

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, a student must earn a 3.5 or higher term GPA for 12 or more semester hours in the term of attendance.

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

An honors statement will be placed on the student's transcripts and diploma.

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." Students may be required to take reduced hours per semester to improve their GPA. Insurance issues will not be a consideration.

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 one-year of 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.

Application for Degree and Transcripts

Application for Degree

Students must apply for a degree on-line at the HCC website 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.

Transcript Request

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

Requests should include 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' Success Center provides academic support in several ways, including peer tutoring, access to an open computer lab, and study group areas. The Academic Success Center at the SouthShore Campus offers academic support as well as tutoring for reading, writing, and mathematics.

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.

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 library/LRC maintains a reserve collection that includes materials identified by HCC instructors for students' attention. Each library/LRC also houses an audiovisual laboratory, containing programs, compact discs, audio and videotapes, filmstrips and slides. 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.

Student Services & Activities

Student Services

HCC offers a wide variety of services to help students reach their academic, career and personal goals.

Academic Advising

Advisors are available on each campus to help students select educational programs and choose appropriate courses. Advisors review transcripts, interpret placement test scores, explain degree requirements and provide information about transferring to four-year institutions. Students are encouraged to obtain an advising guide for their program from the HCC website and review it with an advisor early in their academic career so that they know which courses to register for each semester.

Admissions, Registration and Records

In order to provide students with prompt, efficient service, HCC must collect accurate information and maintain reliable student records. The college operates an admissions, registration and records office on each campus to answer questions about admissions, assist with registration, help complete HCC forms, receive and respond to requests for transcripts, and provide information required by outside individuals and organizations. In addition, the campus admissions, registration and records office will help students understand the policies and procedures in this catalog.

Bookstores

Each campus has a bookstore. The bookstores sell textbooks, general reading materials, books and periodicals, school supplies, art and engineering supplies, gifts, computers, computer software and other miscellaneous items.

Career Resource Center

The Career Resource Center provides students with information on careers and helps them make career decisions. Students can take career assessments and explore occupations with a campus Career Resource Center staff member through a variety of resources.

If students prefer working on their own, the college offers several automated career exploration options. CHOICES is a computerized career counseling and career exploration system designed to help students identify appropriate career options. The CHOICES database contains information on more than 700 occupations. Students can get more information about the career exploration system by visiting any campus Career Resource Center.

Employment opportunities are posted in the campus career centers and the online job boards. The Career Resource Center sponsors job fairs; schedules on-campus interviews with employers; and helps students with resume writing, interviewing techniques and other career related issues.

College Publications & Information

HCC provides members of the college community with current information by maintaining and supporting a variety of publications and media.

Counseling Services

Professional counselors are available to help students with career decision-making, academic planning, and personal growth. Counselors help provide direction to and monitor the progress of students who are on academic probation and those who have been previously academically suspended or dismissed. All information students shared with counselors is treated with strict confidentiality.

In addition to short-term individual and group counseling, counselors offer seminars and workshops on study skills, time management, interpersonal skills, test anxiety reduction, and career exploration. All counseling services are free to students.

Students who would like to meet with a counselor may call or stop by an HCC counseling office. Students will either be seen on a walk-in basis or given an appointment.

Disability Services

HCC makes every effort to help students with disabilities get the most out of attending college by providing reasonable accommodations to ensure access to all academic programs, campus organizations, services and activities, in accordance with the Americans with Disabilities Act (ADA) of 1990.

All HCC activities, organizations, courses and academic and technical programs are open to students with disabling conditions.

HCC facilities are, as a whole, accessible to persons with physical disabilities via ramps, automatic entrances, and elevators. Accessible restroom facilities, parking spaces, telephones and water fountains are also available.

Who is Eligible?

The ADA defines a person with a disability as any person who has a physical or mental impairment that substantially limits one or more of such person's major life activities; has a record of such impairment; or is regarded as having such an impairment. **If students have one or more of the following disabilities, they may be eligible to receive services at HCC:**

- Specific learning disability
- Hearing impairment
- Visual impairment
- Physical impairment
- ADD/ADHD
- Psychiatric disability
- Alcohol/drug abuse
- AIDS
- Speech/language impairment
- Other health impairment

Examples of Accommodations

HCC's office of services for students with disabilities provides a wide range of free services to meet the needs of disabled students.

Depending upon documentation provided, available accommodations/services include, but are not limited to:

- College placement test and new student orientation accommodations
- Learning disability specialist
- Sign language interpreter
- Reader
- Notetaker
- Books on tape
- Assistive computer hardware and software on campus
- Visual magnifier
- Alternative testing arrangement

How to Apply

A student or future student wishing academic accommodations must self-identify and provide appropriate documentation of their disability to the office of services for students with disabilities. Students should contact an HCC coordinator of services for students with disabilities to discuss documentation guidelines.

Students are encouraged to begin this process at least one month prior to the start of the semester. Students may schedule an appointment or visit us on a walk-in basis.

Contact

For additional information on services and eligibility requirements, or to request services, students should contact an HCC coordinator of services for students with disabilities.

Brandon	BADM 217	253-7914
Dale Mabry	DSTU 208	259-6035
Plant City, HCC-	Bldg. 5	
MacDill Center,	Room 101C	757-2209
SouthShore	SPMF 135	253-7000 ext. 5734
Ybor City	YPST 230	253-7757

Telecommunications Devices for the Deaf (TDD)

TDDs are located at the district offices and on each campus so that individuals with hearing and/or speech impairments can obtain general information about the college, get information about activities, programs, and services for students with disabilities.

TDD Directory

Department/Campus	TDD Number
Admissions/GWS DAC	253-7174
Advising/BR	253-7858
Advising/PC	757-2166
Sign Language/DM	253-7427
Library/YC	253-7761

Human Resources/DAO	253-7552
Switchboard/DAO	253-7195
Disability Services/DM	253-7035
Disability Services/YB	253-7788

Substitution, Admission and Graduation Requirements for Disabled Students

Students with hearing impairments, visual impairments, or specific learning disabilities who have received a standard diploma from a regionally accredited secondary school or earned passing GED scores may be eligible for substitutions of HCC admission requirements, program admission requirements, or graduation requirements. Eligibility for specific substitutions is based on the documentation of the students' disabilities.

If documentation of students' disabilities substantiates that the disabilities can reasonably be expected to prevent the students from meeting HCC's admission, program, course and/or graduation requirements, students might qualify for substitutions. Students must provide appropriate documentation to an HCC coordinator of services for students with disabilities.

Food Services

Cafeterias on the Dale Mabry, Ybor and Brandon campuses are open when classes are in session. The food facilities at the Plant City and SouthShore campuses are open during posted hours. Vending machines are located on all campuses.



Housing

The Hawks Landing Apartment Complex is available to HCC students for occupancy. The complex is located on the Dale Mabry Campus. For rental information, contact (813) 875-6000 or visit the Hawks Landing web page at www.hccfl.edu.

College ID Card

As of spring term 2010, the Hawk Card serves as the official HCC photo ID card for students, faculty, and staff. The Hawk Card does not replace the HigherOne Card which will remain as the student financial reimbursement card.

The Hawk Card is available at the Dale Mabry, Ybor City, Brandon, and Plant City Campus bookstores and at the library at the SouthShore Campus. The first card is issued free of charge. A \$20.00 card replacement fee will be charged for each additional card.

Student Email

Upon enrollment at HCC, all students are provided personalized email access through HawkNet, HCC's web-based service delivery portal. HCC has adopted email as the official means of communications with students because of its speed and efficiency in delivering important

college communications. For this reason, it is important for students to check their HawkNet email regularly.

During registration periods, students should check email daily for registration confirmations, notices regarding fees, financial aid and other pertinent information. Log-in information for email and other electronic services available via HawkNet will be provided during new student orientation.

Hawk Alert

Hawk Alert is Hillsborough Community College's new text messaging system. It is easy to sign up! To receive text messages about emergencies, including campus closures, financial aid notifications, registration, and payment deadlines go to www.hccfl.edu/alerts and sign up for this free service.* Stay connected by signing up today!

* **NOTE:** Some charges may apply based on your service provider.

Information Centers

Official bulletin boards are placed in at least one location in each building. Information about upcoming cultural events, job openings, student activities, financial aid and athletic events are posted on these bulletin boards.

Lost and Found

Students should turn in any articles found on campus to the campus security office. To claim lost articles, students must present proper identification.

Student Support Services Program

Student Support Services (SSS) is one of the federal TRIO Programs that provide a variety of academic support services to eligible disadvantaged students. Comprehensive support services enhance and improve the retention, graduation and transfer rates of the program's participants from HCC. Additional transfer services are available to participants who qualify to transfer to 4-year colleges and universities.

All full-time and part-time disadvantaged students enrolled at any of the college's campuses, learning centers or off-campus instructional sites, who qualify under the broad criteria, can apply for admission to the Student Support Services Program.

Test Centers

Test Centers, located on all campuses, administer faculty make-up, distance learning, placement, and counseling-related tests. Before being allowed to take tests, students must show picture identification, either a government-issued photo ID such as a driver's license or an HCC student ID card.

Students taking the CLEP test are required to provide two forms of identification. One form of identification must be a government-issued photo ID such as a driver's license.

Disabled students who require alternative testing arrangements must contact an HCC coordinator of services for students with disabilities.

Students using unauthorized or inappropriate materials and students who conduct themselves inappropriately in a test center will be denied future testing privileges in the center and may be subject to college disciplinary action.

Transfer Centers

Transfer centers are available in the student services office at each campus. Academic advisors are there to assist students research, investigate, and ultimately choose a four-year institution to pursue their baccalaureate.

Vocational Rehabilitation Services

The Division of Vocational Rehabilitation, the Division of Blind Services, the Veterans Administration, and government agencies fund academic and vocational (technical) training for individuals with disabilities. For information about services and eligibility requirements and for referral to the appropriate agencies, students should contact an HCC coordinator of services for students with disabilities.

WINGS

The WINGS program is designed to promote the graduation of students pursuing AS, AAS, or college certificate programs. A variety of support services are offered to address short-term as well as lifelong goals. Students may qualify for partial tuition and textbook support, in addition to childcare assistance.

To qualify, students must be enrolled in a technical education program and be eligible to receive a Federal Pell Grant. **To obtain further information, students should call 253-7234.**

Student Activities

Student Government Association

The Student Government Association (SGA) provides opportunities for students to actively participate in programs and policy-making at HCC. The SGA serves as a major vehicle for communication between students and the administration. The Student Government Association represents all students.

Each campus has an SGA with a president, executive board and senate.

Student Union Facilities

Student union facilities are open to all students. These facilities usually house offices for the SGA and areas in which students can meet.

Student Publications

Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of

free and responsible discussion. The college requires that its student publications staff adhere to responsible journalistic practices. The Canons of Journalism, the Advertising Code, and the Advertising Standards of Acceptability serve as external standards for which the editors and staff of the student publications at HCC strive.

Newspaper

The Hawkeye is HCC's student newspaper. Published regularly, the paper is staffed by students from all campuses and receives assistance from a faculty advisor. The newspaper is free.

Galeria

The Galeria, HCC's literary-arts magazine, is published annually under the supervision of a faculty advisor. The Galeria has a staff of student volunteers, and students from all campuses contribute the material published. The magazine is free to all HCC students.

Triad

The Triad, HCC's general magazine, is published annually under the supervision of a faculty advisor. Volunteer journalism students staff the Triad, and the magazine is free.

Cultural and Special Events

Art Shows

The HCC Art Gallery is located in the Performing Arts Building on the Ybor City Campus. Exhibits include works from collections on loan to the Gallery as well as works by students, faculty, and guest artists. The Gallery is open to the public without charge when classes are in session. The annual Student Award Exhibit is held late in the spring term and is an especially noteworthy event.

For more information, students should call the gallery office at 253-7674. For information about exhibits on other campuses, students should call or write the campus student government activities advisor or a member of the campus art faculty.

Exhibits

The Exhibit Gallery, located on the second floor of the Dale Mabry Campus Library Building, houses selections from state agencies, local groups, artists and private collections. Admission is free. For more information, call 253-7386.

Drama

During the academic year, theatrical presentations are held on the Ybor City Campus. The schedule and location of open auditions for upcoming productions are posted on the campus bulletin board and in the school newspaper. Drama department productions are held at the Ybor City Campus Performing Arts Building.

Music

Student, faculty and artist recitals are held in the Ybor Performing Arts Building. Vocal and instrumental recitals

and concerts are scheduled primarily during the fall and spring terms and feature student, faculty and guest artists in solo and ensemble performances.

Films, Dances and Special Events

Each semester campus student government associations sponsor events such as films, dances, concerts, guest speakers, special forums and cookouts.

Sports

Gymnasium, Weight Room and Outdoor Sports Complex

HCC's outdoor sports complex, an innovative joint project between HCC, the City of Tampa, and Hillsborough County, is located at the northeast corner of the Dale Mabry Campus. Students, faculty, and staff may use the sports complex at no charge while participating in college credit courses. At other times, students pay a special rate when they present their HCC ID card or semester's receipt. The public may rent the facilities according to a published fee schedule.

Tennis and racquetball courts are available for educational and recreational use by HCC students and the community. Hourly reservations are required and reservations for tennis and racquetball courts must be made 24 hours in advance. Further details are available by phoning 348-1173.

The gymnasium, which serves as the home court of the Hawks basketball and volleyball teams, is located on the Dale Mabry Campus.

College weight training rooms and the gymnasium are available for student use free of charge at designated times. There are weight rooms located on the Brandon, Dale Mabry and Plant City campuses. Hours of operation for the gym and weight room are posted and vary from term to term. Students are required to dress appropriately.

Varsity Sports

The varsity sports program consists of volleyball, basketball, tennis and softball (fast pitch) for women; and basketball and baseball for men.

The Hawks are members of the Florida Community College Activities Association, Suncoast Conference, and Region VIII of the National Junior College Athletic Association.

Financial aid is available to any full-time student who meets both athletic and academic qualifications. For details, students should contact the athletic office, Dale Mabry Campus, at 253-7446. Upon request, the college will make available to current or future students the completion rates of student athletes.

Student Clubs and Organizations

Each campus has clubs and organizations that serve student needs. Student clubs and organizations provide students with the opportunity to participate in organized activities with others having similar interests. They offer

students a way to make friends, expand horizons, and get involved in college life.

The HCC Student Handbook has a current list of clubs and organizations offered at each campus.

Student Policies

Activities Calendar

Each campus maintains a calendar listing the time and location of approved activities. Students must make arrangements for scheduling an event and reserving a location for a co-curricular activity with the appropriate student government activities advisor before the event can be placed on the activities calendar.

ADA (Americans with Disabilities Act)

HCC complies with, and fully supports, the 1990 Americans with Disabilities Act (ADA). The ADA prohibits discrimination on the basis of disability in the services, programs and activities provided and operated by the college. HCC also complies with, and fully supports, other federal, state and local laws that protect the rights of disabled persons, such as the Rehabilitation Act of 1973 and the Florida Educational Equity Act.

Unless the result will cause an undue hardship to the college or fundamentally alter a program or service provided by the college, HCC will provide reasonable accommodations and auxiliary aids to disabled applicants, employees, students and members of the college community.

AIDS

HCC recognizes that Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), or a positive test for HIV antibody represents a significant public health threat. It is HCC's policy to balance the rights of AIDS victims to an education and employment at HCC against the rights of other students and employees to an environment in which they are protected from contracting the disease.

HCC will offer students with AIDS the same opportunities and benefits offered to other students. Generally, HCC will not impose any rules on students with AIDS that may have the effect of limiting their participation in the educational programs or activities at HCC. Students with AIDS will not be isolated by HCC or prevented from participating in college activities unless such participation has been scientifically shown to endanger the wider community. Risk determinations will be made by medical professionals in consultation with an office of services for students with disabilities.

A campus coordinator of services for students with disabilities is responsible for reviewing HCC's procedures and ensuring they are both free of discrimination and pose no danger to the community at large. The coordinator will also meet, as needed, to consider and recommend appropriate action in individual occurrences of the disease. Any questions, concerns, consultation regarding AIDS, services

or accommodations should be referred to an office of services for students with disabilities.

Bulletin Boards

Each campus has several large community bulletin boards on which students may post announcements such as want ads, for-sale notices, notices of meetings, etc. Prior to posting, all notices from students must have the stamped approval of the appropriate campus dean of student services, the dean's designee, or the organization assigned authority and/or responsibility for the specific bulletin board.

NOTE: Most buildings also have information centers where official HCC notices and announcements are posted.

Campus Disturbances

State law prohibits the disruption of or interference with the administration, function or activities of an educational institution. In addition, the law prohibits individuals from encouraging students to disrupt the educational process or to interfere with the attendance of any student or employee.

Individuals who violate this law will be charged with a second-degree misdemeanor and, upon conviction, be fined up to \$500, imprisoned for up to 60 days, or both. In addition, students who violate this law will be subject to college disciplinary procedures.

Campus Events

All on-campus meetings must be scheduled with the appropriate campus student activity advisor or through the office of the appropriate campus dean of student services.

Children on Campus

For safety reasons, HCC requires that parents and others responsible for the care of minor children under the age of 17 should not bring them on campus while engaged in academic activities such as class, research, lab periods, or study groups. Minor children under the age of 17 should be on campus only when activities specifically allow for their involvement.

Disciplinary Action

The appropriate campus dean of student services, according to HCC administrative procedures, administers disciplinary action resulting from violations of the Student Code of Conduct. The Student Code of Conduct is located in the Student Handbook, which is available on the HCC Website at www.hccfl.edu.

Dress Code

HCC believes that students are mature enough to determine what constitutes appropriate dress. However, state law requires students to wear shirts and shoes while on HCC's campuses.

Drugs & Alcohol

One of HCC's goals is to maintain a drug-free workplace and educational setting. Therefore, the manufacture, distribution, dispensation, possession, or use of alcohol or controlled substances on HCC property is prohibited. However, upon prior authorization by the President, alcoholic beverages may be served on HCC property and at HCC functions.

Annually, each registered student is provided detailed information about HCC drug policies and the behavioral, social and legal consequences associated with drug use.

Students charged with violating this policy will be referred for disciplinary action to the appropriate campus dean of student services. Students who violate the college's drug and alcohol policy will be subject to severe disciplinary sanctions including suspension or expulsion. In addition, the college will refer violators to the appropriate law enforcement agencies for prosecution and will assist law enforcement agencies in investigating students who may be using or trafficking drugs.

For more details regarding HCC's policy on alcohol and illicit drugs, see the HCC Safety Handbook, Student Handbook and Academic Planner or HCC Administrative Rule 6HX-10-2.05. Copies of the policies are in HCC libraries. A copy of this information is available on the HCC website at www.hccfl.edu.

The college will also provide future students with a review of HCC's alcohol and drug prevention and education programs.

Hazing

Officers, members, and others associated with HCC student organizations are prohibited from engaging in hazing and in participating in activities on or off campus that endanger students' health or safety.

Ombudsman/Student Advocate

The vice president for student services and enrollment management is the college's ombudsman/advocate for students. The vice president's office is located on the third floor of the district administration center. Students may appeal decisions related to course access and credits granted toward degrees to the office of the ombudsman.

Religious Observances

HCC will reasonably accommodate the religious observances, practices, and beliefs of students in its admission, class attendance and the examination policies and in work assignments. Students must notify instructors at least one week prior to a religious observance.

Students may file a grievance if they believe they have unreasonably been denied an educational benefit due to their religious beliefs or practices.

Safety and Security

The HCC security office is available to assist all students and employees. The security office patrols college property to detect and deter criminal activity, provide protection to those on campus, provide security for college

property, and detect and document hazardous, unusual and suspicious behavior and conditions.

The security department provides information and assistance on a 24-hour basis. The department utilizes uniformed patrol officers with marked vehicles and officers on foot patrol to observe and detect criminal behavior and suspicious activities; enforce traffic and parking regulations; and assist students and employees. Students, employees, and members of the community are required to obey all local, state and federal laws, statutes and ordinances. In addition, members of the college community must observe all HCC administrative rules and procedures. The security department is responsible for monitoring compliance with these laws and many of the college's rules and procedures.

Responsible students or employees should:

- Inform the security department about suspicious conduct, criminal activities and hazardous situations.
- Refrain from leaving doors and windows open when rooms are vacant.
- Walk to cars and classes in groups or with a companion. **(Call 253-7911 for an officer escort to the parking lots or garage.)**
- Walk in well-lighted areas at night, even when in a group.
- Attend to their intuition. **(If students feel they are being followed, they should change direction and walk toward a group of people or to a secure area.)**
- Watch their belongings.
- Avoid strangers that appear suspicious or out of place.
- Freely contact Security to ask for assistance.

Students who notice situations that represent potential or real safety or security problems should notify the local campus security office or call 253-7911. After hours call 220-7032.

Upon request, the college will make available to future students its policies, procedures, statistics and other information about campus safety and security. The Safety Handbook is available at the student services webpage at www.hccfl.edu/ssem/safety-handbook.aspx.

Sexual Harassment Policy

Hillsborough Community College will maintain a workplace and educational setting free from harassment of any kind and from any source including but not be limited to supervisors, co-workers, administrators, students, faculty, consultants and visitors to the college.

Each administrator, faculty member, professional-managerial employee, classified employee and student should pursue assignments and responsibilities at the college with a total commitment to basic ethical principles and professional codes of conduct.

The college believes sexual relationships between teachers and students or superiors and subordinates are ill advised as they might adversely affect the academic or workplace environment or relationships. Such relationships between superiors and subordinates or between

teachers and students are unethical because the consent of students or subordinates may not in fact be voluntary given the "power imbalance" in such relationships.

Smoking Policy

HCC complies with the Florida Indoor Clean Air Act. Smoking is not permitted in college buildings or classrooms, enclosed hallways, or adjacent to exit and entrance doors. Smoking is only permitted in outdoor unenclosed areas. Campuses have designated smoking areas.

The SouthShore Center is a "breathe easy" campus and does not allow smoking in its buildings or outdoor public areas.

Student Misconduct

Students must adhere to all published federal and state laws and ordinances and college administrative rules and procedures. Alleged violations of the Student Code of Conduct will be referred to the appropriate campus dean of student services. Following the guidelines in the Student Handbook and Academic Planner for student conduct and discipline, the dean will determine the appropriate college response.

HCC will cooperate with external police and judicial authorities investigating alleged violations of public laws or ordinances.

Telephones

Pay phones are located on each campus for student use. Office telephones are for official use only. If the college receives an emergency call for a student, every effort will be made to locate and inform the student. However, the college will not deliver personal messages of a non-emergency nature.

Textbook Refund Policy

HCC bookstores grant full refunds on textbooks (whether purchased new or used) during the first two weeks of the semester and during the first week of summer term. Books returned after those deadlines will be purchased at used book prices (55 percent of purchase price). In determining the amount to be refunded, the bookstores will follow these guidelines:

- All refund requests must be accompanied by sales receipts.
- If purchased new, books must be unmarked and must not be defaced in any manner. Marked books will be purchased at used book prices. The bookstore staff members are the sole judge of whether a book is in new or used condition.
- Each HCC bookstore will refund textbooks purchased at any other HCC bookstore.
- Books or merchandise that is defective should be exchanged as soon as the defect is discovered. Defective used books must be returned for exchange during the first two weeks of class.
- Students must provide a student ID and a government issued photo ID in order to receive refunds.

- Refunds are not given for merchandise other than textbooks.
 - Refunds are not given for special-order books.
 - When students' petitions for late drops are approved, the deadline for refunds will be waived.
- Buy Back Policy

If a textbook is in good, resalable condition and is a required textbook for the next semester (except when the bookstore's current stock exceeds the anticipated demand), the bookstore may buy the book back at a price determined by the bookstore.

The buy-back period is the first two weeks and last week of each semester and on every Tuesday and Wednesday during the semester.

On each campus, bookstore hours are posted each term.

Threats of Violence

Threats by HCC students, staff or visitors to do bodily harm, damage property or disrupt the operation of the college are inimical with the goals of the college and will not be tolerated. Students or employees who make such threats, whether verbal or written, expressed or implied, will be disciplined according to the appropriate administrative procedures.

Records Policies

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) governs the confidentiality of student records. (Records are defined as all records, files and data directly related to students that are created, maintained, and used by HCC.)

Notification of Social Security Number Collection and Usage

Hillsborough Community College (HCC) will only use your social security number (SSN) as needed for lawful purposes within the business of HCC and for those specific purposes identified by the Social Security Administration, the Internal Revenue Service and other state and federal regulatory agencies. The SSN will not be used in any information system as the primary identification of individuals unless required by law. HCC is committed to provide security for our students, faculty and staff; and recognizes that the threat of identity theft is a growing problem. HCC departments that are authorized and required to collect, transmit, store or use a SSN will do so in a secure manner. Violations of this policy may result in disciplinary action up to and including discharge or dismissal in accordance with HCC rules and procedures.

In compliance with Section 119.071(5), Florida Statutes, this document serves to notify you of the purpose for the collection and usage of your SSN.

HCC collects and uses your SSN only for the following purposes in performance of the College's duties and responsibilities. To protect your identity, HCC will protect your SSN from unauthorized access, never release your SSN to unauthorized parties, and assign you a unique

student/employee identification number. This unique ID number is used for all associated employment and educational purposes at HCC.

For the student information system (Hawknet), the primary identifier for a student will be the student identification number, which will be used to access student education records, and for electronic and paper data systems that identify, track and service students. Faculty and staff will require students provide their student identification number for all transactions and not SSNs for any transactions requiring access to student records.

Providing your SSN is a condition of employment at HCC. Your SSN is used for legitimate employment business purposes in compliance with:

- Completing an Employment Application/Packet
- Completing and processing background checks
- Completing and processing the Federal I-9 (Dept. of Homeland Security)
- Completing and processing Federal W4, W2, 1099 (Internal Revenue Service)
- Completing and processing Federal Social Security taxes (FICA)
- Processing and distributing Federal W2 (Internal Revenue Service)
- Completing and processing quarterly unemployment reports (FL Dept. of Revenue)
- Completing and processing Florida retirement contribution reports (FL Dept. of Revenue)
- Processing workers compensation claims Florida Community College Risk Management Consortium (FCCRMC) and Dept. of Labor
- Completing and processing direct deposit files
- Completing and processing 403b and 457b contribution and similar reports
- Completing and processing group health, life and dental coverage enrollment
- Completing and processing various supplemental insurance deduction reports

The HCC Office of Financial Aid requires students to submit their SSN on various financial aid forms to coordinate institutional, state and federal financial aid programs.

The HCC Admissions Department will collect student SSNs, which is needed for federal reporting requirements. However, students are assigned a student number through the HawkNet system, which will be used. All SSNs are protected by FERPA and are never released to unauthorized parties.

Student, faculty and staff SSNs will be used in the libraries' patron database (LINCC) for online login authentication, patron verification and the elimination of duplicate records.

The Upward Bound, Educational Talent Search and College Reach-Out Programs are youth outreach (intervention) projects funded by discretionary grants from the United States or Florida Department of Education (FDOE). As such, each project is required to exclusively serve eligible participants that are citizens or nationals of the United

States; or, are permanent residents of the United States. In order to verify a participant's project eligibility, SSNs are required and also later used when submitting information or the annual performance reports due to the United States or FDOE.

Workforce programs, funded through the Agency for Workforce Innovation (AWI), use your SSN as an identifier for program enrollment and completion. Also, it is used for entering placement information into the state-wide data collection and reporting system. Because these are performance-based contract programs, AWI requires that all participants and their program-related activities be recorded in the Florida state system.

HCC students have the right to:

- Inspect and review their educational reports and records.
- Have privacy of their educational reports and records maintained.
- Require the college to obtain written consent prior to disclosing personally identifiable information except in those instances specifically noted in the statute.
- Challenge and request a hearing on requiring the college to amend any portion of the students' records that are inaccurate, misleading or otherwise in violation of the students' privacy.

Right of Access

Students and parents or guardians of dependent (per Section 152 of the Internal Revenue Code) students are entitled to these rights and to access to students' records. Parents or guardians of students will not be given access to the students' records without the written consent of the student or documentation that the student is dependent.

Students and eligible parents or guardians may request a list of the types of student records maintained by HCC. These records include but are not limited to:

- Academic records, i.e., application, transcripts, enrollment verifications, course records, grades, etc. (Direct requests to the appropriate campus admissions, registration and records office.)
- Disciplinary records. (Direct requests to the appropriate campus dean of student services.)
- Financial aid records. (Direct requests to the appropriate campus financial aid office.)
- Student account and fee records. (Direct requests to the college financial services department.)

Eligible individuals may inspect or review student records and reports and receive copies for the cost of producing such copies. College employees may review student records when the reason for their review serves a legitimate educational or administrative purpose. Unless conducting approved research, faculty members may review the records only of students currently enrolled in their classes.

Right of Waiver of Access to Confidential Letters or Statements

A student, eligible parent, or guardian may waive the right of access to evaluations, confidential letters, or letters of recommendation. When requested, HCC will provide the names of individuals who have submitted such letters and evaluations. Moreover, HCC will endeavor to ensure the recommendations and evaluations are used only for the purpose(s) intended.

Corrections

HCC maintains student records electronically, on paper, on microfilm and on microfiche. In order to provide students the opportunity to correct errors and appeal discrepancies, the college will maintain the original documents on which the records are based for one year. After one year, the source documents may no longer be available and documenting errors will become the students' responsibility.

Right to Challenge and Hearing

Students and eligible parents or guardians have the right to challenge the content and request amendment of records and reports they believe to be inaccurate or misleading. To present such a challenge, students, eligible parents or guardians should contact the appropriate campus admissions, registration and records office.

Challenges may be settled informally by a written agreement. If challenges cannot be settled informally, either party may request, within a reasonable period of time, that a formal hearing be held to settle the dispute. If a request is made, the appropriate campus president will appoint an administrator, without an interest in the outcome, to serve as the hearing officer. Students, eligible parents or guardians, and college employees whose testimony is relevant to the issue may present evidence. After reviewing all available evidence and testimony the hearing officer will make a written recommendation to the appointing president. The campus president will issue a written decision.

Students and eligible parents or guardians have the right to appeal decisions of campus presidents' rulings on FERPA challenges to the vice president for student services and enrollment management.

Right to Privacy

Students have the right to privacy with respect to the educational records maintained by the college. Personally identifiable student records or reports are confidential and will not be released without the written consent of students, eligible parents or guardians. However, there are exceptions. HCC will release directory information on students unless students submit written requests to the appropriate campus admissions, registration and records office requesting that directory information be withheld. Directory information includes students':

- Names, addresses and listed telephone numbers;
- Date of birth.
- Majors.

- Participation in officially recognized activities and sports.
- Weight and height (of members of athletic teams).
- Dates of attendance.
- Degrees and awards received.
- Most recent previous educational institution.
- Enrollment status.

Complaints

Individuals who believe their privacy rights have been violated may petition the Family Educational Rights and Privacy Acts Office at the Department of Health & Welfare in Washington, D.C. or file suit in Circuit Court to request enforcement of the rights they believe to have been violated.

Rule and Procedure

Students may obtain a copy of the administrative rule and procedure on student records, including the requirements of the federal and state laws, from their campus dean of student services or at the campus libraries.

Release of Information

Upon request, HCC will prepare and certify statements relating to students' degrees earned, GPA, enrollment dates, etc. If students do not provide forms on which to report the information, it will be reported in a letter signed by a college official. Since the federal government requires educational institutions to take precautions to prevent the misuse of student data, HCC will release student information only upon receipt of a signed, written request by the student or other authorized requestor.

Parties requesting information should submit their requests, and any accompanying forms, to the campus admissions, registration and records office. The college will try to process requests for information within 10 working days.