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.

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.

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 WebAdvisor at the end of each term (see calendar). Only the final grade appears on the student’s transcript which is posted on the www.flvc.org website. 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
• 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 advising or counseling office.

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>
</tbody>
</table>

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

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:

- ENC 1101 3 cr. Grade A (4 points) = 12
- CGS 1000 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-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. 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** — 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., JROTC 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.

<table>
<thead>
<tr>
<th>Degree Grade Point Average</th>
<th>Honors</th>
<th>High Honors</th>
<th>Highest Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.50 – 3.79</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.80 – 3.99</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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. A registration hold is placed on the student’s record, and the student must see a counselor to register.

To regain satisfactory academic standing, students must maintain a Term GPA of 2.0 or better thereafter. Students remain on warning until the Cumulative GPA rises to 2.0 or better.

**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 that provides materials to support the college curriculum. The collections include circulating and reference books, current periodicals, electronic databases, and audio-visual materials. An online library catalog identifies both HCC and statewide library holdings. The library provides online access to a variety of general and specific databases that include articles from journals, magazines, and newspapers; book chapters; electronic books; streaming video and music; and audiobooks. Access to the online databases is available to students with a valid HCC student identification card.

Each library maintains a reserve collection that includes materials identified by HCC instructors for students’ attention. Campus librarians provide reference assistance, information literacy instruction to classes, and one-on-one instruction on locating and utilizing information. Library 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