Paramedic and Emergency Medical Technician Programs

The Veterans Administration will be notified of unsatisfactory attendance at the point of the term that a veteran student accumulates three unexcused absences. The veteran student may not be recertified for veteran’s benefits until 30 days of satisfactory attendance (no more than two unexcused absences in the 30-day period) have elapsed.

Repeating Courses

Veterans’ benefits are not paid for courses in which students have already earned satisfactory grades. A “D” is considered satisfactory except when program requirements mandate a “C.”

Transcripts

Veteran students must have transcripts sent to HCC from each college previously attended. Students will not be certified for a second term until all official transcripts are received.

Benefit Levels for Standard Terms

Standard sessions are 16 weeks. Credit hours for benefits are:
- Full-time: 12 hours
- Three-quarter-time: 9 hours
- Half-time: 6 hours

Students registered for less than half-time are eligible only for the direct cost of their courses. Students should see a VA Specialist about benefits for non-standard sessions.

Unsatisfactory Progress

Students receiving veterans’ benefits must maintain a cumulative GPA of 2.0. Veterans (except Paramedic and Emergency Medical Technician Programs) with less than a 2.0 GPA will be given two probationary terms to bring their GPA up to a 2.0. Veteran students who fail to raise their GPA to 2.0 after two probationary terms will be reported to the DVA and benefits will be terminated. For those students in the Paramedic and Emergency Medical Technician Programs who fail to raise their GPA to 2.0 after one probationary term will be reported to the DVA and benefits will be terminated. These veterans will also be referred to an HCC counselor for reassessment of their academic goals.

Veterans who violate the student code of conduct will be reported to the DVA and their benefits will be terminated.

Veteran students who wish to seek reinstatement of benefits at HCC may see a counselor for assistance in petitioning the Department of Veterans’ Affairs. However, the DVA makes all decisions on reinstating benefits.
Grading

Students will be awarded letter grades for courses taken at HCC.

Grades used in computing GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>FX</td>
<td>Failure – Stopped Attending</td>
<td>0</td>
</tr>
</tbody>
</table>

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. FX grade appears as an “F” grade on the transcript.

Grades not used in computing GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>AW</td>
<td>Administrative withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>N</td>
<td>No credit</td>
</tr>
<tr>
<td>NR</td>
<td>Grade not reported by instructor</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>WN</td>
<td>Withdrawal, non-attendance</td>
</tr>
</tbody>
</table>

NOTE: When instructors omit a grade, the notation “NR” is placed on transcripts.

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.

GPA Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>3 cr.</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>3 cr.</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>HUM 2210</td>
<td>3 cr.</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>PEM 1954</td>
<td>1 cr.</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>10 cr.</td>
<td></td>
<td>21</td>
</tr>
</tbody>
</table>

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-attendance, 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.

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 – grades are initiated by faculty and awarded to students who have never attended class. The WN grade must be submitted no later than 9 calendar days after the beginning of the semester associated with a 16-week regular term and 9 calendar days after the class begins for abbreviated class sessions [may vary for courses shorter than eight weeks]. The student is financially responsible for cost of the course(s).

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.

Dean’s List

To earn placement on the Dean’s List, a student must earn a 3.5 or higher term GPA for 12 or more semester hours in the term of attendance.

Honors

Students who graduate with the specified HCC cumulative grade point averages will be recognized as distinguished graduates.

Degree Grade Point Average
3.50 – 3.79 = Honors
3.80 – 3.99 = High Honors
4.00 = Highest Honors

An honors statement will be placed on the student’s transcripts and diploma.

Academic Progress

In order to have satisfactory academic standing, a student at Hillsborough Community College must maintain a cumulative grade point average of 2.0 “C.” Students may be required to take reduced hours per semester to improve their GPA. Insurance issues will not be a consideration.

Academic Warning

Students will be placed on academic warning if the students’ cumulative grade point averages (cumulative GPA) are less than 2.0, and the students have not been warned previously.

To regain satisfactory academic standing, students must raise their cumulative GPAs to 2.0 or better after their next period of enrollment.

Academic Probation

Students on academic warning who fail to regain satisfactory academic standing (cumulative GPA of 2.0) at the end of their next period of enrollment will be placed on academic probation. Students on academic probation must consult with and obtain the approval of a counselor or academic advisor before they may register. To regain satisfactory academic standing, students must raise their cumulative GPAs to 2.0 or better.

Final Academic Probation

Students on academic probation who fail to achieve a term GPA of 2.0 will be placed on final academic probation. Students on final academic probation must consult with and obtain the approval of a counselor or academic advisor before they may register.

In addition, students on final academic probation may enroll for no more than six credit hours per term. Students on final academic probation who earn a term GPA of at least 2.0 and who fail to regain satisfactory academic standing (cumulative GPA of 2.0) will remain on final academic probation.

Academic Suspension

Students on final academic probation who fail to attain a term GPA of 2.0 or better will be placed on academic suspension for one Fall or Spring term.

Students who have been academically suspended may not register for classes.

Readmission of Students on Academic Suspension

Students who have been academically suspended must petition the Academic Standards Committee for readmission. Students on academic suspension must see a counselor to begin the petition process.

Lack of Progress by Students Readmitted after a One-Term Suspension

Students readmitted from a one-term suspension will be suspended for one academic year if they fail to earn a term GPA of 2.0 in any period of enrollment before they regain satisfactory academic standing.

Readmission of Students Suspended for One Year

Students who are academically suspended from the college for a one-year period must petition for readmission and appear before the Academic Standards Committee. Students on academic suspension must see a counselor to begin the petition process. Those students readmitted by the committee will be readmitted with the status of final academic probation.

Students readmitted after a one-year suspension must meet regularly with a counselor to discuss their academic and career plans. In addition, students readmitted after a one-year suspension must earn a term GPA of 2.0 or higher during all periods of enrollment until they regain satisfactory academic standing.

Academic Dismissal

Students readmitted after one-year of suspension who fail to earn a term GPA of 2.0 or higher during all periods of enrollment, before they regain satisfactory academic standing will be academically dismissed from the college.

After a period of three years, students who have been academically dismissed may petition the Academic Standards Committee for readmission. They must appear in person before the committee and must present clear and
decisive evidence that past poor academic performance has been remedied.

Students readmitted by the Academic Standards Committee are readmitted with the status of final academic probation.

Academic Grade Appeals

Students must adhere to the standards of academic performance established in the course syllabi provided by their instructors. However, students are protected against prejudicial or capricious evaluation and may dispute an assigned grade by asking the instructor for reconsideration. If grades remain in dispute, students should contact the appropriate campus dean of student services. The dean of student services will direct students to the appropriate appeals procedure.

No grade will be changed without the approval of the instructor and the campus president.

Application for Degree and Transcripts

Application for Degree

Students are recommended to apply using the “Application for Graduation” option in WebAdvisor upon nearing graduation. Students who do not apply for graduation prior to completing all degree requirements will have their diploma processed and mailed using the information in the HCC database.

Transcript Request

Current HCC Students - complete the form “Transcript Request” on the student WebAdvisor account.  
Former HCC Students - follow the guidelines on the HCC website by going to http://www.hccfl.edu/ssem/transcripts.aspx

NOTE: The college will not provide transcripts if the student has an outstanding financial obligation to HCC.

Academic Support Services

Learning at Hillsborough Community College

As an institution focused on student learning, Hillsborough Community College offers a variety of learning options to enhance its’ strong traditional college programs.

Academic Support Centers

Academic support is located at centers throughout the college. Tutorial centers offering a wide variety of tutorial services are available at each campus. Writing centers are available at the Dale Mabry and Brandon Campuses to assist students with all English and Gordon Rule assignments. The Plant City Campus’ Success Center provides academic support in several ways, including peer tutoring, access to an open computer lab, and study group areas. The Academic Success Center at the SouthShore Campus offers academic support as well as tutoring for reading, writing, and mathematics.

Academic Technologies

Hillsborough Community College is committed to providing academic technologies for its student population, and therefore, has developed a wide array of on-site and Internet-based technologies. These technologies include programs such as WebAdvisor for managing student business, the college portal for communication and supplemental learning, MyHCC for alternative coursework, Web based library resources, and an online tutoring service called Smarthinking. As a student at Hillsborough Community College, you will be able to access these resources both on-campus and from your home or other locations away from the college.  

It is the expectation that students will learn to utilize various technologies to communicate with the college and classmates. Students may also be required to use Web-based programs, such as those in MyHCC or other technologies to complete homework assignments, course assessments and testing, or other learning activities as assigned by instructors. In the event a computer and internet access is needed, each campus has technology available to use in the libraries and computer labs.

The college also provides helpdesk support for students with problems accessing their resources. You can call the helpdesk at 813-253-7000 ext. 4357 (HELP) to speak to a technician for assistance. The college helpdesk is limited to addressing only those problems associated with accessing web-based resources; i.e. MyHCC portal, Smarthinking, and WebAdvisor.

Communities of Learning

Learning Communities

Learning communities are formed with groups of students sharing both similar academic interests and academic schedules. Students and faculty work together to form a community of learners sharing a common academic experience. Cohort scheduling, student work and study groups, interdisciplinary assignments, and extracurricular activities combine to create a unique and challenging academic experience.

Service Learning

Service Learning is a teaching method that places a focus on learning through doing and thinking. While earning academic credit for the course, students perform a service in the community with an agency or program that has a partnership with the college. This applied approach to learning helps students gain a greater understanding of course content as well as an increased civic awareness.

Supplemental Instruction

Supplemental instruction utilizes the talents and skills of students to act as peer tutors for selected sections of a variety of courses. SI tutors actually retake the courses with the students in the SI sections and work directly with the faculty members instructing those sections to create
tutorials and support materials for students presently in the courses.

Computer Enhanced Instruction

Computer enhanced instruction combines assignments and tutorials constructed for the computer to create a self-paced instructional format for students.

Fast-Track Scheduling

Fast-track scheduling, which offers courses in shorter, non-traditional formats is available for a large number of courses. Weekends and evenings are scheduled to meet the needs of today’s students, providing a wide variety of schedule formats.

Libraries/Learning Resources Centers (LRC)

Each campus has a Library/LRC that provides materials to support the college curriculum. The collections include circulating and reference books, current periodicals, archived publications, indexes, and audio-visual programs. An on-line catalog, LINCC, identifies both HCC and statewide library holdings. LINCC serves as the information gateway to indexes, specialty databases, and the Internet. In addition, many of LINCC’s services are available through the Internet to students with a valid HCC student identification card.

Each library/LRC maintains a reserve collection that includes materials identified by HCC instructors for students’ attention. Each library/LRC also houses an audio-visual laboratory, containing programs, compact discs, audio and videotapes, filmstrips and slides. Campus librarians provide reference assistance and one-on-one instruction on locating information. Library/LRC hours vary by campus and are posted at each site.

Student Services and Activities

Student Services

HCC offers a wide variety of services to help students reach their academic, career and personal goals.

Academic Advising

Advisors are available on each campus to help students select educational programs and choose appropriate courses. Advisors review transcripts, interpret placement test scores, explain degree requirements and provide information about transferring to four-year institutions. Students are encouraged to obtain an advising guide for their program from the HCC website and review it with an advisor early in their academic career so that they know which courses to register for each semester.

Admissions, Registration and Records

In order to provide students with prompt, efficient service, HCC must collect accurate information and maintain reliable student records. The college operates an admissions, registration and records office on each campus to answer questions about admissions, assist with registration, help complete HCC forms, receive and respond to requests for transcripts, and provide information required by outside individuals and organizations. In addition, the campus admissions, registration and records office will help students understand the policies and procedures in this catalog.

Bookstores

Each campus has a bookstore. The bookstores sell textbooks, general reading materials, books and periodicals, school supplies, art and engineering supplies, gifts, computers, computer software and other miscellaneous items.

Career Resource Center

The Career Resource Center provides students with information on careers and helps them make career decisions. Students can take career assessments and explore occupations with a campus Career Resource Center staff member through a variety of resources.

If students prefer working on their own, the college offers several automated career exploration options. CHOICES is a computerized career counseling and career exploration system designed to help students identify appropriate career options. The CHOICES database contains information on more than 700 occupations. Students can get more information about the career exploration system by visiting any campus Career Resource Center.

Employment opportunities are posted in the campus career centers and the online job boards. The Career Resource Center sponsors job fairs; schedules on-campus interviews with employers; and helps students with resume writing, interviewing techniques and other career related issues.

College Publications and Information

HCC provides members of the college community with current information by maintaining and supporting a variety of publications and media.

Counseling Services

Professional counselors are available to help students with career decision-making, academic planning, and personal growth. Counselors help provide direction to and monitor the progress of students who are on academic probation and those who have been previously academically suspended or dismissed. All information students shared with counselors is treated with strict confidentiality.

In addition to short-term individual and group counseling, counselors offer seminars and workshops on study skills, time management, interpersonal skills, test anxiety reduction, and career exploration. All counseling services are free to students.

Students who would like to meet with a counselor may call or stop by an HCC counseling office. Students will either be seen on a walk-in basis or given an appointment.

Disability Services

HCC makes every effort to help students with disabilities get the most out of attending college by providing