

ACADEMIC POLICIES

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Academic Policies

Academic Year

HCC's academic year consists of the Fall, Spring, and Summer terms.

Attendance

Students are required to attend class regularly and punctually. If students miss classes, regardless of the cause, their opportunities for learning and academic success will be adversely affected.

The syllabus for each course contains the instructor's attendance and grading requirements. It is the student's responsibility to read the syllabus, comply with the instructor's policies, and arrange to make up work missed because of absence or lateness.

Instructors will keep attendance records in official HCC grade books.

If students stop attending class, they will be assigned a letter grade unless they complete and submit a withdrawal form by the deadline published in the current catalog and credit course schedule. Students receiving financial aid are advised to discuss the impact of not attending classes on their financial aid or veterans benefits.

Grading Policies

Grade Reports

Students may ask instructors about their academic progress throughout a term. Final grades may be viewed via HawkNet (<http://hccadvisor.hccfl.edu/datatel/openweb/index.html>) or via the FACTS website (www.facts.org) at the end of each term (see calendar). Only the final grade appears on the student's transcript which is posted on the FACTS website. Students may also get grade information via the HCC website. Grades are not mailed. HCC may withhold the grades of students for the following reasons:

- Unpaid fees
- Overdue loans
- Overdue library books
- Overdue audiovisual or physical education materials and equipment
- Incomplete admissions records
- Disciplinary action

Students whose grades are being withheld may appeal to the appropriate campus dean of student services or his/her designee.

Students called to active military duty will be permitted to drop their course(s) or make arrangements with faculty to complete academic requirements and receive final grades. To qualify, students must provide a copy of their active duty orders. Contact the campus advising or counseling office.

Grading

Students will be awarded letter grades for courses taken at HCC.

Grades used in computing GPA:

Grade	Interpretation	Point Value
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
FX	Failure – Stopped Attending	0

Note: FX – Means stopped attending and will be treated like an "F" grade. The last date of attendance must be recorded whenever the FX is awarded. FX grade appears as an "F" grade on the transcript.

Grades not used in computing GPA:

AU	Audit
AW	Administrative withdrawal
I	Incomplete
N	No credit
NR	Grade not reported by instructor
S	Satisfactory
U	Unsatisfactory
W	Withdrawal
WN	Withdrawal, non-attendance

Grade Point Average

Each letter grade has a point value. To determine grade point average (GPA), one multiplies the number of points for each grade earned times the number of the course's credits, adds the total grade-point values for all courses, then divides by the total number of credit hours.

A "B" (three points) in a three-credit course is worth nine points. An "A" (four points) in the same three-credit course is worth 12 points.

GPA Example:

ENC 1101	3 cr.	Grade A (4 points)	=	12
CGS 1100	3 cr.	Grade C (2 points)	=	6
HUM 2210	3 cr.	Grade F (0 points)	=	0
PEM 1954	1 cr.	Grade B (3 points)	=	3
Total	10 cr.	Total Points	=	21

Divide 21 points by 10 credits = 2.100 grade point average. A degree GPA of 2.0 or higher is required to receive an associate degree from HCC.

The following letter grades have special requirements:

Audit — awarded to students who enroll in credit classes for enrichment but not for credit. A change in enrollment from credit to audit or audit to credit can be made only during the designated schedule adjustment (drop/add) period.

Administrative Withdrawal — awarded by the college for reasons such as non-payment of fees, non-compliance with rules, or extenuating circumstances.

Incomplete — awarded only when requested by the students, approved by instructors and confirmed by the appropriate academic deans. "I" grades are given only when unforeseen circumstances prevent students from completing course requirements during the regular term. An "I" contract is agreed upon and signed by both students and instructors. Contracts include a list of the course requirements students must complete and the deadline by which the work must be completed. To be eligible for an "I," students must have satisfactorily completed at least two-thirds of the course requirements. "I" grades must be removed before the end of the eighth week of the following term (excluding summer term) or they will be changed to "F" grades on the students' permanent records. Students should refer to the student services Important Calendar for Students.

No Credit (N) — "N" grades are awarded only in college preparatory courses. The "N" grade is awarded to students who attend class through the end of the term but who do not reach the level of skill or knowledge required to move on to the next course. Students who receive an "N" grade do not earn credits, and "N" grades are not included in calculating students' cumulative GPAs. Students who receive "N" grades must repeat the courses during the following term.

Grade Not Reported — when instructors omit a grade, the notation "NR" is placed on transcripts.

Withdrawal — awarded to students who officially withdraw by the deadline.

WN — initiated by instructors and awarded to students who have not attended during the first 10 class days of a regular term. The student is financially responsible for the cost of the course(s).

Forgiveness Policy

Courses in which a "C" or better is earned cannot be repeated. All course attempts will appear on the transcript. Courses in which a grade of "D" or "F" is earned may be repeated for credit, and only the most recent grade earned will be used to calculate the cumulative grade point average.

NOTE: Some courses may be repeated for credit, i.e., JOU 1949. This means the grade and quality points earned in each attempt for this course will be included in the GPA computation. Grade forgiveness does not apply to a course that may be taken more than one time for credit. Check the course description to determine if a course may be repeated for credit.

Students may attempt a course only three times - including the first attempt, repeat grades, and withdrawals. Permission for a fourth attempt will be granted only through the academic appeals process. Permission will be granted only to students who can document major extenuating circumstances. Students who wish to begin the academic appeals process should contact the appropriate campus dean of student services. Grades for the third and all subsequent attempts will be included in calculating grade point averages.

NOTE: Some colleges and universities may not accept grades earned for repeated courses; some might use only the grades originally earned. Students receiving financial assistance of any type should speak with a financial aid counselor to ensure that any repeat attempts will qualify for aid.

Dean's List

To earn placement on the Dean's List, the student must earn a 3.5 or higher term GPA for six or more semester hours in a summer term or 12 or more hours in the fall or spring terms.

Honors

Students who graduate with the specified HCC cumulative grade point averages will be recognized as distinguished graduates.

Degree Grade Point Average

3.50 – 3.79 = Honors

3.80 – 3.99 = High Honors

4.00 = Highest Honors

Gold seals will be placed on the diplomas of honors graduates and an honors statement will be placed on their transcripts.

Academic Progress

In order to have satisfactory academic standing, a student at Hillsborough Community College must maintain a cumulative grade point average of 2.0 "C."

Academic Warning

Students will be placed on academic warning if the students' cumulative grade point averages (cumulative GPA) are less than 2.0, and the students have not been warned previously.

To regain satisfactory academic standing, students must raise their cumulative GPAs to 2.0 or better after their next period of enrollment.

Academic Probation

Students on academic warning who fail to regain satisfactory academic standing (cumulative GPA of 2.0) at the end of their next period of enrollment will be placed on academic probation. Students on academic probation must consult with and obtain the approval of a counselor or academic advisor before they may register.

To regain satisfactory academic standing, students must raise their cumulative GPAs to 2.0 or better.

Final Academic Probation

Students on academic probation who fail to achieve a term GPA of 2.0 will be placed on final academic probation. Students on final academic probation must consult with and obtain the approval of a counselor or academic advisor before they may register.

In addition, students on final academic probation may enroll for no more than six credit hours per term. Students on final academic probation who earn a term GPA of at least 2.0 and who fail to regain satisfactory academic standing (cumulative GPA of 2.0) will remain on final academic probation.

Academic Suspension

Students on final academic probation who fail to attain a term GPA of 2.0 or better will be placed on academic suspension for one Fall or Spring term.

Students who have been academically suspended may not register for classes.

Readmission of Students on Academic Suspension

Students who have been academically suspended must petition the Academic Standards Committee for readmission. Students on academic suspension must see a counselor to begin the petition process.

Lack of Progress by Students Readmitted after a One-Term Suspension

Students readmitted from a one-term suspension will be suspended for one academic year if they fail to earn a term GPA of 2.0 in any period of enrollment before they regain satisfactory academic standing.

Readmission of Students Suspended for One Year

Students who are academically suspended from the college for a one-year period must petition for readmission and appear before the Academic Standards Committee. Students on academic suspension must see a counselor to begin the petition process. Those students readmitted by the committee will be readmitted with the status of final academic probation.

Students readmitted after a one-year suspension must meet regularly with a counselor to discuss their academic and career plans. In addition, students readmitted after a one-year suspension must earn a term GPA of 2.0 or higher during all periods of enrollment until they regain satisfactory academic standing.

Academic Dismissal

Students readmitted after a one-year suspension who fail to earn a term GPA of 2.0 or higher during all periods of enrollment before they regain satisfactory academic standing will be academically dismissed from the college.

After a period of three years, students who have been academically dismissed may petition the Academic Standards Committee for readmission. They must appear in person before the committee

and must present clear and decisive evidence that past poor academic performance has been remedied.

Students readmitted by the Academic Standards Committee are readmitted with the status of final academic probation.

Academic Grade Appeals

Students must adhere to the standards of academic performance established in the course syllabi provided by their instructors. However, students are protected against prejudicial or capricious evaluation and may dispute an assigned grade by asking the instructor for reconsideration. If grades remain in dispute, students should contact the appropriate campus dean of student services. The dean of student services will direct students to the appropriate appeals procedure.

No grade will be changed without the approval of the instructor and the campus president.

College Level Academic Skills Test (CLAST)

The CLAST measures the communication and computation skills generally associated with successful collegiate performance. (CLAST campus coordinators can provide a list of skills that are measured by CLAST.) Florida Statutes and the Rules of the Florida State Board of Education require satisfactory completion of the CLAST test or successful completion of the required CLAST exemption alternatives before an AA degree can be awarded. The State Board of Education establishes passing scores on the CLAST.

Students who are completing an associate in arts degree program usually take the CLAST in the semester prior to graduating. Students in associate in science degree programs who are seeking admission to upper division programs in state universities must also take the CLAST. In order to be awarded an associate in arts degree and/or be eligible for admission to the upper division at a state university, students must have passed the CLAST or been granted a special waiver or exemption. Students who are granted a CLAST exemption need to check with the catalog requirements of the institution to which they are transferring to be sure that an exemption is acceptable; certain programs may require the student to complete the CLAST successfully.

The CLAST is offered at least three times each academic year. In order to be eligible to take the CLAST, students must complete at least 18 semester hours, or the equivalent. In addition, students must meet one of the following state standards:

- Be seeking an AA degree.
- Be seeking admission to the upper division at a Florida public university.
- Be enrolled in a state university under the provision that they take CLAST in order to remain enrolled beyond one term.
- Complete at least 60 credits applicable to an AA or bachelor's degree and meet all eligibility standards for a state of Florida financial aid award.

In addition, students must meet all of the following HCC standards in order to take the CLAST:

- Be eligible to graduate from HCC at the end of the term following the term in which CLAST is taken.
- Have submitted an application for an HCC degree.
- Have registered for the CLAST by the state deadline.
- Have a cumulative GPA of at least 2.0.
- Have completed ENC 1101, ENC 1102, and either MGF 1106, MGF 1107, MAC 1105 or any higher level math courses.

CLAST Waiver

CLAST waiver requests must be supported by significant educational and/or medical data and must be submitted prior to start of the semester in which the student intends to graduate. Students must meet with a counselor or academic advisor to prepare waiver requests and obtain verification of data supporting their requests.

Students who have demonstrated proficiency through completing courses but who have failed a CLAST subtest four times may request a waiver for the subtest. Students should submit requests for waivers through the appropriate campus dean of students to the CLAST Waiver Committee.

Students with disabilities who wish to submit requests for accommodations or waivers should request the assistance of the appropriate campus coordinator of services for students with disabilities. Requests and supporting documentation should be submitted to the coordinator when applying to HCC or immediately upon admission.

CLAST Exemption Requirements

Students who meet state-established criteria are exempt from the CLAST requirement. Students should review their course and test records with an academic advisor or counselor to determine if the students qualify for CLAST exemptions.

NOTE: Students seeking teacher certification may not qualify for CLAST exemptions and should contact the college of education at their intended universities.

Passing scores on CLAST exam:

Effective Dates	Reading/Writing/Computation/ Essay			
8/1/84-7/31/86	260	265	260	4
8/1/86-7/31/89	270	270	275	4
8/1/89-9/30/91	295	295	285	4
10/1/91-9/30/92	295	295	290	5
10/1/92 & thereafter	295	295	295	6

Application for Degree and Transcripts

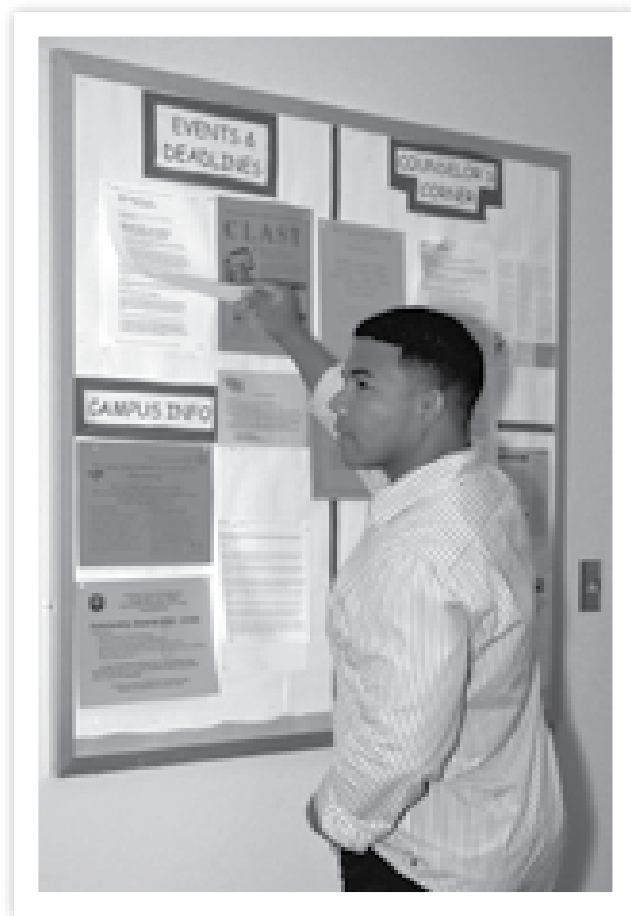
Application for Degree

Students must apply for a degree in the campus advising office upon nearing graduation and prior to the deadline published in the current catalog and credit course schedule. Students who wish to receive a diploma must pay a \$10 fee at the time they apply for graduation. Students applying for multiple degrees must pay \$10 for each diploma requested. This fee covers graduation costs for two consecutive semesters.

If as part of the degree requirements students are required to take the CLAST, they must register by the deadline published in the current catalog and credit course schedule.

Transcript Request

Students may request that their HCC transcripts be sent to another organization or individual by submitting a written request to any campus admissions, registration and records office. They must pay a \$5 fee for each request.



Their request should include their full name, social security number or student ID number, and the name and address of the institution or party to whom the transcript is to be sent. If their names have changed since their last period of enrollment, both their present and former names should be provided. The college will try to respond to transcript requests within 10 working days.

For students attending HCC after fall 1998, unofficial transcripts may be viewed and printed via the Internet on the FACTS website at www.facts.org.

NOTE: The college will not provide transcripts if the student has an outstanding financial obligation to HCC.

Academic Support Services

Learning at Hillsborough Community College

As an institution focused on student learning, Hillsborough Community College offers a variety of learning options to enhance its strong traditional college program.

Academic Support Centers

Academic support is located at centers throughout the college. Tutorial centers offering a wide variety of tutorial services are available at each campus. Writing centers are available at the Dale Mabry and Brandon Campuses to assist students with all English and Gordon Rule assignments. The Plant City Campus has a Success Center that provides academic support in several ways, including peer tutoring, access to an open computer lab, and study group areas.

Academic Technologies

Hillsborough Community College is committed to providing academic technologies for its student population, and therefore, has developed a wide array of on-site and Internet-based technologies commonly referred to as HawkNet. These technologies include programs such as WebAdvisor for student registration activities, the college portal for communication and supplemental learning through Campus Cruiser, Online@HCC for distance learning courses, online library resources, and an online tutoring service called Smarthinking. As a student at Hillsborough Community College, you will be able to access these resources both on-campus and from your home or other locations away from the college.

It is the expectation that students will learn to utilize various technologies to communicate with the college and classmates. Students may also be required to use Web-based programs, such as those in HawkNet, or other technologies to complete homework assignments, course assessments and testing, or other learning activities as assigned by instructors. In case you do not have a computer and internet access at your home, each campus has technology available to use in the libraries and computer labs.

The college also provides helpdesk support for students with problems accessing HawkNet resources. If you are unable to access HawkNet resources, you can call the helpdesk at 813-253-7000 ext. 4357 (HELP) to speak to a technician for assistance. The college helpdesk is limited to addressing only those

problems associated with accessing web-based resources; i.e. HawkNet portal, Smarthinking, and WebAdvisor.

Communities of Learning

• Learning Communities

Learning communities are formed with groups of students sharing both similar academic interests and academic schedules. Students and faculty work together to form a community of learners sharing a common academic experience. Cohort scheduling, student work and study groups, interdisciplinary assignments, and extracurricular activities combine to create a unique and challenging academic experience.

• Service Learning

Service Learning is a teaching method that places a focus on learning through doing and thinking. While earning academic credit for the course, students perform a service in the community with an agency or program that has a partnership with the college. This applied approach to learning helps students gain a greater understanding of course content as well as an increased civic awareness.

• Supplemental Instruction

Supplemental instruction utilizes the talents and skills of students to act as peer tutors for selected sections of a variety of courses. SI tutors actually retake the courses with the students in the SI sections and work directly with the faculty members instructing those sections to create tutorials and support materials for students presently in the courses.

Computer Enhanced Instruction

Computer Enhanced Instruction combines assignments and tutorials constructed for the computer to create a self-paced instructional format for students.

Fast-Track Scheduling

Fast-track scheduling, which offers courses in shorter, non-traditional formats is available for a large number of courses. Weekends and evenings are scheduled to meet the needs of today's students, providing a wide variety of schedule formats.



Independent Study

Independent study can be arranged with instructors for a number of courses. In an independent study course, students work directly with faculty to meet the course objectives in creative and challenging ways.

Libraries/Learning Resources Centers (LRC)

Each campus has a Library/LRC that provides materials to support the college curriculum. The collections include circulating and reference books, current periodicals, archived publications, indexes, and audio-visual programs. An on-line catalog, LINCC, identifies both HCC and statewide library holdings. LINCC serves as the information gateway to indexes, specialty databases, and the Internet. In addition, many of LINCC's services are available through the Internet to students with a valid HCC student identification card.

- Each LRC houses an audiovisual laboratory, containing programs, compact discs, audio and videotapes, filmstrips and slides.
- Each Library/LRC maintains a reserve collection that includes materials identified by HCC instructors for students' attention.
- Campus librarians provide reference assistance and one-on-one instruction on locating information.
- Library/LRC hours vary by campus and are posted at each site.

Web Services

Web services at HCC provide the student with a tremendous amount of information and services. HawkNet offers course selection, scheduling information, registration and email. Faculty web pages contain assignment and course information. The library web pages allow access to a number of academic databases and other resource services.