

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 or the telephone registration system by calling 247-2944 (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; and
- 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 student services 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.

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

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).

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.

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.