POLICIES AND PROCEDURES AFFECTING STUDENTS

ACADEMIC POLICIES

All information related to academic policies (i.e., academic integrity, academic progress, attendance, etc.) can be found in the HCC Catalog and at the HCC Website: hccfl.edu.

GRADING POLICIES

All information related to grading policies (i.e., grade reports, grading, grade point average, forgiveness policy, and academic progress) can be found in the HCC Catalog (www.hccfl.edu/catalog.aspx).

STUDENT POLICIES

Student Policies which include ADA, Drugs & Alcohol, Hazing, Religious Observances, Dress Code, Ombudsman/Student Advocate and Records Policies can be viewed in the HCC Catalog.
THREAT ASSESSMENT TEAM

Hillsborough Community College is committed to maintaining an environment where people feel safe to carry out the college’s mission. The Threat Assessment Team is a collaborative cross-functional team, which is compassionate, and provides a confidential program of identification, intervention, and response in order to afford students with a chance to succeed in the college community with the greatest level of safety and security.

If you notice any suspicious or concerning behavior, the Threat Assessment Team encourages you to submit a confidential Care Report by visiting our website at: http://www.hccfl.edu/tat.aspx

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.

EMERGENCY CALL STATIONS

Throughout the HCC District, tall blue columns have sprouted up throughout the college’s parking lots. This is Hillsborough Community College’s newest safety initiative, the installation of 86 emergency call stations.

These emergency, state-of-the-art devices have been used with great success throughout the nation to provide emergency assistance through deterrence and quick response. HCC’s call stations will connect the user to the College’s Department of Public Safety or Tampa Police (Ybor Parking Garage) in the event the user is in need of emergency services. Each station has a light on top which is illuminated at all times. Once a station is activated through a call being placed, Public Safety Dispatch is immediately notified and an officer will respond without delay.

The emergency call stations have additional security features such as: video surveillance and mass communication loud speakers.
HAWK ALERT!
http://www.hccfl.edu/hawkalert/

Hillsborough Community College offers a text messaging service to students, faculty and staff:

• **College Alerts, Emergencies and Closings**: The College will notify you via text messages and e-mails of alerts (sent as needed). Voice messages will be used in extreme emergencies as determined by HCC.

• **HCC Reminders**: Reminders of deadlines for students (about 6 to 10 messages annually, including registration and payment due dates.)

• **Financial Aid**: The important dates and reminders for our Financial Aid students (about 6 to 10 messages annually regarding due dates, disbursements dates, etc.)

It is easy and free to sign up! Just HAVE YOUR 7-digit HCC student or employee number handy.

**EMERGENCY PROCEDURES**

HCC personnel are familiar with the use of fire alarms, procedures for notifying fire departments, exit from College buildings, locations of fire extinguishers and other procedures for ensuring safety during emergencies. Instructors should brief students on emergency procedures, routes of evacuation, location of assembly points, and location of emergency rescue areas at the beginning of the term.

**Emergency Rescue Areas***
Emergency Rescue areas have been designated and marked with red and white signs on floors above ground level to be used when escape routes are blocked or when a disabled person(s) cannot be evacuated safely. Emergency response personnel will be notified to check “Emergency Rescue” areas when they arrive on the scene.

*Note: An Emergency Rescue area should only be used when evacuation by any other means is not possible. If at all possible, tell another person to notify security of where you are located. When in a rescue area, keep communication to others by voice or other signals such as waving an item of clothing until you are sure that you are being helped.

**Evacuation of Disabled Persons**
Instructors shall recruit volunteers to assist students who use wheelchairs or other restrictive devices, or who have disabilities that seriously restrict mobility. If voluntary assistance cannot be provided for a particular student, then that student should notify the Public Safety Office, and the Campus Dean of Student Services. As a secondary means, emergency evacuation chairs (Evacu-Chairs) are located at the top of stair landings in most buildings with two or more floors. The chairs are to be used by trained personnel as a safe means of evacuating disabled persons.

**In an emergency situation, you should:**

• evacuate the classroom and building in a prompt and orderly manner;
• take all personal belongings and valuables with you;
• remain at student’s designated assembly point and at least 300 feet away from the scene of the emergency (in the event of a bomb threat, the assembly point should be at least 500 feet away);
• do not use elevators;
• follow the instructions of public safety personnel, instructors, supervisors and the building Emergency Marshall;
• do not return to the building until the “all clear” is given by authorized persons.