must be posted no later than 30 days prior to the start of registration.

[Link to Marked-Up Policy](#)

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Field Trips	<u>NUMBER:</u> 6Hx27:08-09
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u> 6Hx27:03-23
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 1

Academic field trips for classes are permitted and encouraged. A field trip form must be submitted to the appropriate academic dean/ director or designee at least one week in advance for review and approval.

Field trips arranged as part of the required instructional program of a course or curriculum should not involve an admission, participation charge, or contribution on the part of the students.

[Link to Marked-Up Policy](#)

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

<u>TITLE:</u> Auditing Classes	<u>NUMBER:</u> 6Hx27:08-10
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC:, 6A-14.0301	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 1

An auditing student is one who registers for a course without intent to receive credit. An auditing student may participate fully in all requirements of the course but may not be required to do so. The student should speak with the instructor the first week of class to develop a written agreement regarding the student's participation. In special circumstances, approval of the dean/ director will be required to audit a particular course.

Fees for courses audited are the same as those for courses taken for credit.

A student must declare audit status by the last day to drop courses and receive a refund (5th day of classes). The enrollment will not be counted as an attempt for purposes of full cost or repeat course regulations.

Students cannot withdraw ("W") or be withdrawn ("AW") from an audit (X) class.

Students who have not successfully completed their college preparatory courses may not audit those preparatory courses. Students who have met college preparatory requirements through previous satisfactory grades or appropriate test scores may audit college preparatory classes.

[Link to Marked-Up Policy](#)

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Materials Required of Students	<u>NUMBER:</u> 6Hx27:08-11
<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	<u>PAGE:</u> 1 of 1

Delete. Added to textbook policy.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Deletion of Courses	<u>NUMBER:</u> 6Hx27:08-12
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65, 1007.24 FAC: 6A-10.0331	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 1

Annually, academic deans/ directors shall review the curriculum to identify courses which have not been offered during the preceding five (5) years in order to ensure that such courses are deleted from the catalog. In the event course(s) have not been offered during the preceding five (5) years but there are plans to offer such course(s) during the upcoming five (5) years, the course(s) shall be reviewed in the same manner that the College reviews courses which are proposed for addition to the catalog and Common Course Designation and Numbering System.

Annually, the Vice President for Academic Affairs shall prepare an Annual Certificate of Compliance for approval of the President. As required by FAC 6A-10.0331, the President shall certify to the Board that this action has occurred.

[Link to Marked-Up Policy](#)

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

<p><u>TITLE:</u> Policy Name Substitute Admission and Graduation Requirements</p>	<p><u>NUMBER:</u> Policy Number 6Hx27:08-13</p>
<p><u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65, 1007.264 FAC: 6H-1.041</p>	<p><u>SEE ALSO:</u></p>
<p><u>DATE ADOPTED:</u> March 19, 2001; revised 7/1/08</p>	<p><u>PAGE:</u> 1 of 1</p>

Tallahassee Community College provides reasonable substitution for eligible students to meet requirements for admission (both general and for a program of study) and graduation from TCC.

Tallahassee community College shall honor substitutions granted by other state postsecondary institutions in the state of Florida.

Eligibility

A specific learning disability in mathematics (dyscalculia) is a disorder in one or more of the basic psychological or neurological processes involved in understanding or using mathematical concepts or calculations. To be eligible for accommodations, a student must have a diagnosis of dyscalculia from a licensed practitioner who recommends course substitution. The documented disability must reasonably be expected to prevent the individual from meeting requirements of the college. Such disabilities do not include learning problems which are due primarily to hearing impairments, motor handicaps, intellectual disabilities, emotional disturbances, or environmental deprivation. The DSS Coordinator shall verify that the documentation substantiates the disability which can reasonably be expected to prevent the individual from meeting requirements.

Substitutions

The Director of Disability Support Services shall maintain a list of approved substitutions and shall report annually to the Academic Affairs/Curriculum Committee on the use of the courses.

The DSS Office shall have the responsibility of making the above substitutions known to affected persons.

Annually, the Academic Affairs/Curriculum Committee shall review the course list for substitutions and approve modifications as appropriate.

[Link to Marked-Up Policy](#)