PURPOSE

This document provides guidelines for academic rulings at Hillsborough Community College not covered or partially covered in other policy or procedural documents.

PROCEDURE

1. **College-Level Academic Skills (CLAS) and College-Level Academic Skills Test (CLAST):** Regarding graduating students who have not met the CLAS or CLAST requirement: Students who apply for graduation who meet the course and GPA requirements are eligible for graduation. Because CLAS is no longer a graduation requirement, students only need to meet the current graduation requirements. “Former students returning” must meet all applicable catalog course requirements with the exception of CLAS or CLAST.

2. **Course Objectives/Outcomes:** At Hillsborough Community College, full-time instructional faculty develop official course objectives, and these course objectives, also known as course outcomes or student learning outcomes at the course level, must be adopted for any course that is offered with the same course prefix and title, regardless of delivery method. Course Objectives are posted on the website at [https://www.hccfl.edu/academics/academic-program-assessment/course-intended-outcomes.aspx](https://www.hccfl.edu/academics/academic-program-assessment/course-intended-outcomes.aspx).

3. **Credit Hours:** Florida Statutes (F.S.) 1001.64 *Florida College System institution boards of trustees; powers and duties*, F.S. 1004.68 *Florida College System institution; degrees and certificates*, and F.S. 1007.25 *General education courses; common prerequisites; other degree requirements* provide the basis for establishing credit hour policy at Hillsborough Community College. For purposes of calculation and monitoring, credit hours will be measured in Carnegie units.

   A. Traditional lecture courses must be scheduled to meet Carnegie units.

<table>
<thead>
<tr>
<th># of Credit Hours (50 Minute Carnegie Unit)</th>
<th># of Clock Hours</th>
<th># of Minutes in Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15</td>
<td>750</td>
</tr>
<tr>
<td>2</td>
<td>30</td>
<td>1,500</td>
</tr>
<tr>
<td>3</td>
<td>45</td>
<td>2,250</td>
</tr>
<tr>
<td>4</td>
<td>60</td>
<td>3,000</td>
</tr>
</tbody>
</table>
B. Courses offered in alternative formats such as hybrid, online, independent study, cooperative education, internship and practicum must be identified as such in the schedule of classes, must meet the same student learning outcomes as the traditional format course, and must be scheduled to provide adequate time to achieve student learning outcomes.

4. **Clock to Credit Hour Conversion:** Effective July 1, 2011, non-degree programs are required to utilize the following new clock hour-to-credit hour conversion formula for financial aid purposes, except as otherwise specified in regulation: 37.5 clock hours to 1 semester hour or 25 clock hours to 1 quarter hour. 

   Source: http://docs.accet.org/downloads/program_integrity/program_integrity_accet_update.pdf

5. **“D” Grades**

   A. Effective Fall 2011, a “D” grade in general education will be accepted as elective credit for either the AA or the AS degree under the exception of science labs that are affiliated with general education science lecture courses. The grade earned in a science lab that is affiliated with a general education lecture course must be a “C” or above.

   B. A “D” grade is not acceptable for a Gordon Rule course. The course may be counted as an elective but shall not count towards fulfillment of the Gordon Rule requirement.

6. **Distance Learning:** Statement adopted for implementation in Spring 2014: “Due to state and federal regulations, Hillsborough Community College requires all students registered in an online course to provide an active and valid mailing address in the State of Florida. If you do not have an active and valid mailing address in Florida, you will be dropped from the online course in which you are enrolled. You do not need to be a Florida resident for tuition purposes to register for online courses, but the active mailing address in your Hillsborough Community College student record must be in the State of Florida.”

7. **General Education Deficiencies**

   A. If a student is deficient in the semester credits of a general education course, the category will be satisfied if the student has the appropriate number of courses in the category, is within one (1) semester credit hour of the requirement for the category, and has the appropriate total of general education credits depending upon catalog year chosen for graduation.

   B. Category deficiencies of more than one (1) semester credit hour will be made up from the courses designated to satisfy the category. If all categories have
been met within the one (1) semester credit hour rule but the total general education hours are deficient, the hours may be made up from any category.

C. Science labs may be used to satisfy one-credit or partial credit hour general education deficiencies. If science labs are not needed for general education credit, they will be counted as electives.

8. General Education for AA Programs: See Catalog. Credits in any general education category that exceed the minimum requirements will count towards electives. For example, science labs affiliated with general education science lecture courses will count as elective credit; however, effective Fall 2011, the grade earned in a science lab that is affiliated with a general education lecture course must be a “C” or above.

9. General Education for AS Programs

A. Effective Fall 2011, a "C" or above is needed as the minimum grade to meet the general education requirements for an AS degree just as it is required for an AA degree.

B. A "D" grade in general education will be accepted as elective credit for either degree with the exception of science labs that are affiliated with general education science lecture courses. The grade earned in a science lab that is affiliated with a general education lecture course must be a “C” or above.

10. General Education for Former Students Returning and for Transfer Students, Effective Fall 2014: For former students returning and for transfer students, Hillsborough Community College abides by state law and accepts general education courses that are part of a completed package of general education requirements from a State of Florida college or university. We also will accept general education common core courses. Individual courses will be accepted if they are approved by the director of associate in arts programs or the director of technical programs, who will work with one or more deans and/or faculty to determine the appropriateness of the course to be accepted as substituting for part of HCC’s general education requirements. Courses from private and out-of-state institutions will be evaluated individually.


A. Approved Policy (effective June 2006)
   i. The six semester hours of English coursework (ENC 1101, ENC 1102) that are a required part of the general education curriculum will satisfy the first six hours of the Gordon Rule requirement.
ii. With the philosophy of writing across the curriculum in mind, students shall satisfy the remaining six hours through completion of the HCC general education curriculum. The designated courses shall be the HCC general education curriculum.

iii. Instructors in curriculum clusters 2, 4, 5, and 6 (Humanities, Natural Sciences, Behavioral Sciences, and History/Social Sciences) will include writing assignments in their courses. These writing assignments may include but not be limited to term papers, short papers, essays, lab papers, and worksheets.

iv. If clusters or individual instructors require a “word count” in a particular course or section, the count will be identified in the syllabus rather than in the catalog.

v. Within the mathematics area, completion of six semester hours of mathematics coursework at the level of college algebra or higher is required. Statistics and other related coursework as specified in the SBE rule may be used to fulfill three hours of the six that are required.

vi. Satisfactory completion of this rule requires that students earn a grade of “C” or better in each applicable course.

B. Additional Information

i. Students must satisfactorily complete the writing requirement for Gordon Rule courses in clusters 1, 2, 4, 5, and 6. Satisfaction of the requirement is mandatory in order to award the minimum passing grade.

ii. Cluster Specific Statements

1. Cluster 1: The current Cluster 1 policy is that students must still write a total of 6000 words, 3000 of which must be graded.

2. Cluster 2: While the means vary from in class writings and essay exams, to brief summaries of works, to reaction papers to works of art, films, videos, etc., to formal critical analysis papers of performances and artworks encountered outside of class, to lengthier reports and research papers (with bibliography and citations), we require our students to not only meet but typically exceed the minimum word count requirement for the Gordon Rule.

3. Cluster 4: Cluster 4 has the policy that there is no word count (minimum word) requirement, yet all students in GR courses must produce assignments in writing which are evaluated by the instructor. Evaluation includes content and language quality. Failing these assignments leads to unsatisfactory grade.

4. Cluster 5: A minimum of 1000 written words must be graded. If this is not satisfactorily completed, students cannot earn a final letter grade of A, B, or C.
5. Cluster 6: Cluster 6 achieves the Gordon Rule writing requirement through essay exams and outside writing requirements such as reviews and special assignments in addition to on-line discussion board postings.

C. Transfer and Gordon Rule: HCC accepts general education coursework completed at other institutions and will use the HCC interpretation of the Gordon Rule requirement in applying fulfillment of the Gordon Rule with regard to the transferred courses.

12. Grade Forgiveness: In situations in which a course changes in credit hours or in structure (e.g., from a “C” course to a lecture/lab combination), grade forgiveness will apply to the maximum credits allowable. For example, a four-credit “C” course will forgive a four-credit lecture course with the same prefix and number, but any associated lab course would not be forgiven. A course that changes from a higher amount of credits to a lower amount may have the total number of the lower amount forgiven. For example, if a student earns a “D” in a four-credit course that subsequently is changed to a three-credit course, the student may retake the three-credit course, and if he or she earns a higher grade, three out of four credits will be forgiven.

13. Grades Awarded Posthumously: A currently enrolled student who dies may be awarded the grade he/she earned at the time of last attendance.

14. MAT 1033 Prerequisite Changes: Effective Spring 2014, MAT 1033 is no longer a pre-requisite for MGF 1106, MGF 1107, or STA 2023. Students must be exempt and/or college-ready prior to enrolling in MGF 1106, MGF 1107, or STA 2023.

15. Scheduling Guidelines for Caps: English and Developmental (Preparatory) Courses: ENC 1101 courses, ENC 1102 courses, and all developmental (preparatory) courses should be capped at 25 students. Increases to 27 or 28 to allow for the effects of purges are allowed.

16. Science Course Lecture/Lab Policy on Withdrawals: Students who wish to withdraw from either a science lecture or a science lab course must withdraw from both. Exceptions to this statement are permitted if the instructor approves. If the student wishes to drop a lab but stay in the lecture (or vice versa), the student must secure permission from the instructor. If the student’s lecture and lab are being taught by two separate instructors, the student must get permission from both instructors as well as approval from the dean.