

2. If a person is a senator and a club member, then that person must choose before the meeting if he/she is at the meeting as a senator or club representative; he/she cannot be both. If he/she comes as a club representative, then he/she will be counted absent as a senator and vice versa. An alternate, previously identified as a club representative, can be contacted to represent their club if the voting club member is fulfilling other duties.

ARTICLE V – ELECTIONS

- A. Shall be finalized by the 15th day of the fall and Spring Terms.
 1. Those students elected in the Fall Term, and have the required grade point average, are not required to be re-elected in the spring.
 2. Senate elections for the Spring Term will be held on an as needed basis.
- B. Shall be held at each campus.
 1. Student may vote using the following criteria:
 - a. Show a valid term registration identification card.
 - b. Show a picture identification.
 - c. Sign for ballot.

ARTICLE VI – ELIGIBILITY

- A. Must maintain at least half time enrollment (6 hours) at the college. A minimum of six (6) credit hours must be at their home campus.
- B. Must be a student in good standing and maintain a cumulative 2.0 grade point average (GPA) inclusive of college prep courses to hold the office of student representative.
- C. Must be a student in good standing and maintain a cumulative 2.5 grade point average to hold an executive office.
- D. Must have a 2.5 GPA to travel utilizing student activities funds.

ARTICLE VII – AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended by three-fourths (3/4) vote of the students voting on all four campuses.

(Approved 10/11/04)

STUDENT HEALTH AND WELLNESS

ALCOHOL AND DRUGS POLICY

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances while at school or on College property is strictly prohibited. In addition, a student is prohibited from being under the influence of alcohol or having possession or use of alcoholic beverages while at school or on College property.

The College will provide full cooperation with local law enforcement agencies for alcohol and drug-related violations. Sanctions may include referral for prosecution, expulsion of a student and termination of an employee or completion of an appropriate rehabilitation program. A student who is formally charged by a proper prosecuting attorney with drug violations, may, following an administrative hearing, be suspended until his/her case is adjudicated. (HCC Administrative Procedures prohibit alcohol on HCC property or at HCC functions without prior authorization by the College President or appropriate Campus President.)

The following procedural guidelines apply to the use and possession of alcohol and other drugs by both students and employees at the College:

1. **DRUGS** - Illegal drug activity either at work or at school may adversely affect the employee/student's job or performance, may jeopardize the safety of others, may undermine the public's confidence and trust in the College and may result in disciplinary action for both students and employees. For an employee, this may include termination.

- A. Any illegal substance found on College property will be confiscated and turned over to the appropriate law enforcement agency that may result in criminal prosecution.
- B. The College will assist law enforcement agencies in the investigation of employees and students who may be using or trafficking drugs or suspected of such illegal activities.
- C. If an employee is convicted of a criminal drug statute, the employee is required to report the information to his immediate administrative supervisor within five (5) days following the date of the conviction.

In accordance with the Drug-Free Workplace Act of 1988 and administrative procedure on Drug-Free Workplace, the administrator responsible for managing a Federal grant or a Federal contract for \$25,000 or more, will notify the Federal agency within ten (10) days after receiving notice of an employee's conviction. For additional guidelines regarding Federal grants or those Federal contracts for \$25,000 or more, refer to the administrative procedure.

- D. If a student is charged with the unlawful manufacture, distribution, dispensation, possession or use of controlled substances while attending class, a College function or while on College property, the student may be subject to disciplinary action that may include expulsion.
- E. If an employee is charged with the unlawful manufacture, distribution, dispensation, possession or use of controlled substances while at work, a College function or on College property, the employee's immediate administrative supervisor may recommend disciplinary action. It is a violation of Section 893.13, F.S., to sell, purchase, manufacture, deliver or possess with the intent to sell a controlled substance in, on, or within 1,000 feet of the college's real property.
- F. If an employee's supervisor has reasonable cause to suspect that an employee is under the influence of a drug, the employee may be sent home by the supervisor or to a medical facility by taxi or other safe transportation alternative, depending on the determination of the observed impairment, accompanied by the supervisor or another employee if necessary.

Employees who may be undergoing medically prescribed treatment with a controlled substance that may limit their ability to perform on the job must report this treatment to their immediate administrative supervisor prior to beginning a workday. In such an instance, the employee would be prohibited from operating any machinery or driving any College vehicles until his/her immediate supervisor is notified accordingly.

2. **ALCOHOL** - An employee or student who is under the influence of alcohol either at work or at school may adversely affect the employee's or student's job or performance, may jeopardize the safety of others, may undermine the public's confidence and trust in the College and may result in disciplinary action for both students and employees. For an employee, this may include termination.

- A. Neither an employee nor a student will be permitted to act in any capacity for the College and will not be permitted to operate College machinery or vehicles while under the influence of alcohol.
- B. If a student is under the influence of alcohol while attending a class, function or while on College property and displays disruptive behavior, the student may be subject to disciplinary action.
- C. If an employee displays disruptive behavior and is under the influence of alcohol while at work, while at a College function or while on College property, the employee's immediate administrative supervisor may recommend disciplinary action.

- D. If an employee's supervisor has reasonable cause to suspect that an employee is under the influence of alcohol, the employee may be sent home or to a medical facility by taxi or other safe transportation alternative, depending on the determination of the observed impairment, accompanied by the supervisor or another employee if necessary.
- E. If a faculty member or College employee suspects that a student is under the influence of alcohol while on College property, the employee will contact an administrator. If the administrator has reasonable cause to suspect that a student is under the influence of alcohol, the student may be sent home or to a medical facility by taxi or other safe transportation alternative, depending on the determination of the observed impairment, accompanied by the faculty member or another employee if necessary.
- F. Alcoholic beverages may be served on College property and at College functions with prior authorization by the President (Also refer to administrative procedure, Use of College Facilities.)

3. DISCIPLINARY ACTION FOR EMPLOYEES

- A. In accordance with the Drug-Free Workplace Act of 1988, the College as a recipient of any Federal grant and as a Federal contractor of \$25,000 or larger contracts is required to adhere to certain regulations. Administrative procedure, Drug-Free Workplace, deals with the information that includes specific requirements for criminal drug statute convictions.
- B. If an employee is charged with the unlawful manufacture, distribution, dispensation, possession or use of controlled substances while on duty or on College property or at a College function, the employee's immediate administrative supervisor will meet with the employee to discuss the charges. The employee's immediate administrative supervisor may recommend between a warning to immediate termination depending on the seriousness of the charge. These same requirements will apply to any employee who uses alcohol or has alcohol in their possession while on duty or at a College facility. The disciplinary action will be more severe when an employee is suspected of being under the influence of alcohol or drugs, especially when an employee is unable to perform his/her assigned duties. The employee's immediate administrative supervisor may recommend that an employee be terminated based on the seriousness of the offense. However, any personnel action must be consistent with Section 504 of the Rehabilitation Act of 1973 that prohibits discrimination based on disability in programs receiving Federal funds. Drug addiction or alcoholism may constitute a disabling condition under the Rehabilitation Act, especially if the substance abuser is undergoing rehabilitation. Where an employee's substance abuse prevents the individual from performing the duties a particular job or whose employment will constitute a threat to property or safety of others, the employee will be required to seek immediate rehabilitation.
- C. In lieu of disciplinary action or in conjunction, the employee's administrative supervisor may recommend that the employee enroll in an employee treatment program.

4. DISCIPLINARY ACTION FOR STUDENTS

If a student is charged with the unlawful manufacture, distribution, dispensation, possession or use of controlled substances while on College property or at a College function, the President shall refer the matter to the appropriate Campus President in accordance with procedures on Discipline of Students.

(Approved 10/02/95)

Annually, each registered student is informed about HCC drug policies and the behavioral, social and legal consequences associated with drug use. For more details regarding HCC's policy on alcohol and illicit drugs, see the HCC Safety Brochure, HCC Administrative Rules or HCC website. A copy of the policy can be found in the HCC libraries. The College will also provide prospective students with a review of HCC's alcohol and drug prevention and education programs.

Students charged with violating this policy will be referred for disciplinary action to the appropriate Campus Dean of Students. 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 in drugs.

SMOKING POLICY

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

STUDENT RIGHTS AND RESPONSIBILITIES

BILL OF STUDENT RIGHTS

PURPOSE

This procedure establishes a bill of student rights for students at Hillsborough Community College.

PROCEDURE

Hillsborough Community College exists to provide for the educational development of all students enrolled at the institution as well as the general well being of society. As members of the academic, technical and occupational communities, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. The College will implement administrative procedures to ensure academic freedom at the institution.

The admission policy of HCC is an Open Door Policy for all qualified students. No student will be barred from admission on the basis of race, sex, marital status, national origin, age, color or disabled status. The College facilities and services will be available to all students who are enrolled at the College.

Instructors will encourage free discussion, expression and inquiry, both in the classroom and in conference. Student performance will be evaluated solely on an academic basis, not on opinion or matters unrelated to academic standards.

Students, as members of the academic community, will have the following rights while enrolled at Hillsborough Community College:

1. Students will be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion expressed during a course of study. However, students enrolled in a course are responsible for learning the material.
2. Students will be protected against prejudicial or capricious academic evaluation. At the same time, students will be responsible for maintaining the standards of academic performance established for each course.