



Admissions & Registration

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Admissions Policies

HCC maintains an “open-door” policy. Students may be admitted if they meet one of the following criteria:

- graduated with a standard diploma from a secondary school;
- earned a high school equivalency certificate or diploma through any state Department of Education or through the military;
- earned a Certificate of Completion, Eligible for College Placement Test (W8A) (graduating class of 2003 forward);
- completed a home education program pursuant to the requirements of F.S. 1002.41;
- applied as a transfer student; or
- applied as a transient student.

In order to maintain the College ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason, deemed to be in the best interest of the College.

Admissions Requirements

Associate Degree, College Credit Certificate Programs, and Applied Technology Diploma

To be eligible for admission to an associate degree program, college credit certificate, or applied technology diploma (F.S. 1007.263), applicants must have

- a standard high school diploma;
- Florida public high school graduates must have met Florida graduation requirements (F.S. 1003.43).
- a high school equivalency diploma or
- completion of a home education program pursuant to the requirements of F.S. 1002.41.

NOTE: If applicants received a special high school diploma such as the Certificate of Completion (W08) or another special high school diploma and wish to apply for admission as a regular student, they must earn a high school equivalency diploma by successfully completing the GED exam offered through the Florida Board of Education.

There may be additional requirements for limited access programs. Please check the webpage at www.hccfl.edu/depts or in the associate degrees/technical programs section of this catalog.

Important: Students who hold education certificates from countries other than the United States should refer to the International Students section in this catalog.

Former Student Returning

Students maintain an active application status by attending HCC at least one term in an academic year. If students have not attended classes for more than one year, they must complete a new HCC application. Former students do not have to pay additional application fees. A former student returning to the College and pursuing a degree or certificate must meet the graduation requirements of the catalog in effect at the time the student returns to continuous enrollment at HCC.

NOTE: Since the College strives to provide the community with up-to-date, postsecondary educational opportunities, HCC’s curricula are constantly reviewed and are often revised. HCC does not guarantee that the College will continue to offer previously required courses made unnecessary by changes in programs. Courses completed as general education requirements under a previous catalog will be applied to current requirements.

Transfer Students

If students have attended other postsecondary institutions, they may be admitted as a transfer student. They must provide their high school diploma and transcripts from all previous colleges within 30 days of the beginning of the term. The student must have completed 12 credits of college-level work with grades of “C” or better at one or more regionally accredited postsecondary institutions.

Transient Students

Students attending other colleges or universities who wish to take courses at HCC in order to fulfill degree requirements at their home institutions may be admitted as transient students. Prior to registration, if students wish to apply as transient, they must submit an HCC Application and documentation from the home institution that

- certifies they are in good academic standing;
- indicates the HCC courses in which students may enroll; and
- affirms that they may use the courses completed

and credits earned at HCC to meet the program requirements at the home institution.

Transient students are not required to provide official transcripts of their previous college coursework. However, if the documentation from their home institution does not indicate the HCC courses in which the students may enroll, applicants must provide unofficial transcripts to verify they meet HCC course prerequisites.

NOTE: HCC students who wish to attend another college as transient students must have a minimum cumulative grade point average of 2.0 and must obtain written permission from the appropriate campus dean of student services or his/her designee. Forms are available in each campus advising/counseling office.

International Students

HCC admits foreign students who meet the admission requirements for international students and follow the admission procedures specified below.

To be considered for admission as an international student, a student must (1) demonstrate competency in the English language; (2) document sufficient funds to cover educational costs; and (3) apply at least three months prior to the term of entry.

In addition, the student must complete or meet the following specific admissions criteria:

- submit an HCC application for admission, along with the \$50 international student application fee, at least three months prior to the term of entry
- provide a statement of financial responsibility, which documents funds to cover the cost of tuition, room and board, books, personal expenses, health insurance and travel for at least one year;
- submit proof of health insurance coverage for one year;
- obtain a score of 500 or higher on the paper version of TOEFL (Test of English as a Foreign Language) or a score of 173 or higher on the computerized version, level “109” on the E.L.S., or level “6” on the A.L.A.; and
- documentation of high school graduation or an equivalent level of education.

Important: If students have completed high school and postsecondary work outside of the United States, they must provide certified English translations and evaluations of their high school



and postsecondary transcripts from a service recognized by the National Association for Foreign Student Affairs (NAFSA). A course-by-course evaluation is required for all postsecondary transcripts. A document-by-document evaluation is required for high school transcripts. Students can obtain the names and addresses of approved providers of this service from the HCC website or from any campus office of admissions, records and registration.

NOTE: Students are responsible for all costs associated with obtaining translations and evaluations of their transcript(s).

An international student who wishes to obtain information about transferring from another educational institution, about applying for an extension of stay, or about HCC’s admission policies, should contact any campus admissions, registration and records office.

Immigration laws are frequently revised. An international student is responsible for becoming knowledgeable about immigration laws and stay informed regarding any changes. This information is available at the consulate office in each country (www.ice.gov/graphics/sevis/index.htm).

Articulated Acceleration for High School Students

High school students may earn college credits through articulated acceleration (F.S. 1007.271). These acceleration options are college credit in escrow, dual enrollment or early admissions. Students who satisfy the following requirements may qualify for admission as a student in one of these categories:

College Credit in Escrow

Students may apply to attend classes and earn college credits while in high school.

Important: These credits will not apply toward the high school diploma.

To be eligible for admission as a credit-in-escrow student, a student must

- have permission from the high school principal or his/her designee;
- submit an HCC Application For Admission (to the District Office of Dual Enrollment);
- provide a high school transcript;
- achieve appropriate placement scores on the SAT, ACT, or the written or computerized version of the Florida college placement test (CPT).

Dual Enrolled High School Students

(F.S. 1007.27, F.S. 1007.271)

Students who enroll as a dual enrolled student can earn college credit by attending college-level courses taught by HCC instructors at an HCC campus before or after high school classes or at an identified high school during the regular class day. Credits for the courses satisfactorily completed will apply toward both the high school diploma and toward an associate or baccalaureate degree. Dual enrollment courses will not count as excess hours in the 60-hour requirement of an AA or AS degree.

Application fees and tuition are waived and textbooks are provided for Hillsborough County public school students accepted through the Dual Enrollment program.

Students attending college classes must be mindful that they will be in a learning environment that explores a diverse and open range of ideas that requires a mature understanding of multiple perspectives. All students, including dual enrolled students, must be able to engage in discussions in a mature and responsible manner.

To be eligible for consideration for admission as a dually enrolled high school student, one must

- be in high school;
- provide a high school transcript showing an unweighted cumulative grade point average of 3.0;
- provide written authorization from the high school principal or his/her designee;
- achieve appropriate placement scores on the SAT, ACT, or the written or computerized version of the Florida college placement test (CPT);
- submit a Special Category Student form;
- submit an HCC application for admission;
- submit all required paperwork to the District Dual Enrollment Office no later than thirty working days prior to the start of classes and;
- meet with an HCC counselor to complete the registration process.

No student will be permitted to participate in dual enrollment classes without having met eligibility and application requirements. Dual enrollment students are allowed one attempt per dual enrollment course.

To remain eligible as a dually enrolled high school student, one must maintain a 3.0 high school GPA and a 2.0 HCC GPA.

Early Admission

Early admission is one form of dual enrollment. Students are admitted through the early admission option of dual enrollment when they register at HCC as a full-time student (12 or more credits) during their senior year of high school.

Credits for the courses completed satisfactorily at HCC will apply toward both toward the high school diploma and toward an associate or baccalaureate degree. Application fees are waived for students accepted through the early admission program. Tuition is waived for early admissions students for all courses taken through this program while they are still in high school.

NOTE: To be eligible for consideration for admission through the early admission program a student must

- be a high school senior;
- provide written authorization from the high school principal or designee;
- provide a high school transcript showing an unweighted cumulative grade point average of 3.5;

- achieve appropriate placement scores on the SAT, ACT, or the written or computerized version of the Florida college placement test (CPT);
- submit a Special Category Student Form;
- submit an HCC application for admission;
- submit all required paperwork to the District Dual Enrollment Office no later than thirty days prior to the start of classes and;
- if approved for early admission, meet with an HCC counselor to complete the registration process.

NOTE: Home educated students may take advantage of the dual enrollment and early admissions acceleration options and must be in compliance with applicable Florida laws. In addition to the above requirements, a parent of home- educated students must submit a sworn Affidavit for Compliance in accordance with F.S. 1002.41. Home educated students should submit an academic plan that identifies the courses they have taken through home school and the courses they intend to take at HCC as a dually enrolled student.

NOTE: Private schools must meet requirements for F.S. 1002.42 and 1003.43 and have an articulation agreement on file with HCC in order for their students to participate in dual enrollment and early admissions programs.

NOTE: Public and private high school students interested in participating in the dual enrollment program must contact their high school counselor for information and to determine eligibility. Students enrolled in home education programs may contact the HCC Dual Enrollment Office for information.

NOTE: When calculating Satisfactory Academic Progress for Title IV, Student Financial Assistance and adherence to any state maximum-hour requirement(s) for an AA, AS, or AAS degree, HCC will not include any courses students complete while they are dually enrolled.

Concurrent Admissions Program (ConAP)

HCC participates in the United States' Army Concurrent Admissions Program (ConAP). As a ConAP member, HCC will admit eligible new soldiers upon their enlistment. Moreover, the College guarantees full admission during the soldier's entire enlistment and for two years after the applicant completes active military service.

Soldiers enlisting in the Army Reserve are also eligible for consideration under the ConAP program. However, the admission guarantee for qualified Reservists is deferred until the Reservists complete their initial period of active duty training (about six months).



Admissions Procedures

Application

NOTE: HCC reserves the right to guide the enrollment of its students on the basis of placement tests, pre-registration interviews and past academic performance.

Applications for admission can be obtained by contacting any campus Admissions, Registration & Records (AR&R) Office or may be printed from

the HCC website. The completed application, along with a non-refundable application fee, may be mailed or submitted in person to any campus AR&R office.

Applicants must register for classes within one year of admission. Otherwise, a new application and transcripts will be required. No additional fee will be charged for the second application.

The following test scores are required for college-level courses (SBE 6A.10.0315(7):

	ACT Enhanced	CPT	FCELPT	SAT I
Reading	18	83	83	440 (Verbal)
English	17	83	83	n/a
Mathematics	19	72	72	440

NOTE: The minimum required scores on the Florida College Entry-Level Placement Test are subject to change. Students testing into college preparatory course work are subject to certain regulations regarding registration.

Transcripts

HCC must have official transcripts on file from the high school attended and all colleges previously attended. Students admitted without transcripts, or whose transcripts do not arrive within 30 days of the beginning of the regular term, will not be eligible for financial assistance, veterans, or other benefits, or eligible for future registration.

Applicants are responsible for ensuring that official copies of the high school transcripts or GED scores and official copies of transcript(s) from all postsecondary schools attended are submitted to the College.

A first-time college student should request that high school transcripts or GED scores be sent to the appropriate campus Office of Admissions, Registration and Records. Applicants who completed a home education program must provide a signed Affidavit Affirming Completion to the appropriate campus Office of Admissions, Registration and Records. Transfer students should request that transcripts from all postsecondary schools attended be sent to the HCC Transcript Office, P.O. Box 31127, Tampa, FL 33631-3127.

Important: If students have completed high school and postsecondary work outside of the United States, they must provide certified English translations and evaluations of their high school and postsecondary transcripts from a service recognized by the National Association for Foreign Student Affairs (NAFSA). A course-by-course evaluation is required for all postsecondary transcripts. A document-by-document evaluation is required for high school transcripts. Students can obtain the names and addresses of approved providers of this service from the HCC website at www.hccfl.edu or from any campus office of admissions, records and registration.

NOTE: Students are responsible for all costs associated with obtaining translations and evaluations of their transcript(s).

Fraudulent Credentials

If a student knowingly

- makes a false statement;
- conceals material information;
- provides inaccurate information on any document submitted to the College;
- alters a transcript or other academic credential, he or she may be denied admission, suspended or dismissed.

Enrollment Restrictions

Under normal conditions all students who meet the College's admission requirements will be admitted. At times, however, state enrollment and funding limitations may preclude enrollment of out-of-state and international students. At those times, students will be admitted according to the following priorities:

1. returning students;
2. new students who are Florida residents;
 - a. first-time-in-college students,
 - b. transfer students,
3. new out-of-state students;
 - a. first-time-in-college students,
 - b. transfer students, and
4. international students.

NOTE: Currently enrolled students will be allowed to register for classes before new students.

The College reserves the right to deny admission to applicants whose past actions were disruptive to or interfered with the orderly processes, functions, or programs of another postsecondary institution. In addition, HCC may deny admission to students who are ineligible, for any reason, to resume their studies at another postsecondary institution.

Orientation Program

Students attending college for the first time must attend orientation and, if applicable, take a college placement test. Once the student has been admitted, the appropriate testing, admissions and records, or advising office will provide information about orientation and testing. The College will provide reasonable accommodations to disabled students taking the placement test.

Degree-seeking students must provide assessment/placement test scores from CPT, FCELPT, ACT, or SAT prior to registering for classes. Test scores may be no more than two years old. If the scores are older than two years or if the student has not previously taken one of the aforementioned placement tests, the student may take the test at the appropriate HCC testing office.

Students who have earned a postsecondary degree or completed college-level English and mathematics courses might be exempt from the testing requirement. The College strongly recommends that students who have completed postsecondary work at other institutions bring unofficial transcripts or grade slips with them for advising and registration purposes.

Students admitted as non-degree-seeking are exempt from the testing requirement until 12 credit hours have been attempted unless testing is required by specific course prerequisites.

Residency Requirements

For purposes of assessing registration fees in public community colleges and universities, students are classified as Florida residents or non-Florida residents per F.S. 1009.21.

To qualify as a Florida resident for tuition purposes, students must be U.S. citizens, permanent resident aliens, legal aliens granted indefinite stay by the Immigration and Naturalization Service, or non-resident aliens holding one of the visa types approved by the Florida legislature for in-state tuition rates. Furthermore, students or, if students are dependents, their parent(s) or legal guardians must have established and maintained legal residence in Florida for the 12 consecutive months immediately prior to the first day of classes of the students' first terms of enrollment. (Term of enrollment refers to regular term dates.)

Dependent students are persons for whom 50 percent or more of their support is provided by a parent or legal guardian as defined by the Internal Revenue Service. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.

Living in or attending school in Florida will not, in itself, establish legal residence. Residence in Florida must be for the purpose of establishing a permanent home and not merely incidental to enrollment at a community college or university. Any period of time in which the student resides in Florida for educational purposes may not normally be counted towards residency status.

In determining residency, HCC may require documented evidence such as

- proof of purchase of a permanent home in Florida in which the student resides;
- proof of full-time, non-temporary employment in Florida;
- Florida professional (occupational) license;
- Florida voter's registration;
- Florida vehicle registration; and
- Florida incorporation.

NOTE: Rent receipts, leases, tax returns, driver's licenses, and Florida school records may be used to establish proof of physical presence in Florida but are not in themselves proof of legal residency.

Students who do not meet the 12-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the special categories authorized by the Florida legislature.

Change in residency status must be presented prior to the last day of drop/add for the regular 16-week term.

More residency information can be found on the FACTS.ORG website (www.facts.org/html/sw/residencyGuidelines.html).

Special Category Exemptions

Students may be classified as Florida residents even though they do not meet the 12-month legal residence requirement if they

- are married to legal Florida residents if they are domiciled in Florida and intend to make Florida a permanent home;
- are active duty members (and their spouses and children) of the armed services stationed in Florida or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida;
- are full time instructional and administrative (and spouse/dependent children) employees of the state public school system, community colleges and other institutions of higher education;
- are dependents that have resided for at least five years with legal resident adult relatives other than their parent(s) or legal guardian(s).
- are dependent children whose parents are divorced, separated, or otherwise living apart if either parent is a legal resident of Florida;
- were enrolled previously at a Florida institution of higher education as Florida residents for tuition purposes who reenrolled at a Florida public institution within 12 months;
- are students from Latin America and the Caribbean who attend, on a full-time basis, a Florida institution of education and receive scholarships from the federal or state government;
- are United States' citizens and their spouses and dependent children living on the Isthmus of Panama who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch;
- are graduate students of the Southern Regional Board's Academic Common Market attending Florida's state universities;
- are full-time employees of state agencies or

political subdivision of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training;

- are qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program per F.S. 1009.97; or
- are McKnight Doctoral Fellows who are United States citizens.

Transfer Credit

HCC will accept transfer credit from other institutions if they are accredited by one of the following regional accreditation agencies:

MSA: Middle State Association of Colleges and Schools

NEASC: New England Association of Schools and Colleges

NCA: North Central Association of Colleges and Schools

NASC: Northwest Association of Schools and Colleges

SACS: Southern Association of Colleges and Schools

WASC: Western Association of Schools and Colleges

HCC conducts transcript evaluations for all lower division credit course work even when a prior degree has been earned. Therefore, applicants must provide official transcripts from each postsecondary institution they have attended. Applicants should bring unofficial transcripts or grade slips with them for advising and registration purposes.

For courses taken at accredited institutions, transfer credit will be awarded for courses in which a grade of "D" or better has been earned. Failing grades will be included when calculating grade point averages.

Since certain HCC curricula and programs require that students earn a grade of "C" or better in specific courses required for degrees or certificates, transfer students should meet with advisors to determine if courses taken elsewhere meet degree requirements. Transfer students must complete 25 percent of their degree at HCC.

HCC reviews the content and objectives of courses completed at non-regionally accredited institutions on a course-by-course basis. The Transcript Office will notify applicants who

submit transcripts from unaccredited institutions of the documentation the College needs to complete its review. Applicants must provide HCC with all required documents before the College will begin its review.

Academic committees conduct the reviews of courses completed at non-regionally accredited institutions. If the committees find that courses have academic merit and are relevant to applicants' programs of study, applicants will be awarded the appropriate number of credits.

Registration

Registration is held each term. Students may register through the HCC web page at www.hccfl.edu or the telephone registration system at (813) 247-2944. Students who are unable to complete registration successfully through the telephone registration system or through the Internet may seek assistance from any campus admissions, records and registration office. The dates for registration are published in the College operational calendar in the front of this publication or the HCC web site and in the credit course schedule.

HCC may withhold registration privileges from students who have unpaid fees; who have overdue student loans; who have overdue library books, audiovisual equipment, or physical education equipment; who have failed to provide transcripts or other documents required for admission purposes; and who have been disqualified for academic or disciplinary reasons.

Audit Registration

Students who have been admitted to HCC but who wish to take courses without receiving credit may register as audit students. The following guidelines apply:

- Students must make the choice to audit when they register.
- Students may change from audit to credit or credit to audit only during the first week of the term (the drop/add period).
- Fees for audit and credit courses are the same.
- Students should confirm their audit status with the instructor on the first class date.
- Students auditing classes are not eligible to receive veterans' benefits or financial aid for those classes.

The Transcript Office notifies students when evaluations are complete.

U.S. citizens who have attended postsecondary institutions outside of the U.S. should review the information provided in the admissions procedures transcripts section for "International Students."

- Students receiving senior citizen fee waivers are registered as auditing students.
- Students auditing classes must meet all course prerequisites including appropriate test scores. (Senior citizens who audit courses do not need to meet course prerequisites.)
- College preparatory courses follow state-mandated guidelines and requirements. Auditing these classes might not be an available option. (For details, see the college preparatory section in this catalog.)
- Attendance is optional.

Course Load and Enrollment Status

All courses carry a specified number of credits. The unit of credit is the semester hour. A three-credit lecture course meets 150 minutes each week during the terms. Courses requiring laboratory work or skill practice may meet for more minutes each week than the credits they confer.

The College strongly recommends that students enrolled for 12 or more credits limit their employment to a maximum of 20 hours per week.

Enrollment status can change during a term. For example, if a student initially registers as full-time and withdraws from a course during a term, the student's course load might fall below 12 credits. The student's enrollment status will be reduced to less than full-time from that point until the end of the term.

Registering as a full-time, three-quarter, or half-time student can affect eligibility for financial aid, veterans' benefits, scholarships, insurance benefits and international student visas. Students receiving financial aid should speak with a financial aid specialist about the enrollment requirements for receiving aid.

Enrollment status is based on the following course-load criteria:

Full-time: taking 12 or more credit hours during a term.

Three-quarter time: taking nine to 11 credit hours during the term.

Half-time: taking six to eight credit hours during the term.

Less than half-time: taking five or less credit hours during the term.

If students provide a written request, the campus office of admissions, registration, and records will inform employers, insurance agencies, and others that the student specifically identify of their enrollment status. For courses that do not coincide with the Board of Trustees' approved beginning and ending dates of a fall, spring or summer term, course load and enrollment verifications will be based upon the term in which the course begins, regardless of the actual course dates.

Course Adjustment

Drop and Add

Schedule adjustments must be made during the drop/add (adjustment) period. The dates for the drop/add period are listed in the HCC operational calendar, on the webpage at <http://www.hccfl.edu/cschedule> and in the credit course schedule. Students enrolled for classes that meet on a non-traditional calendar/schedule should ask for the drop/add dates at the time of registration.

Important: If students stop attending a course but fail to officially drop or withdraw from the course, they will not be relieved of the financial obligation, and they might receive a failing grade.

Withdrawal Policy

Students may officially withdraw from one or all courses without academic penalty by submitting an adjustment form to the campus AR&R office by the mid-point of the semester. There is an official withdrawal deadline date for each semester. The withdrawal deadlines are listed in the College's operational calendar and in the credit course schedule. For classes that meet on a non-traditional calendar/schedule, the deadline to withdraw is at sixty percent of the class. Students who officially withdraw before that deadline but after the drop/add period are given a "W" grade.

Important: Withdrawing from a course or courses may affect enrollment status and eligibility for athletics, financial assistance, veteran's

benefits, international student VISA, and benefits received from other federal agencies.

If students do not officially withdraw by the deadline, the instructor must assign a letter grade other than "W" to the grade report. If students have serious extenuating circumstances, they may petition the appropriate campus dean of student services for a late withdrawal. Students who officially withdraw from a class may not continue attending that class.

Students are permitted to withdraw from a course only twice. If they register for a course a third time, they will not be permitted to withdraw, and will receive a grade for the course.

Instructors can recommend to the office of admissions, registration and records that students be withdrawn from a class for disciplinary reasons or for non-attendance. The College will notify students whom the faculty has recommended, and the students will be given an opportunity to appeal the instructor-initiated withdrawal.

Students may attempt a course only three times (including original grades, repeat grades, and withdrawals). Through the academic appeals process, students with significant extenuating circumstances may petition for a fourth attempt. To begin the academic appeals process, students must contact the appropriate campus dean of student services. All grades from the third and any subsequent attempts will be included in the grade point average calculation.

Students must pay the full cost of instruction (equal to out-of-state fees) for credit classes they attempt a third time and any additional times. If students have serious extenuating circumstances, they may petition the appropriate campus dean of student services for an exemption from paying the full cost of instruction.

Acceleration Programs

Advanced Placement (AP)*

HCC awards college credit for scores of three, four, or five on the College Board Advanced Placement Program examinations given at high schools each May. Once credit is awarded, the student may not repeat the course for a letter grade. No credit will be awarded to students who have previously been awarded CLEP or regular college credit for the same course.

* **NOTE:** To see course equivalencies and related information, refer to www.facts.org.

Certified Professional Secretary

HCC will award 12 semester hours of credit to students who have passed the Certified Professional Secretary Examination and earned the designation “CPS.” (For further information, contact the appropriate campus academic dean or the Director of Technical Programs.)

College Level Examination Program (CLEP)*

CLEP provides an opportunity for those who have achieved a college level of education outside the classroom to demonstrate their achievement through testing and to earn college credit.

The advising and counseling staff can assist a student in determining which CLEP examination to attempt. CLEP tests are given at the Dale Mabry and Brandon Test Centers on the published dates. Applications are available at any HCC campus.

Students may earn up to 45 semester hours. The grade of satisfactory “S” is awarded for CLEP credit earned. Once credit is awarded, the student may not repeat the course for a letter grade.

NOTE: A student who is currently enrolled in a course or who has previously completed a course, even though the grade earned was an “F” is not eligible for CLEP credit for that course. A student who has withdrawn or dropped a course is eligible for CLEP credit the following semester.

* **NOTE:** To see course equivalencies and related information, refer to www.facts.org.

Credit-by-Examination

Students may earn credit in approved courses by earning “C” or better on the appropriate HCC examination. Exams are given on dates published in the College’s annual calendar. Credit awarded by examination becomes part of the student’s permanent record, and the grade earned on the examination is used in calculating students’ cumulative GPAs.

A student must obtain approval from the appropriate campus academic dean to take credit-by-examination. In addition to a \$15 non-refundable examination fee, a student who passes the examination will be required to pay a per-credit hour processing fee. A student may obtain the required forms and additional information through the appropriate campus academic dean.

A student is not eligible to attempt credit by examination for any courses in which the student is currently enrolled. A student who has completed a course and earned a grade of “D” or “F” is eligible to repeat it through credit-by-examination. Grades for courses repeated through credit-by-examination are recorded in the same way as courses repeated through class attendance.

If a student has applied to graduate at the end of the term and intends to take one or more courses through credit-by-examination, that student must notify the graduation clerk in the campus office of Admissions, Registration and Records (AR&R). In order for credit earned through examination to be used in meeting graduation requirements, a student must submit documentation of the passing grade to the appropriate AR&R office three weeks prior to the end of the academic term.

NOTE: Credit earned through credit-by-examination may not be counted toward the requirement that students complete at least 25% of the credit hours applicable to a degree in residence at the College.

DANTES*

A student may earn credits for State designated courses by successfully completing Defense Activity for Non-Traditional Education Support (DANTES) examinations. Once credit is awarded, the student may not repeat the course for a letter grade. No credit is awarded if credit for the same course has already been earned.

* **NOTE:** To see course equivalencies and related information, refer to www.facts.org.

Dual Enrollment*

HCC awards credits for in-state dual enrollment courses (courses which are granted simultaneous credit for both high school and college). These credits are awarded as general education, elective, and/or discipline credits. Dual enrollment courses taken out of state will be evaluated on a course-by-course basis. Dual enrollment courses will not count as excess hours in the 60-hour requirement of an AA or AS degree.

* **NOTE:** To see course equivalencies and related information, refer to www.facts.org.



Experiential Credit

The College provides for the award of experiential credit in a limited number of technical programs: Associate Degree Nursing - transition option, Emergency Medical Services Associate Degree, Optical Management, Radiography - ARRT option, and Industrial Management. Students in these programs who provide documentation verifying licensure and/or certification within the appropriate field of study will be awarded credit.

Students must obtain approval from the appropriate campus academic dean and pay a processing fee for each request.

HCC awards experiential credit in the following programs to students who meet the appropriate criteria:

Associate Degree Nursing Program Enrollees

Applicants for the LPN transition program must have: a valid, current Florida LPN license, current CPR basic life support for health care providers, an official transcript from their LPN program, and 6 months full-time employment as an LPN during the past three years. Graduates from Erwin Vocational Technical Center are eligible for articulation credit in lieu of experiential credit. Applicants for the Paramedic transition option must have: a valid, current Florida paramedic license, current CPR advanced life support, and 6 months full-time employment as a paramedic during the last three years.

Optical Management Associate Degree Program Enrollees

Students who have earned at least 15 credit hours in Optical Management courses who provide the college with documentation verifying they hold Opticianry licensure will be awarded 12 credit hours toward an Associate in Applied Science degree in Optical Management.

Radiography Program: ARRT Option Enrollees

Students admitted to the Radiography Program - ARRT option must provide a copy of their certification as radiographers in good standing from the American Registry of Radiologic Technologists. Students will be awarded 53 credit hours of radiography courses.



Paramedic - Emergency Medical Services Associate Degree Program Enrollees

Students who have completed paramedic training at a CoAEMSPs approved paramedic training center and who possess a valid Florida paramedic certification will be awarded up to 42 credits in EMS prefixed courses required for the College Credit Certificate in the Paramedic EMS program. These credits are also applicable to the Emergency Medical Services Associate Degree Program. No credit will be awarded for advanced cardiac life support (EMS 2551C).

Industrial Management Program Enrollees

Students who have successfully completed one of the following Tampa Electric Company training programs and have successfully completed a minimum of 15 credit hours of industrial management courses will be awarded 33 credit hours toward an Associate in Applied Science Degree in Industrial Management.

- Controls Analyst
- Lineman Training
- Field Engineering
- Substation Electrician
- Plant Electrician

Students should obtain the experiential credit form from the appropriate campus academic dean, who will assist in completing and processing the form.

International Baccalaureate*

The International Baccalaureate (IB) Diploma Program is a rigorous two-year, pre-university liberal arts program of study for highly motivated, academically oriented secondary students. The IB Diploma is awarded only to students who meet curricular, service, and thesis requirements and score at the prescribed level on internationally standardized subject examinations. Through the IB program, students may be awarded up to 30 credit hours. No grades will be assigned to credits awarded through the IB Program. Students will not receive credit for IB courses that duplicate credit awarded for courses attended at HCC or credit that was awarded through other accelerated programs, (i.e., AP, CLEP, credit by examination, etc.). To determine eligibility for IB credit, the student should contact any HCC campus advising or counseling.

*** NOTE:** To see course equivalencies and related information, refer to www.facts.org.

Articulation Agreements

Articulation agreements are established to provide for the smooth transfer of credits between member institutions so that students can attain their educational objectives as efficiently and effectively as possible. Although the associate in arts (AA) degree remains the basic transfer degree of community colleges, a statewide articulation agreement has been established for specified associate in science (AS) programs, which in past were classified as “terminal degrees.” This AS to BA/BS agreement allows students who successfully complete specified AS degrees to enter into any university in the State University System. However, just as with the AA degree, not all AS degree coursework counts as elective credit or will transfer should the student lack the completed degree.

Individual articulation agreements may be established with senior institutions, both public and private, for specified AS programs that are not included in the statewide AS to BA/BS articulation agreement.

Articulation agreements are not limited to arrangements between the two-year degrees and senior institutions. HCC participates in the Hillsborough County District Articulation agreement and has established a number of tech prep articulation agreements with high school programs in Hillsborough County and in other Florida counties. The pages below describe the articulation agreements that HCC has established or participates in.

The College strongly recommends that the students review transfer goals with an advisor or counselor before registering for any courses at HCC.

Associate in Arts Articulation

Graduates of community college associate in arts (AA) degree programs are guaranteed certain rights under the State Board of Education Rule 6A-10.024, the state articulation agreement, which governs the transfer of students from Florida community colleges into the state university system.

The articulation agreement also specifies the associate in arts degree will be awarded upon:

- completion of at least 60 semester hours of college credit courses, including a general education core curriculum of at least 36

semester hours in the liberal arts and sciences. (Courses not accepted by the state university system are excluded.)

- an overall GPA of at least 2.0 in all courses attempted. Only the final grade received in courses repeated by the student will be used in computing the average. The grade of “D” will transfer and count toward the baccalaureate in the same way as “D” grades earned by state university students. The university department decides whether “D” grades in the major satisfy requirements.
- completion of the Gordon Rule requirements.
- achievement of the minimum standards on the College Level Academic Skills Tests (CLAST).

General Admission

- Community college associate in arts (AA) degree graduates are guaranteed admission to one of the 11 state universities, but not necessarily to their university of choice or to a limited access program; a teacher certification program; or a major program requiring an audition or portfolio.
- Upon transferring to a state university, AA graduates will be awarded at least 60 credits toward the baccalaureate degree.
- The university catalog in effect the year the AA degree-seeking students first enrolled at the community college will remain the governing catalog for the students’ programs, provided the students maintain continuous enrollment as defined in that catalog.
- Students who have been certified as completing the general education core, whether or not they have earned an associate in arts degree, will not be required to take additional general education courses.
- When transferring among institutions participating in the Statewide Course Numbering System (SCNS), a receiving institution must accept all courses taken at the sending institution, if the sending institution offers the same course with the same course number with certain state specified exceptions.
- Credits earned through accelerated mechanisms (CLEP; AP; early admissions; International Baccalaureate, and dual enrollment courses) within the AA degree will be transferable to a state university.

Students without an AA degree seeking admission to a state university are not protected by the articulation agreement and may be denied admission or lose credit when transferring. In most cases, students without an AA degree will have to meet university freshman admissions standards.

Program Admission

General

The universities determine the courses and prerequisites that must be taken to receive a baccalaureate degree. Although all credits earned toward an AA degree will transfer to a university, not all credit earned will meet program prerequisites or course requirements for a baccalaureate degree. Therefore, students must assume responsibility for knowing the course requirements of their intended program and taking the appropriate courses while pursuing their AA degree.

Limited Access

Due to limited resources, some university programs have admission requirements that are more restrictive than the university's general admissions requirements. These program

requirements might include grade point average, test scores, prerequisite courses, auditions, and portfolios.

Guarantees

AA graduates are not guaranteed admission to limited access programs. They are guaranteed

- the same opportunity to enroll as native university students;
- that selection and enrollment criteria will be established and published in catalogs, counseling manuals and appropriate publications; and
- that changes in programs will be published sufficiently in advance to allow prospective students time to adjust to the revised criteria.

Appeals

If any of the aforementioned guarantees are denied, students have the right to appeal. Each state postsecondary institution has established appeal procedures that are available from the institution's articulation officer.

Independent Colleges and Universities of Florida (ICUF) Articulation Agreement

The intent of the ICUF articulation agreement is to establish an effective and orderly transfer process for students entering a state community college, completing an associate in arts degree, and transferring to an independent college or university. Under this agreement, community college students holding an associate in arts degree are guaranteed junior standing, recognition of the general education core, and the application of a minimum of 60 credit hours toward the baccalaureate degree.

Members of the ICUF are:

Barry University	Jacksonville University
Beacon College	Lynn University
Bethune-Cookman College	Nova Southeastern University
Clearwater Christian College	Palm Beach Atlantic College
Eckerd College	Ringling School of Art & Design
Edward Waters College	Rollins College
Embry-Riddle Aeronautical University	Saint Leo University
Flagler College	Saint Thomas University
Florida College	Southeastern College
Florida Hospital College of Health Sciences	Stetson University
Florida Institute of Technology	University of Tampa
Florida Memorial College	Warner Southern College
Florida Southern College	Webber International University
International College	

Hillsborough County District Articulation Agreement

Hillsborough Community College has joint academic, and technical, articulation agreements with the School District of Hillsborough County and the University of South Florida.

HCC/ School District of Hillsborough County (SDHC)

The agreements between HCC and SDHC specify the guidelines and procedures for the Dual Enrollment Program, Early Admissions and the awarding of college credit applicable to the associate in applied science degree for tech-prep programs completed at high schools or at Tampa Bay, Brewster, Erwin, or Leary Technical Centers. (See dual enrollment and early admission of high school students under Admissions Policies in this catalog.)

The following programs are articulated with the HCC Associate in Science or Associate in Applied Science degree:

Brewster Technical Center

Automotive Technology/Industrial Management
Early Childhood Education/Early Childhood Management
Practical Nursing/Nursing Associate Degree RN (ADN Transition Option)

Erwin Technical Center HCC

Commercial Foods and Culinary arts Culinary Management
Commercial Foods and Culinary arts Restaurant Management
Computer Aided Drafting and Design Architectural Design and Construction Technology
Court Reporting. Office Administration
Legal Secretarial Office Administration
Practical Nursing. Nursing associate Degree RN (ADN Transition Option)
Respiratory Care Respiratory Care

Learey Technical Center. HCC

Child Care Provider. Early Childhood Management

Tech Prep Articulation Agreements

The following high school programs may be articulated with the HCC Associate in Science or Associate in Applied Science degree:

Hillsborough District School System HCC

Academy of Finance Accounting Technology
Academy of Finance Business Administration
Academy of Finance Business Administration-International Business
Management Option
Academy of International Business Accounting Technology
Academy of International Business Business Administration
Academy of International Business Business Administration-International Business
Management Option
Accounting Accounting Technology
Accounting Business Administration
Accounting Computer Information
Accounting Office Administration - Office Management
Specialization
Accounting Office Administration
American Sign Language Sign Language Interpretation
Aquaculture Aquaculture
Business Supervision and Management Accounting Technology
Business Supervision and Management Computer Information Technology

Business Supervision and Management	Office Administration
Carpentry	Architectural Design/Construction Technology
Commercial Art	Architectural Design/Construction Technology
Criminal Justice Operations	Criminal Justice Technology
Culinary Operations	Culinary Management
Culinary Operations	Restaurant Management
Culinary Operations	Hospitality and Tourism Management
Dental Laboratory Assisting	Dental Assisting
Digital Design	Office Administration
Diversified Career Culinary Technology	Culinary Management
Drafting	Architectural Design/Construction Technology
Drafting/Illustrative Design Technology	Architectural Design/Construction Technology
Early Childhood Education	Early Childhood Management
Electricity	Architectural Design and Construction Technology
Electricity	Computer Engineering Technology
Electricity	Electronics Engineering Technology
Electronics Technology	Biomedical Equipment Engineering
Electronics Technology	Electronics Engineering Technology
Engineering Technology	Architectural Design/Construction Technology
Engineering Technology	Manufacturing Technology
Environmental Horticulture	Environmental Horticulture Technology
Science & Service Cluster	Environmental Horticulture Technology
Forestry/Natural Resources	Environmental Science Technology
Materials & Processes Technology	Architectural Design/Construction Technology
Technology Studies	Architectural Design/Construction Technology
Technology Studies	Manufacturing Technology
TV Production	Radio & Television Broadcast Programming
Vision Care Assisting 3 & 4	Opticianry

HCC/Collier County School District

The following Collier County high school program is articulated with the HCC associate in applied science degree:

Aquaculture	AAS Aquaculture or CCC Aquaculture Technology
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HCC/Hardee County School District

The following Hardee County high school program is articulated with the HCC associate in applied science degree:

Sign Language Interpretation	Sign Language Interpretation
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HCC/Pinellas County District School Board (PCDSB)

The following PCDSB high school programs are articulated with the HCC associate in applied science degree:

Pinellas County District School Board HCC

Child Care Center Operations	Early Childhood Management
Child Care Provider/Infant Toddler Specialization	Early Childhood Management
Early Childhood Education	Early Childhood Management
Child Care Provider/Preschool Specialization	Early Childhood Management
Child Development Specialist	Early Childhood Management

HCC/University of South Florida

Hillsborough Community College has joint academic and technical articulation agreements with the University of South Florida (USF). These agreements specify the guidelines and procedures for the associate in arts degree program and the cross-enrollment program and the awarding of university credit for students completing an associate in science (AS) degree (the AS to BS Program).

The associate in arts degree program articulation agreement complies with the statewide Articulation Agreement 6A-10.024. The agreement addresses both general admission to USF and program admission.

The cross-enrollment program allows students from each institution to enroll for credit at the other. Students will then have access to courses not normally offered at their home institutions. Students must obtain permission from their home institution before cross enrolling. After completing a course, students must ask the host institution to send an official transcript to their home institution.

HCC students who cross-enroll at USF will pay USF tuition for courses they take. They must also pay a parking-permit fee. HCC students should contact their counselor or advisor for more information or for assistance completing a Cross-Enrollment Form.

HCC students denied admission to USF may not enroll at USF under this agreement.

To cross-enroll at USF, an HCC student must

1. have an HCC cumulative GPA of at least 2.0,
2. have completed 24 or more credits at HCC, and
3. unless the student is graduating, enroll for at least two courses (six credit hours) at HCC.

International students (F-1 Visa) enrolled at HCC must attend HCC full-time during any term in which they wish to cross-enroll.

USF students must have signed approval from their counselor/advisor before they can register at HCC.

Both HCC and USF students must adhere to the rules and regulations of the host institution.

USF offers a bachelor's degree program designed for associate in science (AS) degree graduates from a Florida public community college. Students admitted to the bachelor of science in applied science program will have

an AS degree from a public Florida community college and will have completed a minimum of 18 credit hours of transferable general education coursework, which should include writing and math courses that meet Gordon Rule requirements. The USF BSAS degree includes the following areas of concentration: behavioral healthcare, business administration, criminal justice, gerontology, public administration and urban policy.

Other Agreements

Florida A & M University and HCC have an articulated pharmacy program and a construction engineering program. The first two years of the baccalaureate degree will be taught at HCC. See an advisor or counselor for information.

Florida Gulf Coast University will accept in transfer a maximum of 72 credit hours from an HCC student's associate in science degree in legal assisting/paralegal studies and general education coursework.

The Institute of Spanish Studies, Miami, Florida, has agreed to accept HCC students for the express purpose of Spanish language studies in accordance with the articulation agreement. For more information, contact an HCC counseling or advising office.

National Louis University, Tampa, Florida, has agreed to accept associate degree graduates into its accelerated bachelor's degree program in accordance with the terms of an articulation agreement. For more information, contact an HCC counseling or advising office.

Northwood University of West Palm Beach, Florida will accept associate in science fire science graduates into its business administration - fire science management baccalaureate program. Northwood will award up to 60 credit hours toward the baccalaureate degree.

St. Leo University allows HCC students receiving an associate in science degree in human services to transfer into the bachelor of social work or bachelor of arts.

St. Petersburg College allows HCC students receiving an associate degree (associate in arts or associate in science depending on the program) to transfer into a bachelor of applied science degree program. Within the education area of concentration, the following tracks are available: elementary education with infused ESOL, exceptional student education

with infused ESOL, secondary mathematics education, secondary science education, technical teacher education and business technologies teacher education.

The University of Central Florida allows HCC students receiving an associate in science degree in Radiography to enroll in that bachelor degree program. UCF will also accept into its bachelor of arts, radio-television degree program HCC graduates with associate in science degrees in radio/television program broadcasting. Further, UCF will accept into its honors program HCC Honors Institute graduates who have completed the associate in arts degree and have been admitted into UCF. For more information on the Honors Institute, contact the HCC Honors Institute.

The University of North Florida allows HCC students receiving an associate in science degree in Diagnostic Medical Sonography to enroll in the Bachelor of Science in Health Sciences.

The University of Phoenix has agreed to accept associate in arts degree graduates into its baccalaureate program in accordance with the terms of the articulation agreement. For more information, contact an HCC counseling or advising office.

The University of Tampa (UT), a private institution, will accept into its Honors program HCC Honors Institute graduates who have completed the associate in arts degree and have been admitted to UT. For more information, contact the HCC Honors Institute. The University of Tampa allows HCC's associate in arts degree graduates to transfer there as juniors. Additionally, students graduating from HCC with an associate in science degree in Nursing are eligible to transfer into the University of Tampa's Bachelor of Nursing program.

For more information about these articulation agreements, contact any HCC campus counseling or advising office.

Affiliation Agreements

HCC's health sciences and nursing programs have affiliation agreements with various local facilities to provide clinical education. These agreements stipulate the guidelines by which students will be educated at each facility.

Linkage Programs

The Linkage system is a cooperative agreement among five community colleges in the Tampa Bay Area - Hillsborough Community College, Manatee Community College, Pasco-Hernando Community College, Polk Community College and St. Petersburg College.

The Linkage system offers HCC students the opportunity to enter technical educational programs at the other colleges through a quota-based arrangement. Some courses appropriate to the respective programs may be taken at HCC, but students admitted to a linkage program will be required to conform to all program requirements, institutional policies, and procedures of the linkage college.

You can obtain additional information on Linkage Programs by contacting an HCC counselor.

The following institutions offer linkage programs:

- Dental Hygiene – Hillsborough CC, Pasco-Hernando CC, St. Petersburg College
- Diagnostic Medical Sonography Technology – Hillsborough CC
- Funeral Services – St. Petersburg College
- Health Information Management – St. Petersburg College
- Medical Laboratory Technology – St. Petersburg College
- Nuclear Medicine Technology – Hillsborough CC
- Occupational Therapy Assistant – Manatee CC, Polk CC
- Physical Therapist Assisting – Manatee CC, Polk CC, St. Petersburg College
- Radiation Therapy – Hillsborough CC
- Respiratory Care – Hillsborough CC, St. Petersburg College
- Veterinary Technology – St. Petersburg College



Service Members Opportunity College (SOC)

HCC is an institutional member of SOC, a group of over 1350 colleges and universities providing voluntary post-secondary education to members of the military. As an SOC member, HCC recognizes the unique nature of military life. HCC is committed to facilitating the transfer of course credits, providing flexible academic residency requirements and awarding appropriate credits for military training and experience. Accordingly, HCC has committed to:

- Applying liberal entrance requirements. Applicants awarded a standard high school diploma or equivalency certificate by any department of education, or through the Armed Forces Test of General Education Development, may enroll in credit courses.
- Offering evening, weekend, and distance learning classes.
- Permitting completion of courses through the following non-traditional methods:

- College Level Examination Program - CLEP (maximum credit allowable without overlap is 45 semester hours of general and subject examinations combined).
- College Proficiency Examinations - Credit by Examination is available in many courses (maximum of 45 semester hours allowable).
- DANTES courses that are relevant to a student's program of study up to a maximum of 45 semester hours may be granted credit.
- Credits earned through the community college of the U.S. Air Force that are applicable to any degree at HCC must be transferred.
- In recognizing the advanced academic and technical content of many military education experiences, HCC may grant credit for military education that has been evaluated and recommended as suitable for postsecondary credit by the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. After enrolling, a student must request such credit by providing appropriate documentation as determined by the College. Recommendations in the ACE Guide are advisory in nature and are not binding upon the College.
- Granting service personnel and their dependents in-state residency.
- Limiting the academic residency requirement to no more than 25 percent of the degree with no "final semester" residency requirement.

Reserve Officers' Training Corps

The Department of Military Science for Army Reserve Officers Training Corps (ROTC) selects and prepares students to serve as officers in the Regular and Reserve components of the United States Army. The curriculum is designed to develop students' leadership potential, and to improve the students' planning, organizational, and managerial skills. HCC students may participate in the ROTC programs conducted through University of South Florida or Florida Southern College.

Enrollment is open to male and female qualified students at all levels. Army ROTC training provides free uniforms and textbooks. Financial assistance in the form of ROTC Scholarships is awarded on a competitive basis to students in all academic majors. The scholarships cover the costs of tuition, books, lab fees, and other academic expenses.