



# HCC

## 2024-2025

# Student Handbook

[hccfl.edu](http://hccfl.edu)

## Table of Contents

### Student Handbook

|   |           |
|---|-----------|
| Letter from the President                       | IFC       |
| Table of Contents                               | 2         |
| Mission & Vision                                | 4         |
| Accreditation                                   | 4         |
| HawkGPS   | 5         |
| HCC Information Center                          | 6         |
| Important Telephone Numbers                     | 7         |
| Campus Locations                                | 8         |
| HCC Tobacco Free Policy                         | 10        |
| <b>STUDENT HANDBOOK</b>                         | <b>11</b> |
| MyHCC   | 12        |
| HCC Web Address                                 | 13        |
| Acceptable & Unacceptable Uses of Student Email | 13        |
| HCC Wireless System                             | 14        |
| <b>PUBLIC SAFETY</b>                            | <b>15</b> |
| Threat Assessment Team (TAT)                    | 15        |
| Campus Disturbances                             | 15        |
| Hawk Alert                                      | 15        |
| Emergency Procedures                            | 16        |
| Public Safety Services                          | 17        |
| Threats of Violence                             | 17        |
| Traffic and Parking Regulations                 | 18        |
| <b>ACADEMIC SUPPORT SERVICES</b>                | <b>20</b> |
| Academic Success Centers                        | 20        |
| Dr. Lydia R. Daniel Honors Program              | 20        |
| Libraries                                       | 20        |
| SLS College Success Course                      | 21        |
| Smartthinking                                   | 21        |
| Student Support Services Program                | 22        |
| Supplemental Learning                           | 22        |
| Wings   | 22        |
| <b>FINANCIAL AID/FINANCIAL ASSISTANCE</b>       | <b>23</b> |

|   |           |
|---|-----------|
| Refund of Fees  | 23        |
| Scholarships  | 24        |
| Federal Student Aid & Online Attendance                   | 25        |
| HCC Foundation  | 26        |
| <b>POLICIES AND PROCEDURES AFFECTING STUDENT</b>          | <b>27</b> |
| Academic Policies   | 27        |
| Grading Policies  | 27        |
| Student Policies  | 27        |
| <b>STUDENT ACTIVITIES</b>                                 | <b>28</b> |
| Student Clubs & Organizations                             | 28        |
| Student Government Association                            | 28        |
| <b>STUDENT HEALTH AND WELLNESS</b>                        | <b>29</b> |
| AIDS  | 29        |
| Drugs & Alcohol   | 29        |
| <b>STUDENTS RIGHTS AND RESPONSIBILITIES</b>               | <b>30</b> |
| Bill of Student Rights                                    | 30        |
| Recording Class Lectures                                  | 32        |
| Code of Student Conduct Summary & Procedure               | 34        |
| Notification of Social Security Number Collection & Usage | 47        |
| Student Academic Appeals                                  | 50        |
| Student Grievance (Non-Academic)                          | 54        |
| Notice of Non-Discrimination, Diversity, and Inclusion    | 60        |
| Sexual Assault  | 60        |
| <b>STUDENT SERVICES AND ACTIVITIES</b>                    | <b>61</b> |
| Academic Advising   | 61        |
| Career Resource Center                                    | 61        |
| Athletics   | 61        |
| Bookstores  | 62        |
| Housing/Hawks Landing                                     | 62        |
| Services for Students with Disabilities                   | 63        |
| Veterans Education Benefits                               | 64        |
| Campus Quiet Rooms  | 65        |
| <b>STUDENT CALENDAR &amp; ACADEMIC PLANNER</b>            | <b>66</b> |

## *When students succeed, we succeed*

### » **MISSION**

» To transform lives by providing open access to an exceptional teaching and learning environment that inspires students to contribute to the local community and global society.

### » **VISION**

» To promote a thriving community in which students achieve their full potential by providing access to an affordable, innovative, high quality, and lifelong education.

### » **VALUES**

#### » **Student Success**

» Helping our students achieve their full potential by providing exceptional teaching and support services.

#### » **Service**

» Supporting the economic and cultural vitality of Tampa Bay through dynamic programming and partnerships.

#### » **Inclusion**

» Building a diverse environment where all backgrounds, beliefs and experiences are welcomed.

#### » **Sustainability**

» Embracing our role as a responsible steward of the social, environmental and economic resources that have been entrusted to us.

#### » **Integrity**

» Operating with transparency, accountability and the highest level of professionalism.

#### » **Innovation**

» Fostering a culture that welcomes the exploration of new ideas and creative endeavors.

### » **ACCREDITATION**

» Hillsborough Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Hillsborough Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).





## What is HawkGPS?

HawkGPS (Graduation Planning System) has launched at HCC! HawkGPS guides your degree planning to help you stay on track and graduate on time. Powered by EduNav, HawkGPS will help you plan, register, and collaborate with your Academic Advisor on your academic pathway while at HCC.

Learn more and watch the HawkGPS video at:

[www.hccfl.edu/hawkgps](http://www.hccfl.edu/hawkgps)



# HCC Live

---

## INFORMATION CENTER

[Live online Support Center](#)

For Technical Assistance



# IMPORTANT TELEPHONE NUMBERS AREA CODE (813)

HCC Public Safety: ..... 253-7911

From Campus Telephone: ..... 7911

Emergency (Police, Fire or Ambulance): ..... 9-1-1

HCC Live Information: ..... 877-736-2575

Baycare Life Management  
(Personal counseling 24/7 phone counseling service)

Student Assistance Program: ..... 800-878-5470



# Campus Locations



## **BRANDON CAMPUS**

10451 Nancy Watkins Dr.  
Tampa, FL 33619

Campus President: Student  
Services Dean: Academic  
Affairs Dean:

Dr. Deborah Stephan  
Mr. Nestor Melendez  
Ms. Kellie Geary

Associate of Science Dean:

Mr. Randall Rockefeller



## **DALE MABRY CAMPUS**

4001 W. Tampa Bay Boulevard  
Tampa, FL 33614

Campus President: Student  
Services Dean: Associate of  
Science Dean: Health  
Sciences Dean: Associate  
Deans of Arts:

Dr. Paige Niehaus  
Mr. Joe Bentrivato  
Dr. Leif Penrose  
Dr. Hikmat BC Mr.  
Dustin Lemke

Associate Dean of Nursing:

Ms. Marcellyne Penny



## **DR. GWENDOLYN W. STEPHENSON- DISTRICT ADMINISTRATION CENTER**

4115 N. Lois Avenue  
Tampa, FL 33614

College President:

Dr. Ken Atwater

V/P Student Services  
and Enrollment  
Management:

Dr. Kenneth Ray Jr.

V/P Academic Affairs:

Mr. Rich Senker



# Campus Locations



## **HCC-MACDILL CENTER**

8102 Condor Street  
MacDill AFB, FL 33621

Campus President: Dr. Martyn Clay

Manager: Ms. Star Schmidt



## **PLANT CITY CAMPUS**

1206 North Park Road Plant  
City, FL 33563

Campus President: Dr. Martyn Clay  
Student Services Dean: Ms. Yaima Serrano  
Academic Affairs Dean: Dr. Anthony (Joe) Borrell



## **SOUTHSHORE CAMPUS**

551 24th Street N.E. Ruskin, FL  
33570

Campus President: Dr. Jennifer China Dr.  
Student Services Dean: Julie Richardson Ms.  
Academic Affairs Dean: Nadia Kotula



## **YBOR CITY CAMPUS**

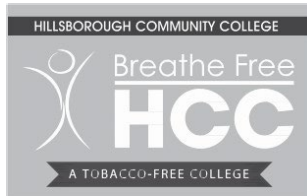
2112 North 15th Street  
Tampa, FL 33605

Campus President: Dr. Larissa Baia  
Student Services Dean: Dr. John Turner  
Associate in Science Dean: Ms. Sheila Rios

Academic Affairs Dean: Dr. Keith Berry

## HCC TOBACCO FREE POLICY

Hillsborough Community College (HCC) is dedicated to providing a healthy and productive environment for its faculty, staff, students, visitors, and contractors. Research findings show that use of tobacco products constitutes a significant health hazard; tobacco smoke is a proven health and safety hazard both to smokers and to non-smokers who are involuntarily exposed to the secondhand smoke. By endorsing this tobacco-free policy, HCC joins more than 2,599 colleges and universities around the country that have gone 100% smoke-free to demonstrate its commitment to eliminating environmental tobacco smoke (ETS) exposure, promoting healthy practices and choices for individuals, and establishing a collegiate culture of wellness.



Tobacco-use is prohibited on all Hillsborough Community College properties, including owned and leased buildings, student housing, outdoor areas, parking lots and garages, courtyards, entrance and exit ways, and college vehicles. This policy includes all types of tobacco and tobacco-like products, including smoked and smoke-less tobacco, other smokable products, and electronic cigarettes.



**HCC**

**Student Handbook  
2024 - 2025**



## Set up your HCC Login

Your HCC login is what you will use to login to your MyHCC Portal. MyHCC is the online gateway to HCC web-based resources for students, faculty, and staff.

Follow the steps below to set up your HCC login.

1. Go to <https://my.hccfl.edu>
2. Enter your HawkMail email address and default password, which is the upper- case letter of your first name, lower-case letter of your last name, followed by your student ID number listed above (i.e., Ab0999999).
3. When prompted, reset your default password to one of your choosing. Password Requirements: At least 8 characters and contain a combination of at least three (3) of the following types of characters: uppercase letters, lowercase letters, numbers, symbols (! \$ # %, etc.).
4. Follow the instructions to set up and secure your Microsoft account. Microsoft will ask for two alternative methods to verify your identity. The recommended sign-in method is the Microsoft Authenticator app, which can be downloaded from the Google Play or Apple App Store.

## Navigating to MyHCC

1. Go to [my.hccfl.edu](http://my.hccfl.edu).
2. Click on MyHCC (in top right-hand corner of the webpage).
3. To logon use your Hawkmail email address and password. When logging in if you do not know your password, click on Forgot Password from the sign in page and follow the prompts.

## MyHCC Resources

### Hawkmail

All students receive an HCC email account. Email is HCC's official means of communication with students. Please note:

- Important HCC information will be sent to your HCC email "HawkMail" address. This includes important announcements, such as hurricane closures.
- HawkMail is the official form of communication with
- you; we will not use any alternative email addresses for official notifications.and updates.

### HawkGPS

- Access registration and your academic plan by selecting 'Register for classes in HawkGPS' in your MyHCC links.
- For more information on HawkGPS, see our webpage: [www.hccfl.edu/hawkgps](http://www.hccfl.edu/hawkgps)

### Canvas

- Canvas is the intuitive, user friendly learning platform that HCC uses for HCC Online classes.

### MyHCC Self-Service Features

- **Check your HawkMail frequently; at least once a week for important information**
- Pay your tuition online
- View your final grades
- View your Financial Aid status, submit documents, and accept/decline your awards

# HCC WEB ADDRESS

[www.hccfl.edu](http://www.hccfl.edu)

All full-time employees of HCC have been assigned an electronic mail (Email) address. The Email address configuration consists of the first letter of the employee's first name and their last name. The name is then followed by the general web address for the college, which is hccfl.edu. For example:

- Mary Lou Blair's Email address would be [mblair@hccfl.edu](mailto:mblair@hccfl.edu)
- Laura Wilson-Raby's Email address would be [lwilson-raby@hccfl.edu](mailto:lwilson-raby@hccfl.edu)

NOTE: There may be a number following the last name, ex: [mblair22@hccfl.edu](mailto:mblair22@hccfl.edu). Students should verify the employee's email address via the College Directory before sending electronic communication.

## ACCEPTABLE AND UNACCEPTABLE USES OF HCC STUDENT EMAIL ACCOUNTS

It is important for students to be aware of College policies regarding email.

Please read the information provided below in order to avoid purposeful or unintended misuse of your College issued email.

### Acceptable Use

1. Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email.
2. Report emails containing libelous, defamatory, offensive, discriminatory, harassing, obscene, malicious or harmful remarks and or content to ([abuse@hccfl.edu](mailto:abuse@hccfl.edu)).
3. Understand that all messages distributed and received via the HCC's email system, even personal emails are the College's property.
4. Understand that improper use of e-mail is strictly forbidden and will be addressed using the College's Code of Student Conduct and Disciplinary Procedure.
5. Understand that email may be subject to disclosure under the Florida Statutes, Chapter 119—Public Records.
6. Comply with all College's rules and state and federal laws that apply to email.
7. In accordance with Florida Statutes, Florida Information Resource Network (FIRN) Acceptable Use Policy and other policies and laws, activities and behaviors that threaten the integrity of computer networks or systems are prohibited on both College-owned and privately-owned equipment operated on or through College resources.

## **Unacceptable Use**

1. Do not share your password with anyone.
2. Do not send or forward emails containing libelous, defamatory, offensive, discriminatory, harassing, obscene, malicious or harmful remarks or content, or in any way disseminate chain letters, junk mail, jokes, spam, and other types of unsolicited correspondence to any person- including other students, faculty, staff, and administrators.
3. Do not forge, or attempt to forge email messages, or send e-mail messages using another person's email account or identity
4. Do not disguise or attempt to disguise your identity when sending email.
5. Do not use cc: or bcc: fields unless the recipient is aware that you will be copying the e-mail to someone else.
6. Do not submit College-issued email accounts for use in news groups, list serves, or any type of group mail mailing requests.
7. Do not allow personal use of email to interfere with your academic endeavors, or anyone's else's.
8. Do not use HCC- issued email account for advertising or commercial or personal gain.
9. Do not send mass mailings. The sending of mass mailings is strictly forbidden and will be addressed using the College's Code of Student Conduct and Disciplinary Procedure.

## **HCC Wireless System**

HCC has implemented a state-of-the-art wireless system for students. This wireless system provides fast, secured access to the Internet.

Select HCC\_Wireless from available Wireless Network Connections on your laptop, tablet or phone. Enter your NetID email address (including @hawkmail.hccfl.edu) and your password when prompted. This is the same information you use to sign on to the college's email system or Canvas online learning system. You will have to reenter your password only when you change it.

## PUBLIC SAFETY

The Department of Public Safety is committed to providing a safe learning and work environment for HCC students and employees. Public safety personnel are present at all campuses and provide support to all college locations.

To request a campus escort or report suspicious activity, call 813.253.7911.

To Report an emergency, call 911 for police/fire/rescue and 813.253.7911 for HCC Public Safety.

## HAWK ALERT!

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.

## THREAT ASSESSMENT TEAM/ Speak Up HCC!

Hillsborough Community College is committed to maintaining an environment where people feel safe to carry out the college's mission. 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: (keyword: Speak Up).



## 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 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.

### 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

## PUBLIC SAFETY SERVICES

The HCC Department of Public Safety is available to assist all students and employees. The Public Safety Office patrols college property to detect and deter criminal activity; provide protection to those on campus; provide security for college property; and detect and document hazardous, unusual and suspicious behavior and conditions.

The Department of Public Safety provides information and assistance on a 24-hour basis. The department utilizes uniformed patrol officers with marked vehicles and officers on foot patrol to observe and detect criminal behavior and suspicious activities, enforce traffic and parking regulations, and assist students and employees.

Students, employees, and members of the community are required to obey all local, state and federal laws, statutes and ordinances. In addition, members of the college community must observe all HCC administrative rules and procedures. The Department of Public Safety is responsible for monitoring compliance with these laws and many of the College's rules and procedures.

Responsible students or employees should:

- inform the Department of Public Safety about suspicious conduct, criminal activities and hazardous situations;
- refrain from leaving doors and windows open when rooms are vacant;
- walk to cars and classes in groups or with a companion;
- walk in well-lighted areas at night, even when in a group;
- stay alert and use your intuition (If students feel they are being followed, they should change direction and walk toward a group of people or to a secure area);
- watch their belongings;
- avoid strangers that appear suspicious or out of place; and
- freely contact the Department of Public Safety to ask for assistance.

Students who notice situations that represent potential or real safety or security problems should notify the local campus Department of Public Safety:

- **NON-EMERGENCY FOR HCC Department of Public Safety services: 813-253-7911 (place this number in your cell phones) 7911 (from a college landline phone) (this number does not reach the police)**
- **Call 9-1-1 for EMERGENCIES FOR POLICE / FIRE / EMS**

Upon request, the College will make available to future students its policies, procedures, statistics and other information about campus safety and security.

## THREATS OF VIOLENCE

Threats to do bodily harm or property damage by College personnel, students, visitors or any other individual against another while at Hillsborough Community College will not be tolerated. A threat of violence, verbal or written, expressed or implied, will not, under any circumstances, be tolerated at Hillsborough Community College. Any other threat of a material and substantial disruption to the operation of the College is also prohibited. A student making any threat prohibited by this rule will be disciplined in accordance with the Student Code of Conduct, up to and including expulsion.

An employee making any threat prohibited by this rule will be disciplined in accordance with the appropriate administrative procedure, up to and including termination. Any other individual making any threat prohibited by this rule will be required to leave College property immediately. Notification will be made to the appropriate law enforcement agency where appropriate. The failure of any employee or student to report any threat of violence prohibited by this rule that is made by students, employees or any other person against any person or the operation of the College may also result in disciplinary action.

The Board of Trustees of Hillsborough Community College authorizes and directs the President, or his or her designee, to establish procedures to implement a threat assessment protocol for the College. Such procedures shall include a process or the reporting and evaluation of a student's or individual's behavior and an assessment of circumstances that might suggest that an individual poses a threat of targeted violence to others or to himself/herself.

It is a violation of this policy to use or possess an unauthorized weapon on College property or a College site except as authorized by the laws of the State of Florida.

## **FLORIDA DEPARTMENT OF LAW ENFORCEMENT INFORMATION**

### **Sexual Predator and Sexual Offender Registry**

#### **PHONE NUMBERS:**

Toll-free: 1-888-357-7332 (M-F 8:00am - 5:00pm, EST)

Local: (850) 410-8572

#### **FLORIDA SEXUAL OFFENDERS AND PREDATORS WEBSITE:**

<https://offender.fdle.state.fl.us/offender//sops/home.jsf>

#### **E-MAIL ADDRESS:**

[sexpred@fdle.state.fl.us](mailto:sexpred@fdle.state.fl.us)

PLEASE NOTE: Florida has a broad public records law under Florida Chapter 119. Emails sent to the Missing Persons and Offender Registration may be a public record subject to disclosure. If you would like to report information anonymously, please call our toll-free line at 1-888-357-7332.

#### **MAILING ADDRESS:**

Florida Department of Law Enforcement (FDLE)

Post Office Box 1489

Tallahassee, Fl. 32302-1489

## **TRAFFIC AND PARKING REGULATIONS**

Traffic and parking regulations apply to two and three-wheel motorized vehicles as well as to cars and trucks and are rigorously enforced.

HCC campuses use standard traffic signs and regulations. All members of the college community and guests operating vehicles must comply with them. Moreover, everyone operating a vehicle on a HCC campus must comply with lawful orders and directions given by HCC Public Safety Officers and HCC employees authorized to direct, control or regulate traffic. Unless otherwise posted, the campus speed limit is 15 MPH. U-turns are prohibited at all times. Any driver leaving a vehicle on campus overnight must notify the Department of Public Safety.

Only motorized and non-motorized vehicles used by the disabled are permitted on campus sidewalks. Students who need permits to park in spaces reserved for the disabled must obtain those permits from the appropriate state agency. Faculty, staff, reserved and other restricted parking areas are clearly marked. Students are allowed to park only in those lots and spaces designated for student parking. Vehicles found in violation of the following regulations may be removed at the owners expense:

- parking in restricted areas such as those reserved for faculty and staff;
- parking in a disabled space without a Florida Permit (this may also result in a substantial fine);
- obstructing vehicular or pedestrian traffic;
- receiving a third HCC Parking Citation within one year;
- parking motorcycles, bicycles and scooters off the designated areas or special racks;
- parking in fire lanes, or in red or yellow curb zones;
- leaving a vehicle on campus overnight without contacting the campus Department of Public Safety and gaining authorization; and
- parking in any one of the following areas:
  - within 10 feet of a fire hydrant
  - in a loading zone
  - in a driveway in a designated tow-away zone
  - on a sidewalk
  - on the grass
  - outside of a marked parking space
  - obstructing a legally parked vehicle

Drivers of vehicles involved in accidents resulting in injury, death, or damage to the property of others must immediately stop, notify the appropriate law enforcement agency, report the accident and any injuries to the Department of Public Safety, and remain with the vehicle until an officer or designee arrives.

Anyone on a campus found driving under the influence of alcohol or drugs will be subject to both College disciplinary procedures and state statutes and local ordinances. The Department of Public Safety will contact the appropriate law enforcement authorities when such violations are discovered.



# ACADEMIC SUPPORT SERVICES

As an institution focused on student learning, Hillsborough Community College offers a variety of learning options to enhance its strong traditional college program. For further information, refer to the HCC Catalog.

## ACADEMIC SUCCESS CENTERS

Each campus has an Academic Success Center (ASC). The ASCs provide inclusive learning environments, flexible services, and helpful resources designed to empower students to become successful, independent learners. The ASC's CRLA-certified tutors assist students in subject areas such as writing, reading, EAP/ESOL, foreign language, mathematics, sciences, computer science, business/finance, and development courses. Go to <https://hccfl.sharepoint.com/sites/students-asc> to schedule free in-person or online sessions. Additionally, accommodations are available for students registered with the Office of Services for Students with Disabilities.

## LIBRARIES

Each campus has a library that provides books, magazines, journals, media in print and online to support the College curriculum. The libraries also provide equipment such as WiFi hot-spots, webcams, headsets, and laptops for check out. In addition, campus-specific reserve collections contain documents and objects identified by HCC instructors for specific courses.

The library provides online access to a variety of general and specific research databases that include articles from journals, magazines, and newspapers; book chapters; electronic books; and streaming videos and music. Access to online databases is available to registered students.

Each library has computers and printers for student use. Students can print from library computers or from their own devices with WiFi printing. Additional computer labs are available elsewhere on each campus.

Campus librarians provide reference assistance online, by phone, and in person. Go to <https://libguides.hccfl.edu/hccflibraries> for locations and contact information.

## DR. LYDIA R. DANIEL HONORS PROGRAM

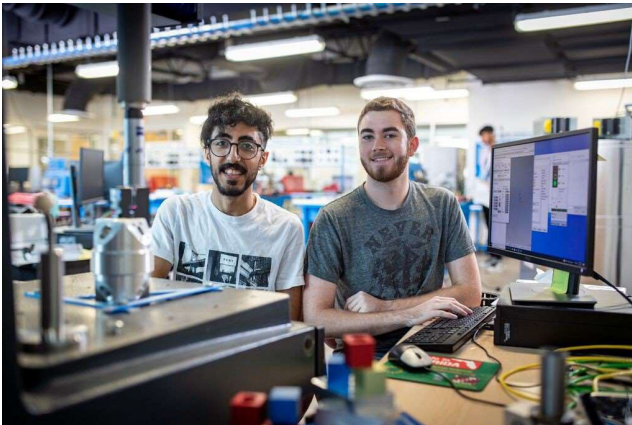
**The Dr. Lydia Daniel Honors Program of Hillsborough Community College is designed to provide a rigorous academic program for academically talented and motivated students. The HCC Honors Program reflects a mutual commitment by students and faculty.**

## **SLS COLLEGE SUCCESS COURSE**

The College offers the First Year Experience course to help students become better learners and to get the most out of their college experience. Students are given instruction in time management, reading, note and test taking skills and critical thinking.

## **ONLINE TUTORING SERVICE**

The college provides an on-line tutoring service called Upswing, for students who prefer an option to on-campus assistance. Upswing is available 24 hours a day, allowing students to work one-on-one with professional tutors for a variety of subjects including math, science, English, history, economics, humanities, and others. Access Upswing from the left navigation link (Upswing Online Tutoring) in your Canvas courses.

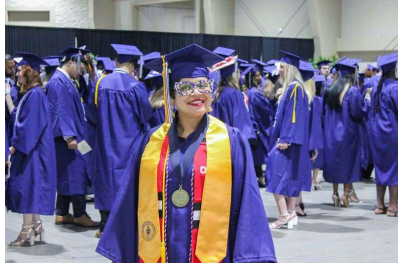


## TRIO STUDENT SUPPORT SERVICES PROGRAM

TRIO/Student Support Services is a federally-funded program that provides academic support to first generation, low income and students with disabilities.

### What should students expect?

- Individualized success plan
- Academic advising/coaching
- Priority Registration
- Professional tutoring
- Peer mentoring
- Financial literacy
- Cultural enrichment
- Study-skills workshops
- University tours and transfer assistance
- Scholarships



### Who should apply?

- Former TRIO students (Upward Bound, Talent Search), former AVID students, former College Reach-out (CROP) students, HCC Hope Scholars and students meeting program criteria
- Pell eligible students
- A student whose parents or legal guardians did not graduate with a Bachelor's degree
- Students with documented disabilities

### How can students apply?

TRIO SSS program applications can be accessed online at:

[https://bit.ly/TRIO\\_SSS\\_application](https://bit.ly/TRIO_SSS_application)

## SUPPLEMENTAL LEARNING

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

## WINGS

The WINGS Program is designed to promote the graduation of students pursuing A.S., or College Certificate programs. A variety of support services are offered to address short-term as well as lifelong goals. Students may qualify for partial tuition and textbook support in addition to childcare assistance. To qualify, students must be enrolled in a Technical Education Program and be eligible to receive a Federal Pell Grant. If you have any questions please email [wings@hccfl.edu](mailto:wings@hccfl.edu).

# FINANCIAL AID FINANCIAL ASSISTANCE

Please see the Financial Aid webpage at [hccfl.edu/paying-college](http://hccfl.edu/paying-college) for the most up to date details.

## REFUND OF FEES

Tuition and fees are refunded to students who drop courses during the registration drop/add periods. The drop/add periods are located on your Web Advisor Schedule. Outstanding financial obligations to HCC are deducted from refunds. No refunds will be made to students who:

- are administratively withdrawn for disciplinary reasons;
- are administratively withdrawn (WN) for non-attendance;
- withdraw from class after the designated drop/add refund deadline.

## Student Refunds through BankMobile

Hillsborough Community College has partnered with BankMobile for managing refunds from HCC. Each registered student will be mailed information on how to setup their refund preference through BankMobile, including a Personal Activation Code to the primary mailing address on file at the college. Students must verify the accuracy of their address either online through [www.hccfl.edu](http://www.hccfl.edu), click on MyHCC followed by My HCC Self-Service and Login, or at the admissions, registration and records office window.

Students are responsible for the replacement cost of the card if the re-issuance is due to an incorrect address. The cost to replace a BankMobile card is \$10.00.

Select your refund preference through BankMobile at <https://www.refundselection.com>. Although, a refund may not be currently expected, a refund may be issued in the future. If you want faster access to your funds, simply choose to have your refunds deposited directly into your personal bank account.





## SCHOLARSHIPS

HCC offers scholarships in a number of areas. Students may apply directly to the HCC department that has the responsibility for awarding the scholarship. Specific criteria are available in the campus offices of financial aid.

- Athletic Scholarships
- Board of Trustees Scholarships
- Child Care Award (off-campus)
- Child Care Award (on-campus)
- Dance Scholarships
- Drama Scholarships
- Florida Migrant Education Scholarships
- HCC Need Scholarships
- Music Scholarships
- Presidential Honors Scholarships
- Presidential Scholarships
- Publications Scholarships
- Student Support Services Need & Incentive Scholarships
- Student with Disabilities



## Federal Student Aid and Online Attendance

Federal regulations require online students to not only attend but participate in coursework each term to be eligible for federal financial aid. Hillsborough Community College verifies student attendance in accordance with this regulation.

***In a distance education context, logging into an online class is not sufficient, by itself, to demonstrate attendance by the student. Students must establish a record of participation in academically related activities in order to comply with this requirement.***

Academically related activities include, but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending and participating in an online study group that is assigned by the instructor;
- participating in an online discussion about academic matters or;
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

- logging into an online class without active participation or;
- participating in academic counseling or advisement session unrelated to a specific course assignment.

Students who have not established attendance/participation in online courses may have their federal financial aid eligibility adjusted.





*You may know that the HCC Foundation awards more than 700 scholarships to students each year, but did you know we also:*

---



**Help pay for books through Book Funds for students in need**



**Provide emergency funds for students to help them stay in school**



**Support the launch of programs like Lab Tech, Welding, Diesel Repair and more**



**Help create and stock food pantries for food insecure students**



**Give Resources for Excellence grants to faculty and staff to enhance curriculum and provide more opportunities for students to learn**



**Provide alumni perks, events, and networking opportunities for our HCC family**

---

*For more information about scholarships or any of these initiatives, contact us at [foundation@hccfl.edu](mailto:foundation@hccfl.edu) or visit our website at [HCCFoundation.com](http://HCCFoundation.com).*



# **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](http://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 and at the HCC Website: [hccfl.edu](http://hccfl.edu).

## **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.



# STUDENT ACTIVITIES

You will get the most out of attending HCC if you include more than academics in your college experience. Joining a club, getting involved in student activities, participating in athletics, working on a college publication, and volunteering in the community - these are just a few of the ways you can increase the value of your HCC experience.

## STUDENT CLUBS AND ORGANIZATIONS

Hillsborough Community College offers a variety of opportunities for students to broaden their horizons through cultural and special events on each campus.

Each campus has clubs and organizations that serve student needs. If students do not find an organization that fits their interests, they have the opportunity to create one. Student clubs and organizations provide students with the opportunity to participate in organized activities with others having similar interests. They offer students a way to make friends, expand horizons, and get involved in college life.

## STUDENT GOVERNMENT ASSOCIATION

All students are members of the Student Government Association (SGA). However, to vote in meetings you must be elected to the campus SGA. The SGA is the medium through which students can actively participate in the program and policy-making process of the College. It serves as the means of communication between students and administration. Please contact your campus Student Activities Office for further information.

It is the goal of the College to have a SGA established for each campus. Each campus will have its own Executive Officers and Legislative Body. It is the intention that this will create an atmosphere of participatory student governance that will result in greater student participation in clubs, organizations and student government.



# STUDENT HEALTH AND WELLNESS

## AIDS

Any questions, concerns, consultation regarding AIDS services or accommodations should be referred to any campus Office of Services for Students with Disabilities.

More detailed information on AIDS can be viewed in the Hillsborough Community College Catalog under the Student Policies section.

## DRUGS AND ALCOHOL

Hillsborough Community College recognizes the serious nature and potentially harmful effects of using controlled substances in the workplace and educational setting. It is the College's policy to provide both personnel and students with a drug-free work place and learning environment. Nothing less will be acceptable if the College is to be successful with its mission and goals. Consistent with this commitment, College members working together can achieve a "Drug-Free HCC".

To assist College members in meeting our drug-free goal, the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited at any time. Additionally, it will be a violation of College policy for an employee or student to use or be under the influence of alcohol or illegal drugs on College property or at a College site. However, for special events, the President may authorize alcoholic beverages to be served and sold with the necessary permits and insurance on College property or at a College site.

Recognizing that there may be employees and students who have an alcohol or drug problem, the College stands willing to assist in the resolution of that problem and encourages employees and students to seek help through their medical provider or, if desired, by the Human Resources Office or by the Student Services and Enrollment Management Department.

To support the College's commitment to a drug-free workplace and learning environment, the College will provide a general alcohol and drug education to personnel, including supervisor training in prevention, identification, documentation and referral. In addition, students will annually receive alcohol and drug information.

# 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 wellbeing 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 Hillsborough Community College 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.

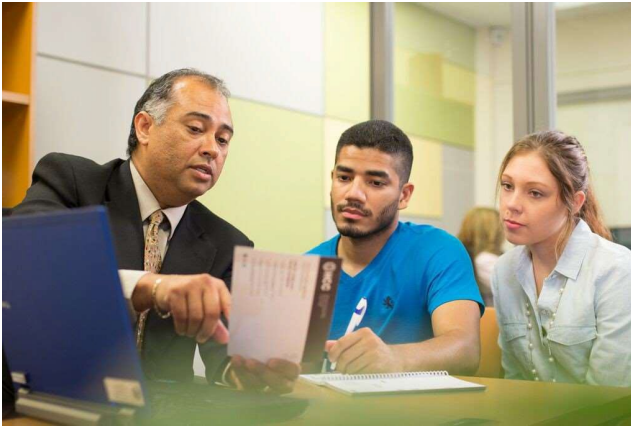
BILL OF STUDENT RIGHTS - Students, as members of the academic community, will have the following rights while enrolled at Hillsborough Community College:

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.
3. Information regarding a student's views, beliefs and political associations, revealed during a course of study will be considered confidential. Under appropriate circumstances a faculty member may comment on a student's ability or character which normally occurs with the student's knowledge or consent.
4. Students will have a active representative participation in College areas where students have a responsibility to the institution.
5. Students will have the right to establish a representative student government.



6. Students will have the right to establish and participate in student organizations, free from unreasonable restrictions, limitations and/or discrimination.
7. Students will have the right of access to written statements regarding educational policies, curricular activities and regulations which include the State Board of Education Rules, the HCC Administrative Rules and Procedures and pertinent regulations established by the Student Government, faculty, staff or administration.
8. Students will have the right to review their personal records. Subject to legal restrictions, students may challenge statements contained in their personal records.
9. Students will not be suspended or expelled from the College without receiving a hearing on the allegations.

(Student Services Operations Procedure/8/08)



## **RECORDING CLASS LECTURES**

Students may record or video a class lecture for the following three permitted purposes: (1) personal educational use, (2) for use in a complaint against the institution, or (3) for these as evidence in a civil or criminal proceeding. However, students may not record for any other purpose without the written consent of the faculty member.

### **ADDITIONAL INFORMATION ABOUT STUDENT RECORDING CLASS LECTURES**

A state college student may, without prior notice, audio or video record a class lecture in which the student is enrolled for the following purposes:

- (a) personal educational use of the student;
- (b) in connection with a complaint to the College where the recording is made; or
- (c) as evidence in, or in preparation for, a criminal or civil proceeding.

A class lecture recording may not be published without the written consent of the faculty member, except it may be shared with college officials or state and federal government officials in connection with a complaint to or against the College, or used as evidence in a criminal or civil proceeding. Violation of this provision may subject the student to disciplinary action by the College and/or to a legal action by a person injured by the publication.

A class lecture is defined as a formal or methodical oral presentation as part of a College course intended to present information or teach enrolled students about a particular subject. A class lecture will occur most often in a course identified by the college as a lecture type course, whether online or in-person, as opposed to a lab course or a course section identified as a discussion section. Class lecture does not include lab sessions, student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member, and invited guest speakers during a class session. A recording that personally identifies a student who has not consented to being recorded will not be recognized as a class lecture for these purposes and may be subject to other institutional policies.

To publish means to share, transmit, circulate, distribute or otherwise provide access to the recording, regardless of format or medium, to another person, or persons, including but not limited to another student in the class. Additionally, a recording, or transcript of the recording, is published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited social media, book, magazine, newspaper, leaflet, picket signs, or any mode of print.

## **FAQ FOR STUDENTS**

### **Do I need my professor's consent to record class lectures?**

No, so long as you are enrolled in the class and are recording the lecture for one of the permitted purposes listed in the statute. You have the right to record class lectures for one of three purposes: (1) your own personal educational use; (2) in connection with a complaint to the college; or (3) as evidence in, or preparation for, a civil or criminal proceeding. As long as you are making the recording for one of these purposes, you do not need the faculty member's consent to record the class lecture. Keep in mind that recordings may not be used to engage in academic dishonesty, or as a substitution for participation in class.

### **What is a "class lecture"?**

A class lecture is defined as a formal or methodical oral presentation as part of a College course intended to present information or teach enrolled students about a particular subject. A class lecture will occur most often in a course identified by the College as a lecture type course, whether online or in-person, as opposed to a lab course or a course section identified as a discussion section.

### **My professor usually combines class lecture with a group discussion. Can I record this group discussion?**

No. The definition of class lecture does not include other class activities such as class discussions, unless those discussions are incidental to, and incorporated within, a class lecture. That means that questions asked by enrolled students and answers given by faculty member during the lecture portion of a class may be recorded, while a discussion portion of a class following the class lecture may not. A class lecture also does not include student presentations (whether individually or part of a group), lab sessions, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member, or invited guest speakers during a class session. These activities may not be recorded without the express consent of all participants. Your faculty member may or may not announce when the lecture portion of a class has ended, but it is up to you to ensure that you do not record at an impermissible time.

### **My friend was sick and missed class. Can I share my recording of the class lecture with them?**

No, not without the faculty member's written consent. While you may record the class lecture, you may not publish the recording without permission. In this context, the word "publish" means to share, transmit, circulate, distribute or otherwise provide access to the recording, regardless of format or medium, to another person (or other persons), including but not limited to another student in the class. Additionally, a recording, or transcript of the recording, is published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, picket signs, or any mode of print.

### **Are there any places I can share the recording without my faculty member's permission?**

Yes, you may publish the recording to College officials or state and federal government officials in connection with a complaint made to or against the College, or you may publish the recording as evidence during civil or criminal legal proceeding. If you wish to make a complaint to the College, please utilize the student Grievance Process.

## **HCC CODE OF CONDUCT SUMMARY**

### **Summary:**

The Code of Conduct informs you of appropriate student behavior on campus or at any HCC off-campus activity. This is a summary of the official Code of Conduct Procedure located on pages 34-45.

### **Typical Violations:**

For specific examples of each type of violation, please see pages 37-41.

- Academic Dishonesty
- Alcohol and Drugs
- Disruptive Conduct
- Failure to Comply
- Gambling
- Harassment/Stalking
- Computer Misuse
- Fire
- Vandalism

### **Results of a Code of Conduct Violation:**

If you are accused of a Code of Conduct violation, disciplinary sanctions may be imposed. This could include a warning, probation, suspension, or even expulsion. For a complete list of all disciplinary measures, see page 41-42.

### **Disciplinary Action Procedure and Appeals:**

If accused of a conduct violation, the college follows procedures to determine if you are responsible, which begins once an allegation has been filed. The procedure is as follows: (For detailed steps, see pages 43-46)

1. Investigation (See p. 42)  
The Dean of Student Services will investigate the alleged code of conduct violation. If there are insufficient facts or information, the matter will be dropped or referred to the Department of Equity & Diversity (Page 60) if appropriate.
2. Meeting with the Dean (See pages 44-46)  
The Dean of Student Services will invite you to meet to discuss the allegation and determine your responsibility for the alleged violation. The Dean will notify you of your rights during the disciplinary process.
3. Decision (See p. 44)  
The Dean will inform the student of their decision and any disciplinary measures in writing within ten business days.
4. Appealing Disciplinary Decisions (See pages 44-45)

#### **How to Appeal Violations Other Than Suspension or Expulsion**

Within five business days of the Dean's decision, notify the Campus President in writing of your wish to appeal. The Campus President will review your case and make a final determination.

#### **How to Appeal if Suspended or Expelled from the College**

Within five business days, inform the Dean of Student Services in writing that you want to appeal to the College Code of Conduct Committee. The Dean will send your appeal to the Vice President of Student Services and Enrollment Services, who will arrange for you to meet with the College Code of Conduct Committee to appeal your suspension or expulsion for a final determination.

## CODE OF STUDENT CONDUCT AND DISCIPLINARY PROCEDURE

### *I. PURPOSE*

In order to maintain an educational environment to meet HCC's mission and goals, HCC has established a Code of Conduct ("code") for students that requires respect, integrity and civility in all College-related activities by all members of the HCC student community.

The term student refers to any person who is admitted to or enrolled for classes through the college, including any person affiliated distance learning and GED courses. Admitted or enrolled students who withdraw after allegedly violating the code are considered students.

This Code of Conduct is intended to protect HCC, its academic and social community, and its property from harm resulting from acts of its students.

Both individuals and student organizations are expected to follow the Code and exercise responsible behavior and to observe HCC rules, policies and procedures, as well as, all federal, state and local laws and guidelines.

This Code outlines prohibited conduct and provides for imposing appropriate discipline to students whose acts are in violation of prohibited conduct through hearing procedures affording both prompt disciplinary determinations and appropriate due process to the alleged student violator.

HCC students may also be accountable to law enforcement authorities, as well as to the College, for acts that constitute violations of laws as well as violations of this Code. In such events, College disciplinary actions will proceed notwithstanding any pending criminal proceedings. Similarly, dismissal or acquittal of concurrent legal proceedings will not necessarily result in dismissal of College disciplinary actions.



The College recognizes its responsibility to act to protect the safety and well-being of the campus community. The range of student misconduct which could harm persons and property on campus is also broad. Accordingly, these regulations are to be interpreted broadly to effect fully the protection of the HCC community. This Code is intended to define prohibited offenses and to give students notice of the behavioral standards expected of them. It is not meant to define misconduct in exhaustive terms or be all inclusive. HCC may take action concerning student conduct for off-campus/site conduct if the conduct is associated with HCC events, activities or if the conduct poses a threat to the safety or security of the HCC community or threatens to undermine HCC's educational process.

## ***II. JURISDICTION***

HCC has jurisdiction over student misconduct that occurs on HCC premises and/or at HCC sponsored activities, which includes all activities at both the Hawk's Landing student housing complex, and it may also address off-campus behavior if HCC determines that the behavior, or the continued presence of the student, impairs, obstructs, interferes with or adversely affects the mission, processes, operation or functions of the College. Any student who commits a criminal act or violates any provision of this Code may be subject to College discipline. HCC may pursue disciplinary action against a student at the same time the student is facing criminal charges for the same offense, even if criminal prosecution is pending, has been dismissed or the charges have been reduced.

HCC will fully enforce this Code at Hawks Landing and will enforce discipline for prohibited conduct as outlined in this Code at Hawks Landing.

The College shall enforce the provisions of Section 1006.62, Florida Statutes and the Code.

## ***III. COLLEGE POLICY ON STUDENT VIOLATIONS OF LAW***

On-Campus misconduct constituting a criminal offense will be immediately reported to the Public Safety Office who will contact law enforcement. If a student's illegal act is also in violation of this Code, proceedings will be instituted under this Code. If the College itself is a victim of the illegal act, the college may file a complaint against the student with local law enforcement and take all actions available through the legal system. HCC may take conduct action against a student for off-campus conduct if it is required by law to do so, if the conduct arises from HCC activities, or if the conduct poses a significant threat to the safety or security of the college community, or if the conduct poses a significant threat of undermining the college's educational process.



The Department of Public Safety is responsible for investigating all student violations of the law that occur on campus, and should be notified immediately upon detection of any such violation. As soon as practical upon receipt of such notification, a Public Safety officer shall advise the appropriate local law enforcement authority of such violation and that an investigation is being made. The Department of Public Safety shall take whatever action may be necessary, legal and proper within the scope of its authority with respect to such violation, for the protection of persons and property on campus, and shall cooperate fully with the law enforcement authorities in the apprehension of suspects, preservation of evidence, aid to victims and all other aspects of the case. Complainants will be asked to prepare a complete factual incident report after the occurrence of each violation and a copy thereof sent to the Department of Public Safety. These reports shall be prepared whether or not the violation is also investigated by a local law enforcement authority. If the student violates an ordinance on state, federal or foreign country law that is not associated with a college program or activity, or on HCC property, HCC will not take action and will allow applicable laws to impose any fine/penalty.

#### **IV. VIOLATIONS**

The following behavior is subject to disciplinary action under this Code. Any individual, group or a student organization may be charged with any of the violations:

**A. Academic Dishonesty**— engaging in all forms of academic dishonesty including but not limited to cheating, fabricating and plagiarism.

#### **B. Alcohol Violations**

1. Unauthorized purchase, distribution, delivery, sale, use of, possession or consumption of alcohol when under the age of 21 as specified by the State of Florida.
2. Unauthorized distribution, sale, or provision of alcohol to an individual who is under the age of 21 as specified by the State of Florida.
3. Possession or use of alcohol in any unauthorized public location.
4. Possession or consumption of alcohol on any part of Hawks Landing property, regardless of age of the individual in possession or consuming.
5. Driving on campus property while under the influence of alcohol.
6. Displaying behaviors that indicate intoxication from alcohol.

#### **C. Illegal Drugs**

1. Unauthorized use or possession of any substance constituting a “controlled substance or dangerous drug” as defined by the Florida Criminal Code or any illegal drug.
2. Purchase, distribution, delivery, or sale of any substance constituting a “controlled substance or dangerous drug” as defined by the Florida Criminal Code or any illegal drug.
3. Possession or use of drug paraphernalia.
4. Unauthorized purchase, distribution, delivery, sale, use of, possession, consumption, or provision of legally obtained drugs to someone who does not have a prescription for the medication and/or verification that the medication came from a licensed pharmacy.
5. Driving on campus property while under the influence of alcohol or any illegal substances.
6. Displaying behaviors that indicate intoxication from a “controlled substance or dangerous drug” as defined by the Florida Criminal Code or any illegal drug.

**D. Disruptive Conduct**

1. Knowingly violating the terms of an HCC disciplinary sanction imposed in Accordance with this Code.
2. Intentionally or recklessly causing physical or psychological harm to any person or intentionally or recklessly causing reasonable apprehension of such harm.
3. Commission on or off campus of any offense involving danger to the person or others, as specified in the Florida Criminal Code, or in a comparable law of the jurisdiction in which said offense was committed if other than Florida.
4. Intentionally furnishing false information to the College or intentionally withholding requested information.
5. Physical or verbal obstruction or disruption of teaching, research, administrative proceedings or any authorized college program, event, function, or activity.
6. Intentionally interfering with the freedom of expression of others.

**DI. Failure to Comply**

1. Failing to comply with the direction of college officials, including campus and contracted public safety officers and/or Resident Assistants, acting in performance of their duties and failing to comply with the direction of Hawks Landing property management personnel.
2. Inability or refusal to provide identification when requested by a college official, including campus and contracted public safety officers and/or Resident Assistants acting in performance of their duties.
3. Failure to comply with a directive including physical or verbal obstruction of a college official, campus and contracted public safety officer, Resident Assistant, and/or Law Enforcement officer's ability to confront and/or resolve a violation of the Code or law.

**DII. Gambling**—Gambling of any form or participation in games of chance for money or other things of value except as permitted by Florida law.

**DIII. Harassment/Stalking**

1. Intentionally or recklessly causing physical or psychological harm to anyone or reasonable apprehension and all threats of physical, verbal or psychological nature.
2. Engaging in stalking or pursuing behavior that creates an intimidating, hostile or offensive educational or work environment for another person/group.
3. Conduct that threatens, intimidates, humiliates or otherwise harms another person/group including face-to-face fighting words and profane expressions.
4. Stalking includes following or contacting via any means another person repeatedly for no legitimate purpose, so as to put that person in fear for their life, personal safety or cause the person substantial emotional distress.
5. Lewd, indecent or obscene conduct.



## H. Sexual Assault, Sexual Violence or Sexual Harassment (Title IX allegations)

1. All forms of harassment including slurs, jokes and other verbal, graphic or physical conduct relating to an individual's sex, pregnancy, sexual orientation, race, color, national origin, age, religion including unwelcome religious persuasion, disability, marital and any other protected status.
2. Any sexual act that occurs without the consent of another person or occurs when the other person is unable to give consent due to drugs, alcohol or a disability. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. The provision also includes conduct of a sexual nature that is intimidating, hostile or offensive to campus, educational and/or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments, gestures or other forms of verbal, physical conduct or communications which constitutes sexual harassment. Sexual harassment and assault are prohibited by federal and state law and by HCC rules.
3. Under Title IX, prohibited sexual harassment means unwelcome conduct that a reasonable person would find pervasive and objective, offensive that it denies a person equal access to an educational program or activity (hostile environment). Regardless of an official filing of a complaint or law enforcement investigation, the College will promptly investigate to determine what occurred, and take the appropriate steps to resolve the situation, to include internal grievance procedures and/or local authorities.
4. Sexual assault under the Clery Act which includes rape, fondling, incest or statutory rape. Sexual assault or dating violence, domestic violence or stalking (as defined by Clery Act and Violence Against Women Act.)

The HCC policy is found at <https://www.hccfl.edu/about-us/equity-and-diversity/equity-hcc/equity-policies-procedures-and-forms>.

### I. Computer Misuse

1. Unauthorized access; entry or use of a computer, computer system, network, software, data, password or account.
2. Unauthorized alteration or tampering with computer equipment, software, network or data.
3. Unauthorized copying or distribution of computer software or data.
4. Use of computers to falsify records, tamper with records or commit any act of academic dishonesty.
5. Any other act in violation of law and/or HCC policies and procedures regulating computer use. (<https://www.hccfl.edu/acceptable-use-policy>).

**II. Guests** — Students are responsible for informing their guests about campus regulations, which includes guests of residents of Hawks Landing, and you may be held accountable for the behavior and actions of the guest.

**III. Hazing** — Any action or activity committed by active members of an organization that threatens, inflicts or intends to cause physical or mental harm or anxieties to another participant. This includes any action/activity, which may demean, degrade or disgrace another person and any action or situation, which either intentionally or unintentionally endangers a student who is attempting admission or affiliation with a student organization.

**J. Guests-** Students are responsible for informing their guests about campus regulations, which includes guests of residents of Hawks Landing, and you may be held accountable for the behavior and actions of the guest.

**K. Hazing-** Any action or activity committed by active members of an organization that threatens, inflicts or intends to cause physical or mental harm or anxieties to another participant. This includes any action/activity, which may demean, degrade or disgrace another person and any action or situation, which either intentionally or unintentionally endangers a student who is attempting admission or affiliation with a student organization.

## **L. Fire and Safety**

1. Damage to, removal of or tampering with any fire safety systems, firefighting equipment or other emergency warning equipment.
2. Intentionally or reckless burning or setting fire to any building or piece of property owned or controlled by the the College/Foundation.
3. Initiating a false report, warning or threat of fire, explosion or other emergency.

## **LI. Property/Facilities/Services**

1. Allowing another person to use your Hawk Card.
2. Stealing, damaging, defacing or misusing College or any other person/group's property or services, which also include possessing stolen property.
3. Unauthorized entry into facilities, including but not limited to buildings, classrooms, hallways, entryways, conference rooms and campus grounds.
4. Bringing animals/pets into College buildings except where authorized.
5. Use of operation of roller-blades, skates, skateboards, bicycles and similar items inside College facilities, or in unauthorized areas.
6. Violation of HCC policies/guidelines for use of College facilities.
7. Consuming food/beverages in unauthorized areas, which include classrooms, labs, library and restrooms.
8. Smoking in unauthorized areas.
9. Violating the terms of the Lease Agreement and the rules/regulations at Hawks Landing.
10. Audio or video recording of a class or lecture for purposes other than (1) personal educational use, (2) for use in a complaint against the institution, or (3) for use as evidence in a civil or criminal proceeding.

## **11. Other Violations**

12. Violation of any published or posted College regulations not specifically mentioned in this section, including HCC rules, procedures and regulations.
13. Aiding another in any violation of laws or College policies.
14. Attempt or intent to commit any violation of this Code.
15. Off-campus conduct as described in the Jurisdiction provision of this Code.
16. As authorized by the laws of the State of Florida, unauthorized use, possession or storage of any weapon(s), firearm(s), and/or explosives of any kind.
17. As required by section 553.865, Florida Statutes and State Board of Education Rule 6A-14.00612, Florida's public colleges must provide restroom facilities and changing facilities that are designated exclusively for males and females or be gender neutral for families or single occupants. HCC provides all three types of bathroom facilities on college sites as well as male and female changing facilities.
  1. Persons may use restrooms of the opposite sex under the following conditions established by Florida law:
    - A. To assist or chaperone a child under the age of 12, an elderly person, a person with a physical or developmental disability;
    - B. For law enforcement or governmental regulatory purposes;
    - C. To render emergency care when health or safety is at risk or emergency medical assistance;
    - D. For custodial maintenance or inspections when the restroom or changing facility is not in use; or
    - E. When designated restrooms are out of order or under repair and when it is not in use by anyone of the opposite sex.

2. By law, any person who is not a student or employee of HCC who improperly enters a restroom or changing facility not designated for their sex and refuses to depart upon request to do so by a college administrator, faculty, staff, security, or law enforcement may be asked to vacate the campus/college and be subject to being trespassed from any college property or future college events or functions.
3. **Students** who willfully enter a restroom or changing facility not designated for their sex and refuse to depart upon request to do so by a college administrator, faculty, staff, security, or law enforcement may be subject to disciplinary sanctions for “Disruption” as described in the Student Code of Conduct. In addition, all reports of violations regarding improperly entering a restroom or changing facilities are reviewable by the College’s Title IX Officer for recommendation of adjudication by campus deans of student services.
4. By law, beginning July 1, 2024, a person may submit a complaint to the Attorney General alleging that a covered entity failed to meet the minimum requirements for restrooms and changing facilities under section 553.865, Florida Statutes.

#### ***V. DISCIPLINARY MEASURES***

One or more of the following disciplinary measures may be imposed upon students found to have violated this code.

1. Expulsion (permanent dismissal from the college).
2. Interim suspension (suspension from the college for up to 10 days). The dean of student services may assign an interim suspension to students whose conduct he/she determines to present a continuing threat to the college community (student, staff, and faculty) or to the academic process.  
The student must be officially notified of the interim suspension and the violation charges. The student will be provided an opportunity to refute the charges with the dean of student services within the interim suspension period.
3. Suspension (separation from the college for a specified period).
4. Disciplinary probation (participation in extracurricular activities, athletics, in student organizations, for a specified time and period).
5. Restitution (the obligation to replace or pay for damaged property or to compensate for losses incurred, because of the violation).

6. Loss of privileges (temporary revocation of such privileges as driving on campus, use of the cafeteria, library-borrowing privileges, attending athletic events, restricted access to defined locations on campus, suspension or loss of parking privileges, restriction or loss of housing at hawks landing, restriction or loss of visitation privilege to hawks landing, privileges to residents of hawks landing, etc.).
7. Disciplinary censure (written warning to the student with copy to the student engaged in misconduct).
8. Performance of conciliatory act (if the student and the college are mutually agreeable and if circumstances of the violation and the student's attitude so warrant, a disposition will avoid imposition of a sanction yet will require some conciliatory act by the student evidencing a positive attitude toward his/her conduct in the future).  
Examples include:
  - a. Behavioral counseling.
  - b. Voluntary withdrawal with opportunity to resume studies at a later time, interim period.
  - c. Performance of some service for the college in mitigation of harm caused by misconduct.

## **DISCIPLINARY PROCEDURES**

Disciplinary procedures set out specific minimum timeframes for responses, notifications, meetings, appeals, or College Code of Conduct Committee hearings. These timeframes can be extended by the Dean due to extenuating circumstances, with the Dean always informing the student in writing about any such prior to the deadline.

### **A. Complaints**

1. An allegation of a violation of the Code of Student Conduct may be made by any member or guest of the College community, or by any representative of any department of the College. The time limit for charging a student or student organization with a violation of the Code is up to one calendar year after the date of the alleged violation. The time limit may be extended or waived if the identity of the alleged code violator is not determined within the one-year limit. The time limit may also be extended or waived at the discretion of the Campus President.
2. Allegations must be in made writing within ten (10) days of the report of an alleged code violation (For example, Departmental Complaint or Documentation Form and/or Public Safety, contracted security, or Law Enforcement report, etc.) and shall be filed with the Dean of Student Services at the campus where the infraction occurred.
3. The Dean of Student Services or designee shall then investigate the alleged violation of the Code of Student Conduct.
4. The Dean of Student Services or designee will determine one of two actions:
  - a. If there is a probable violation of the Code, the Dean or designee will determine which section(s) of the Code have been allegedly violated, then request a meeting with the student(s) involved.

Any alleged violations will be explained to the student in writing within fifteen (15) business days of the Dean's receipt of the documentation.

- i. Notification of the complaint shall be in person, e-mailed to the Hawkmail email address with a confirmation receipt, and/or by certified mail, return receipt requested, addressed to the student.

## REQUIRED WRITTEN NOTIFICATION

The written notification shall contain the following:

- A. the allegations;
- B. citation to the specific provisions of the Code of Conduct;
- C. the process to be used to determine if a violation occurred;
- D. a list of the witnesses that have provided or will provide information against the student and a copy of their statements and/or documents of the alleged violations along with any other evidence the complainant intends to submit against him/her;
- E. all known information related to the allegation including both exculpatory (information that may prove someone is innocent or did not violate the code) and inculpatory (information that shows or tends to show a person's involvement in an act or evidence that can establish guilt);
- F. the date, time and location of the proceeding/meeting;
- G. The student's right to a presumption that no violation occurred (HCC has the burden to prove by a preponderance of the evidence that a violation of the code of conduct has occurred. Preponderance of the evidence means that the information presented supports the finding that it is more likely than not that the violation of the code of conduct was committed by the student);
- H. The student's rights which include:
  - 1) the right to an impartial Hearing Officer;
  - 2) the right against self-incrimination
  - 3) the right to remain silent. Silence may not be used against the student;
  - 4) the student's right to present relevant information and to question witnesses;
  - 5) the right to an Advisor or advocate who may not serve in any other role such as an investigator, decider of fact, hearing officer, member of a the College Code of Conduct Committee (CCCC);
  - 6) the right to have the Advisor, advocate or legal representative at the student's own expense, present at any proceeding, whether informal or formal who may participate in all aspects of the proceeding, including the presentation of relevant information and questioning of witnesses;
  - 7) the right to appeal the decision of the Dean or CCCC directly to the VP of Student of Services or another senior administrator to hear the appeal. This Vice President or senior administrator may not participate in any other proceedings related to this charged violation;
  - 8) the right to an accurate record of all disciplinary proceedings related to the charged violation of the Code of Conduct, including a record of the appeal which must be available for copying by the student.

If there is not enough sufficient facts or information to substantiate a claim or Code of Conduct violation, the matter will be dropped and the student will be notified in writing.

**B. INFORMAL MEETING WITH THE DEAN OR DESIGNEE**

1. Upon receipt of the notification of the alleged violations and meeting appointment, the student has five (5) business days to contact the Dean or designee to reschedule the meeting for a documented conflict. If the student refuses to meet or misses a scheduled meeting with the Dean or designee, the violations will be considered and decision made without the alleged violator's input.
2. During the meeting with the Dean or designee, the evidence will be reviewed to determine the alleged violation(s) of the Code and will be presented to the student. The alleged code violator has the right to have the Advisor, advocate or legal representative at the student's own expense, present at the meeting, whether informal or formal. Witnesses will not be allowed to attend the meeting without the permission of the Dean. If witnesses are present, the Advisor, advocate or legal representative will be permitted to question the witness(es).
3. If the student acknowledges responsibility and/or accountability for any violations of the Code, the student would inform the Dean or designee during the meeting.
  - a. The Dean or designee will invoke one or more of the disciplinary measures from Section 5 and make appropriate adjustments for the particular violation(s).
  - b. The Dean or designee will inform the student of sanctions in writing within ten (10) business days.
4. If the student does not accept responsibility and/or accountability for one or more violations of the Code, the student would inform the Dean or designee during this meeting.

- a. The Dean or designee will review all materials and documentation, listen to the student's perspective and or the Advisor/Advocate of Legal representative, then consider the evidence to determine if the alleged violation(s) of Code are legitimate.
  - b. The Dean or designee may invoke one or more of the disciplinary measures from Section 5 and make appropriate adjustments for the particular violation(s).
  - c. The Dean or designee will inform the student of the decision and/or sanctions in writing within ten (10) business days.
  - d. The student can appeal the decision within (5) business days to the Campus President.
  - e. The Campus President will make a determination and inform the student within (10) business days of the request for appeal.
5. If the Dean or designee determines that the violation warrants either expulsion or suspension from college or workforce program, the student has five days from the date of Notification to request a hearing before before the College Code of Conduct Committee (CCCC).
  6. If the student does not request to be heard by the CCCC within the five (5) day period, the Dean of Student Services shall recommend the sanction of suspension or expulsion to the Campus President and advise the student in writing. The Dean of Student Services or Campus President may opt to refer the matter to the College Code of Conduct Committee. If the Dean of Student Services or Campus President requests the case be heard before the CCCC, the Dean of Student Services or designee shall forward the reports and evidence concerning the case to the Vice President for Student Services and Enrollment Management.

**PROCEDURE FOR COLLEGE CODE OF CONDUCT COMMITTEE (CCCC)**

- I. The Vice President for Student Services and Enrollment Management (VPSSEM) shall provide the date, time and place of the hearing to the CCCC. The meeting date shall not be less than ten (10) days from the date of notification.
- II. The Dean of Student Services will inform the student of the charge which can be done in person, by email (Hawkmail), certified mail, return receipt requested (if student is a minor, notice may be made to student's parent email address).
- III. The Notification shall include sufficient detail and provide sufficient time to the student to prepare for the proceeding. The written notification must include:
  - A. the allegations;
  - B. citation to the specific provisions of the Code of Conduct;
  - C. the process to be used to determine if a violation occurred;
  - D. a list of the witnesses that have provided or will provide information against the student and a copy of their statements and/or documents of the alleged violations along with any other evidence the complainant intends to submit against him/her;
  - E. all known information related to the allegation including both exculpatory (information that may prove someone is innocent or did not violate the code) and inculpatory (information that shows or tends to show a person's involvement in an act or evidence that can establish guilt);
  - F. the date, time and location of the proceeding;
  - G. the student's right to a presumption that no violation occurred (HCC has the burden to prove by a preponderance of the evidence that a violation of the code of conduct has occurred. Preponderance of the evidence means that the information presented supports the finding that it is more likely than not that the violation of the code of conduct was committed by the student);

H. The student's rights which include:

- the right to an impartial Hearing Officer;
- the right against self-incrimination;
- the right to remain silent. Silence may not be used against the student;
- the student's right to present relevant information and to question witnesses;
- the right to an Advisor or advocate who may not serve in any other role such as an investigator, decider of fact, hearing officer, member of a the College Code of Conduct Committee (CCCC);
- the right to have the Advisor, advocate or legal representative at the student's own expense, present at any proceeding, whether informal or formal who may participate in all aspects of the proceeding, including the presentation of relevant information and questioning of witnesses;
- the right to appeal the decision of the CCCC directly to the VP of Student of Services/or another senior administrator to hear the appeal. This Vice President or senior administrator may not participate in any other proceedings related to this charged violation.
- the right to an accurate record of all disciplinary proceeding related to the charged violation of the Code of Conduct, including a record of the appeal which must be available for copying by the student.
- The time limit provision must be included setting the time limit for charging the student with a code of conduct violation and a description of how the time can be extended or waived.
- A copy of this notification shall be filed in the Dean of Student Services' Office.
- If, after due notice of the alleged violations and date of hearing, the student fails to appear and the majority of the CCCC is satisfied that the student had appropriate notice of the charge and date of the proceeding and no valid excuse for not appearing, the CCCC may then hold the hearing without the student present.
- Decisions in all cases shall be determined by a simple majority vote of the members present.
- The CCCC shall follow the Rules Governing Procedures of the CCCC and Procedural Rights of Individuals Charged (see Section 8). In addition, the CCCC may adopt any other procedural rules that are not inconsistent with these rules in order to assure a fair and impartial hearing and shall file a report containing findings of fact and conclusions as to the validity of the alleged violations. The report, along with recommendations shall be filed with the Dean of Student Services. If the hearing was conducted in the absence of the individual charged, the report shall so indicate.

I. Imposition of Sanctions - If the student charged is found responsible or accountable for violating the Code, the Campus President and the Dean of Student Services shall review the CCCC report and recommendations, then impose any appropriate sanction or sanctions. A report of findings and impositions of sanctions shall be provided to the alleged violator of the Code (signature required) in person or by certified mail, return receipt requested. A student's failure to sign constitutes a de-facto acceptance.

- a. Appeal - The student may appeal the decision of the CCCC to the campus President who has the final decision in these cases. The Campus President will make a determination and inform the student within (10) business days of the request for appeal.
- b. Appeals based on procedural matters only should be reviewed by the Vice President of Student Services & Enrollment Management. The Vice President of Student Services & Enrollment Management will make a determination and inform the student within (10) business days of the request for appeal.



# NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

Hillsborough Community College (HCC) will only use your social security number (SSN) as needed for lawful purposes within the business of HCC and for those specific purposes identified by the Social Security Administration, the Internal Revenue Service and other state and federal regulatory agencies. The SSN will not be used in any information system as the primary identification of individuals unless required by law. HCC is committed to provide security for our students, faculty and staff; and recognizes that the threat of identity theft is a growing problem. HCC departments that are authorized and required to collect, transmit, store or use a SSN will do so in a secure manner. Violations of this policy may result in disciplinary action up to and including discharge or dismissal in accordance with HCC rules and procedures.

In compliance with Section 119.071(5), Florida Statutes, this document serves to notify you of the purpose for the collection and usage of your SSN.

HCC collects and uses your SSN only for the following purposes in performance of the College's duties and responsibilities. To protect your identity, HCC will protect your SSN from unauthorized access, never release your SSN to unauthorized parties, and assign you a unique student/ employee identification number. This unique ID number is used for all associated employment and educational purposes at HCC.

For the student information system the primary identifier for a student will be the student identification number, which will be used to access student education records, and for electronic and paper data systems that identify, track and service students. Faculty and staff will require students to provide their student identification number for all transactions and not SSNs for any transactions requiring access to student records.



## Human Resources Department

Providing your SSN is a condition of employment at HCC. Your SSN is used for legitimate employment business purposes in compliance with:

- Completing an Employment Application/Packet
- Completing and processing background checks
- Completing and processing the Federal I-9 (Dept. of Homeland Security)
- Completing and processing Federal W4, W2, 1099 (Internal Revenue Service)
- Completing and processing Federal Social Security taxes (FICA)
- Processing and distributing Federal W2 (Internal Revenue Service)
- Completing and processing quarterly unemployment reports (FL Dept. of Revenue)
- Completing and processing Florida retirement contribution reports (FL Dept. of Revenue)
- Processing workers compensation claims Florida Community College Risk Management Consortium (FCCRMCM) and Dept. of Labor
- Completing and processing direct deposit files
- Completing and processing 403b and 457b contribution and similar reports
- Completing and processing group health, life and dental coverage enrollment
- Completing and processing various supplemental insurance deduction reports

## Financial Aid

The HCC Office of Financial Aid requires students to submit their SSN on various financial aid forms to coordinate institutional, state and federal financial aid programs.

## Admissions

The HCC Admissions Department will collect student SSNs, which are needed for federal reporting requirements. However, students are assigned a student number which will be used for all college business of identification. All SSNs are protected by FERPA and are never released to unauthorized parties.



**Financial Services**

The HCC Financial Services Office uses student SSN's to report information to the Internal Revenue Service (IRS) via 1098T, the Florida Prepaid Tuition Plan, to third parties paying for tuition and fees on behalf of the student, for reporting information to collection agencies, and for reports required by the state and federal government.

**Library**

Student, faculty and staff SSNs will be used in the libraries' patron database (LINCC) for online login authentication, patron verification and the elimination of duplicate records.

**Outreach Programs**

The College Reach Out Program is a youth outreach (intervention) project funded by discretionary grants from the United States or Florida Department of Education (FDOE). As such, the project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or, are permanent residents of the United States. In order to verify a participant's project eligibility, SSNs are required and also later used when submitting information for the annual performance reports due to the United States or FDOE.

**Workforce Programs**

These programs, funded through the Agency for Workforce Innovation (AWI), use your SSN as an identifier for program enrollment and completion. Also, it is used for entering placement information into the statewide data collection and reporting system. Because these are performance-based contract programs, AWI requires that all participants and their program-related activities be recorded in the Florida state system.

# STUDENT ACADEMIC APPEALS

## Purpose

This procedure establishes Hillsborough Community College's (HCC) guidelines by which a student can dispute the process in which a) the awarding of transfer (including online) academic credit has occurred or b) a grade was determined, if the student believes that the grade has been awarded in error or if the student believes that the grade was prejudicially or capriciously awarded.

## Procedure

The College acknowledges that grade policies are the purview of the faculty and that faculty members who have graded objectively and subjectively based on their professional expertise and who have followed the grade policies published in their syllabi have not awarded grades in a capricious or discriminatory manner. 1. Appeals for the award of transfer academic credit

**Students may appeal decisions to not accept transfer (including online) credits to satisfy general education requirements. Pursuant to State Board of Education Rule 6A-14.0304**

**Online Courses, students may also appeal an HCC decision to not accept online credits to satisfy program requirements. To appeal the decision, the student must:**

**Complete the Academic Appeals Form: Award of College Credit and submit it to the academic division per the instructions on the form. Within ten (10) working days of receipt of the appeal, notification will be made to the student of the result of the appeal, which is final and not subject to further appeal.**

**Notification of grade changes must be provided to the Vice President of Academic Affairs, who will maintain a database of changes of grade by campus and division.**

## **2. Appeals for the award of grades**

### **A. Contact with faculty**

#### **Day One through Day Ten**

**Within ten (10) working days after the grade in question has been posted, the student should attempt to contact the faculty member first to discuss the awarding of the grade and his or her assertion that the grade awarded by the faculty member was incorrect.**

1. If the faculty member decides to change the grade, he/she must promptly initiate the change of grade in accordance with college policy.
2. If the faculty member decides not to change the grade, and the student wishes to appeal, the student should contact the supervising dean to initiate the appeals process.
3. If the student is unable to contact the faculty member within the timeline, the student should provide the supervising dean with supporting information on attempts to contact the faculty member.
4. The dean will contact the faculty member. If the dean is unable to contact the faculty member, the dean will work with the student to initiate the appeals process. The time period may be extended by the dean or designee in the event of extenuating circumstances.

- A. Contact with the dean (AA or AS programs) or director (PSAV programs)  
In the following sections, “dean” refers to an academic dean supervising AA or AS program faculty; “director” refers to the Director of PSAV Programs.

1. Pre-Appeal

a. By Day Ten (10)

In the event that the student’s grade issue is not resolved, the student should schedule an appointment with the faculty member’s academic dean/director (or designee) by day ten (10). The time period may be extended by the dean/director or designee.

b. Within Five (5) Days Following the Meeting with the Dean/Director. The dean/director will assign a tenured counselor to inform the student about the appeals process within five (5) working days. The time period may be extended by the dean/director or designee.

c. Within Five (5) Days Following the Assignment of the Counselor. The student must meet with the counselor within the next five (5) working days if the student wishes to pursue the appeal. The counselor will provide the student with the Academic Appeals Form: Grade Dispute (reproduced here as Appendix) The student is responsible for showing that the grade was awarded in a capricious or discriminatory manner.

d. Within Three (3) Days Following the Meeting with the Counselor. The student must file the Academic Appeals Form: Grade Dispute within three (3) days after meeting with the counselor with the aggrieved faculty member’s dean’s/director’s office.

2. Appeal

Within Ten (10) Days Following Receipt of Appeal.

The dean/director will review the appeal, talk with the faculty member, read the syllabus, review the grades earned during the course, and determine whether or not the grade has been awarded based on the instructor's syllabus criteria within ten (10) working days following receipt of the Academic Appeals Form: Grade Dispute. The dean/director will either notify the student and the faculty member in writing of the decision that the grade stands as awarded or request in writing that the faculty member re-evaluate the grade, using the criteria as outlined in the faculty member's own syllabus, and submit a change of grade form. For an adjunct instructor who cannot be contacted, the dean will assign a tenured program manager or a tenured full-time faculty member in the discipline to assist in the grade process review for AA/AS programs. In the case of PSAV programs, the director will assign a faculty member in the program to assist in the grade process review. For AA or AS programs, the change-of-grade form will be submitted to the campus president with an accompanying memo of explanation. For PSAV programs, the change-of-grade form will be submitted to the Vice President of Workforce Training with an accompanying memo of explanation. Once approved, the campus president or Vice President of Workforce Training will send the form to Admissions and Records for processing. Both the form and the memo of explanation will be kept in the student's file. The dean's/directors decision is final unless the faculty member disagrees.

3. Within Five (5) Days Following Receipt of Dean's/Director's Decision.

The faculty member may appeal the dean's decision to the campus president within five (5) working days after receiving the written notification from the dean for AA/AS Programs. For PSAV programs, the faculty member may appeal the director's decision to the Vice President of Workforce Training within five (5) working days after receiving written notification from the director.

C. Contact with the campus president/vice president of workforce training

1. Within Ten (10) Days Following Receipt of Appeal.

Within ten (10) working days after receiving a written request from the faculty member to appeal the dean's/director's decision, the campus president (AA or AS programs) or Vice President of Workforce Training (PSAV programs) will review the appeal, talk with the faculty member, read the syllabus, review the grades earned during the course, and determine whether or not the grade has been awarded based on the instructor's syllabus criteria. The campus president (AA or AS programs) or Vice President of Workforce Training (PSAV programs) will either notify the faculty member in writing of the decision or request in writing that the faculty member re-evaluate the grade, using the criteria as outlined in the faculty member's syllabus, and submit a change of grade form. The campus President's or Vice President's decision is final and not subject to further appeal.

Notification of changes of grade for AA or AS programs must be provided to the Vice President of Academic Affairs, who will maintain a database of changes of grade by campus and division. The Vice President of Workforce Programs or designee will maintain a database of changes of grade for PSAV programs.



## STUDENT GRIEVANCE (NON-ACADEMIC)

### Purpose

This procedure establishes procedural guidelines for students at Hillsborough Community College to follow for having a grievance heard and acted on in a fair and equitable manner.

### Procedure

Hillsborough Community College recognizes the meaningful value and importance of full discussion in resolving misunderstandings and preserving good relations between the students and the College. This procedure will better ensure that complaints receive full consideration, with an emphasis on resolving the problem at the lowest level, with the individual with whom the dispute occurred. However, if a problem or condition exists, the student should bring this to the attention of the appropriate person in the proper manner.

Students at the College are entitled to fair and equitable treatment and an accessible procedure for expressing dissatisfaction and communication with the administration to reconcile any College-related problems. Retaliation for the exercise of these rights is forbidden.

Where informal methods are unsuccessful, the College recognizes that certain problems are best settled by a grievance procedure. If a problem is included within the definition of a grievance, the purpose of this procedure is to settle the grievance promptly and within the time limitations prescribed below. However, a student's problem may be referred to another procedure if the dissatisfaction or problem is not included in a grievance.

### 1. DEFINITIONS: The following definitions will apply to this procedure:

- A. Grievance - a dispute involving a non-academic issue with an employee of the College or with the College, which may include the violation of an administrative rule or procedure. A grievance will not involve administrative decisions regarding the operation of the College, such as but not limited to the scheduling of classes or the location of a classroom(s).
- B. Grievant - a student who initiates a grievance as defined above. (If more than one student has the same or a similar grievance, each student will be required to file a grievance).
- C. Respondent - the specific individual(s) responsible for causing or implementing the matter that gives rise to the dispute. The respondent may be a member of the faculty or other College employee against whom a grievance is filed.
- D. Student/Staff Committee - the committee will include two (2) College employees appointed by the Campus President and two (2) students appointed by the campus Student Government. The Campus President will also appoint an administrator to be the chairperson of the committee.
- E. Student Rights Representative - each campus Student Government will select a student to be the Student Rights Representative.

### 2. GRIEVANCE GUIDELINES: The following guidelines will apply to this procedure for student grievances:

- A. A grievance may only be filed by the affected student who is solely responsible for initiating this grievance.



- B. The time limitations are necessary to provide a timely resolution of the grievance. "School days" shall exclude Saturdays, Sundays and approved holidays. It is the expectation of the college that grievances are resolved within 30 days of Notice.
- C. If the student fails to adhere to the time limitations, the grievant will be deemed to have waived his/her grievance. The Dean of Student Services will terminate the grievance and notify the grievant and respondent accordingly.
- D. If the respondent fails to adhere to the time limitations, the respondent will be deemed to have waived his/her right to respond during that time or step of the grievance and the grievance will move to the next step.
- E. The Dean of Student Services may authorize an extension of time following receipt of a written request. The Dean of Student Services will notify the grievant and respondent accordingly.
- F. If the Dean of Student Services is named as a respondent in a grievance, the Campus President will name a designee for the Dean of Student Services for the procedural steps outlined in this procedure. In addition, to better ensure that the grievance is handled in a timely manner in the event the Dean of Student Services is unavailable, the responsibilities outlined in this procedure will be assigned to a designated employee by the Campus President.
- G. This is not the appropriate procedure for a grievance involving discrimination or sexual harassment. The student must contact the Dean of Student Services or the Office of Equity for additional information, or refer to the appropriate administrative rules or procedures which are available at the office of the Campus President, an administrator's office or in the libraries.
- H. A student may not grieve an executive discretionary decision by College personnel regarding the operation of the College or the management of employees and students as permitted by the rules of the State Board of Education and the laws of the state of Florida.
- I. The College will work with students to resolve problems. A student will not be penalized for presenting a complaint or filing a grievance.
- J. To better ensure that the grievance is addressed on an informal basis, a non-College related spokesperson or representative would not be permitted during the grievance process until the appeal process commences with an appeal to the President.

**3. PRE-GRIEVANCE INFORMAL CONSULTATION:** The following guidelines apply to a pre-grievance informal consultation in addition to the other applicable requirements of this procedure:

- A. Prior to initiating a grievance, a student should make reasonable efforts to resolve any questions, problems or misunderstandings that may arise. Students should evaluate whether a dispute involves executive discretionary matters by College personnel regarding the operation of the College or the management of students and employees. Such matters are not subject to the grievance process.
- B. For dissatisfactions and disputes not involving discretionary decisions by College personnel, students are encouraged to initiate discussions with the Dean of Student Services or a faculty member (where applicable) or any other employee involved at the time of dissatisfaction or when a problem arises.

Such discussions are encouraged to better ensure that positive and prompt action is initiated to answer student questions and to resolve complaints. It is College personnel's responsibility to ensure that any complaint brought to him/her receives prompt attention. The student may meet with the Dean of Student Services prior to initiating a grievance to receive guidance and assistance.

- C. The grievant (student) must submit a brief written request for an informal meeting to the respondent within five (5) school days following the date of the incident, giving rise to the complaint or the date on which the complainant has knowledge of the incident. Within five (5) school days following the date of incident, giving rise to the complaint or the date on which the grievant has knowledge of the incident, with in five (5) school days following the written request, the respondent will schedule an informal meeting with the grievant to discuss the alleged complaint, with the objective of resolving the matter to the satisfaction of the grievant and the respondent. A grievant may not file a grievance if the grievant has not requested and attended the informal meeting.
- D. At the informal meeting, the grievant is not responsible for notifying the respondent that a formal grievance may be filed.
- E. If the problem is resolved at this step, the issue will be dropped.
- F. If the grievant is unable to contact the respondent or the respondent is unwilling to meet with the grievant within the five (5) school day period, the grievant will notify the Dean of Student Services for further directions which may include skipping the respondent in the grievance procedure.

#### **4. FORMAL GRIEVANCE**

**STEP ONE:** To initiate a grievance, the grievant will obtain a copy of the Student Grievance form from the Dean of Student Services and complete Step One. The Student Grievance form must be completed and filed with the Dean of Student Services within five (5) school days following the date of the informal meeting.

- A. The Dean of Student Services may determine whether the allegations filed constitute a grievance. If it is determined that a grievance does not exist in



accordance with the definition, the grievance will not proceed and both the grievant and the respondent will be notified accordingly. The student may appeal this decision to the Campus President within five (5) days following receipt of the request to notify the Dean of Student Services, who will notify both the grievant and the respondent accordingly.

- B. The grievant will attach the following information to the Student Grievance form:
  - (1) A brief summary of the dispute.
  - (2) A description of the administrative rule or procedure violated, misinterpreted or misapplied.
  - (3) A description of the facts in chronological order on which the grievant relies.
  - (4) A statement with the names of all witnesses to the condition or action from which the grievance arose.
  - (5) Copies of all documentation possessed by the grievant regarding the grievance process and all documentation leading to or involving the grievance.
  - (6) A statement of the specific relief sought or resolution requested for the grievance.
- C. The grievant's statements on the Student Grievance form and the attached documentation constitute the grievant's written statement. The grievant may not add other grievances, modify the grievance, or modify the requested relief after the Student Grievance form is filed with the Dean of Student Services. The grievance shall proceed on the basis of the written statement. Nothing in this procedure shall be construed to prevent the Dean of Student Services, the Campus President or any decision-making level listed in this procedure from granting any relief deemed appropriate. The Dean of Student Services will forward a copy of the Student Grievance form with attachments to the respondent within three (3) school days following receipt of the grievant's written statement.

**STEP TWO:** The respondent will submit a written response to the Dean of Student Services within five (5) school days following receipt of the grievant's written statement.

- A. The respondent's written statement will prepare the following information and attach to the Student Grievance form:
  - (1) A response to the grievant's written statement
  - (2) Documentation that the respondent deems appropriate
- B. The respondent's statement on the Student Grievance form with the documentation attached is the respondent's written statement. The respondent may not modify the response after the Student Grievance form with attachments is filed with the Dean of Student Services. The grievance will proceed on the basis of the material described above.
- C. The Dean of Student Services will forward a copy of the completed Student Grievance form with attachments to the respondent's immediate supervisor within three (3) school days following receipt of the respondent's written statement. Within a maximum of five (5) school days after receiving the copies of the Student Grievance form, the respondent's immediate supervisor will schedule a meeting with both the grievant and respondent to discuss the grievance. The respondent's immediate supervisor will have five (5) school days following the date of receipt of the grievant's and respondent's statements from the Dean of Student Services to forward a written recommendation to both the grievant and the respondent.

**STEP THREE:** Student Grievance Hearing - if the grievant is not satisfied with this recommendation, the grievant will have five (5) school days following receipt of the recommendation, to notify the Dean of Student Services that the grievance will proceed. The grievant will determine whether the Student Grievance Hearing will be held either with the Dean of Student Services or the Student/Staff Committee.

- A. Dean of Student Services - the Dean of Student Services will schedule a hearing within five (5) school days after the grievant officially requests the hearing. The grievant and the respondent will each present the facts, issues and resolution to the grievance.
- B. Student/Staff Committee - the Campus President will appoint two (2) full-time employees and the campus Student Government Association will appoint two (2) students to serve on the Student/Staff Committee. The Campus President will also appoint an administrator to chair this committee. (The Dean of Student Services will not be appointed to this committee.)
- C. Student Rights Representative - the grievant may ask to be represented by the campus Student Rights Representative selected by the campus Student Government Association.
- D. Hearing Guidelines:
  - (1) The committee will review the facts in the grievance.
  - (2) The Dean of Student Services will schedule the hearing and notify the grievant, respondent and all witnesses regarding the time, date and location of the hearing. In addition, where applicable, the Dean of Student Services will forward a copy of the written statements to the members of the Student/Staff Committee.
  - (3) The statements by the witnesses, the grievant and the respondent should not exceed thirty (30) minutes, except when the committee determines that additional time is needed.
  - (4) The grievant and the respondent are required to appear at the hearing or to submit documentation stating his/her position on the matter. If the grievant or respondent fails to attend or to submit a written statement, only the party's written statements will be reviewed. The grievant and the respondent may submit documentation to the hearing that was not included in the written statements to correct statements of fact made by the grievant or respondent. All witnesses may be videotaped at the prerogative of the committee chairperson.
  - (5) The statements of the grievant, respondent and any witnesses will be evaluated and each person may be questioned.

A formal written recommendation will be forwarded to both the grievant and respondent within five (5) school days following the date of the hearing.

**STEP FOUR:** Campus President - within five (5) school days following receipt of the recommendation, the grievant may notify the Dean of Student Services that (s)he is not satisfied with the recommendation. The Dean of Student Services will forward a copy of all documentation to the Campus President within three (3) school days after receiving the request.

The Campus President will meet with both the grievant and the respondent within five (5) school days after receiving the request. The Campus President will forward a final grievance decision to the grievant, respondent and the Dean of Student Services, based on a review of the written statements, any investigation conducted by the Dean of Student Services and the non-binding recommendation from the grievance hearing step.

#### **STEP FIVE: Appeal Process**

A request for appeal of a grievance decision is a request for special consideration at the district level. Students should first attempt to resolve grievances at the campus level. For each step of the request for appeal process, the following information will be included by the grievant:

- A. A statement describing any failure by the Dean of Student Services, the respondent, the Student/Staff Committee or the Campus President to follow the grievance process;
- B. A statement describing how the failure to follow the grievance process prejudiced the grievant; and
- C. A statement describing the errors or mistakes committed by the Dean of Student Services, the Student/Staff Committee or the Campus President in evaluating the grievance. The grievant must reference the written statements. Each district official, upon receipt of a grievance appeal:
  - (1) Will investigate the circumstances and attempt to resolve the problem;
  - (2) May schedule a meeting with the grievant and respondent;
  - (3) Will not conduct another hearing or receive additional factual presentations; and
  - (4) Will forward a decision to the grievant, the respondent and the Dean of Student Services within five (5) school days.

#### **STEP ONE:**

##### **Appeal to the Vice President for Student Services and Student Enrollment Management**

Within five (5) school days following receipt of the decision of the Campus President, the grievant may submit a written request for an appeal to the Dean of Student Services. The Dean of Student Services will forward the request and all documentation to the Vice President for Student Services and **Student Enrollment Management** within two (2) school days for review.

#### **STEP TWO:**

##### **Appeal to the College President**

Within five (5) school days following receipt of the decision of the Vice President for Student Services and **Student Enrollment**, the grievant may submit a written request for an appeal to the Dean of Student Services. The Dean of Student Services will forward the request and all documentation to the President within two (2) school days for review. The President's decision to uphold, reverse or modify the grievance decision shall terminate the grievance.

(Student Services Operations Procedure: 12/09/2013)

# NOTICE OF NON-DISCRIMINATION, DIVERSITY AND INCLUSION

Hillsborough Community College (HCC) holds a longstanding institutional commitment to fostering equity, diversity, and inclusion within our work, learning, and business environment in which all individuals are treated with dignity, care, and respect. HCC promotes access and non-discrimination in employment with regard to the terms, conditions, privileges and benefits of employment, and prohibits unlawful discriminatory practices, including: harassment, retaliation, and sexual misconduct. HCC also strives to operate in a manner in which all who interact within the College feel welcomed and safe while participating in our programs, services, and activities.

Specifically, HCC makes employment and education-related decisions without regard to race, color, sex, gender, religion, ethnicity, national origin, age, pregnancy, disability, sexual orientation, gender identity, gender expression, marital status, genetic information, protected veteran's status, pregnancy, childbirth or related medical conditions. Further, protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) while employed or seeking employment, or participating in educational programs and activities such as athletics, admissions, and financial aid are also covered under this policy. Other forms of prohibited behavior under College policy are sexual harassment, sexual assault, sexual battery, sexual coercion, sexual abuse, gender-based harassment, stalking (including cyber-stalking), domestic violence, dating violence, any terms that constitute sexual misconduct.

This policy applies to all members of the College community, including: students, employees, volunteers, independent contractors, visitors, and any individual regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at the College. HCC makes every reasonable effort to ensure that all concerned are familiar with its stance and know that any complaint in violation of its rules, policies, and procedures will be investigated and resolved appropriately. Further, this policy applies to conduct occurring on HCC property or at College-sanctioned events or programs that take place off campus, including study abroad and internship programs, as well as at Hawks Landing and The Regent.

This policy does not abridge free speech rights or academic freedom.

HCC's Office of Equity and Diversity (OED) is the designated department to lead, guide, and ensure compliance with this policy as the right thing to do in addition to expectations based on federal and state laws, and local ordinances which prohibit illegal discrimination, harassment, sexual misconduct, and retaliation. When reported or made known to OED, College officials will take prompt, fair, equitable, and appropriate action to correct and discipline behavior in violation of College policy, which may include termination and/or dismissal. Further, any form of retaliation against someone who files a complaint or who participates in the investigation process is prohibited and may result in disciplinary action.

Should you believe that you experienced any behavior identified above and desire prompt attention, contact:

**Annazette Houston** Chief Diversity  
Officer/ Equity and Title IX

813-253-7043  
ahouston14@hccfl.edu

Visit our office at Dr. Gwendolyn W. Stephenson Administration Center (GDWS)  
4115 N. Lois Avenue, Tampa FL, 33614

# STUDENT SERVICES AND ACTIVITIES

HCC's Division of Student Services and Enrollment Management includes those areas that most affect a student's non-class activities, for example: admissions, registration, financial aid, testing, counseling, advising, extracurricular activities, and services for students with disabilities.

The offices within the student services division - each with its own unique service and function - work together to make your college experience more successful and enjoyable. For details on HCC's services, policies and programs, visit the HCC website.

## ACADEMIC ADVISING

Sometimes college can seem like a maze. Academic Advisors understand that students have many questions, which is why they are ready to help you get started and stay on the right path. Academic Advisors work in partnership with students to assist in navigating the institutional structure and system and provide support and guidance for academic decisions and degree requirements. Whether you have questions about degree and graduation requirements, course selection, transcript review, or transferring to a four-year institution, Advisors are ready to assist you. You can meet with an Advisor in the Student Services area of any HCC campus on a walk-in basis, during normal business hours.

### CAMPUS ADVISING EMAIL ADDRESSES

**Brandon** - bradvising@hccfl.edu

**Dale Mabry** - dmadvising@hccfl.edu

**Plant City** - plantcityadvising@hccfl.edu

**South Shore** - southshoreadvising@hccfl.edu

**Ybor** - yboradvising@hccfl.edu

We encourage you to access the student menu of MyHCC and review your academic progress on HawkGPS. You may also want to print an Advising Guide which can be found on the Current Students resource page of HCC's website. These guides will give you a quick view of the courses required for your degree or certificate program. By working together with your Advisor, you will get started and stay on the road to success.

## CAREER RESOURCE CENTERS

Each HCC campus houses a Career Resource Center (CRC) with professionals available to assist students and alumni in discovering career pathways, assessing skills and interests, exploring various occupations, and developing resumes, cover letters, and interview skills. The CRC offers career and job-related events and workshops, as well as resources to assess which career field might be best for you and databases to research those careers further. Job boards are available in-person and online to assist you in finding jobs while in school or upon graduation. The CRC is also the hiring office for students for the Federal Work-Study program, which offers part-time jobs for students with financial needs, allowing them to earn money. By participating in the work-study program, you have an opportunity to gain work experience and professionalism by working along with college employees and their community partners.

## ATHLETICS

### Gymnasium, Weight Room and Outdoor Sports Complex

HCC's Tennis Complex, an innovative joint project originally among HCC, the City of Tampa, and Hillsborough County, is located at the northeast corner of the Dale Mabry Campus. Students, faculty, and staff may use the sports complex at no charge while participating in college credit courses.

At other times, students pay a special rate when they present their HCC I.D. card or semester's receipt. The public may rent the facilities according to a published fee schedule.

Tennis courts are available for educational and recreational use by HCC students and the community. Hourly reservations are required and reservations for tennis courts must be made 24 hours in advance. Further details are available by phoning (813) 348-1173.

The gymnasium, which serves as the home court of the Hawks basketball and volleyball teams, is located on the Dale Mabry campus. College weight training rooms and the gymnasium may be available for student use free of charge at designated times. There are weight rooms located on the Brandon and Dale Mabry campuses. To use the weight room on the Dale Mabry Campus the student must be enrolled in a PE class. Hours of operation for the gym and weight room are posted and vary from term to term. Students are required to dress appropriately.

### **VARSITY SPORTS**

The varsity sports program consists of volleyball, basketball, tennis and softball (fast pitch) for women; and basketball and baseball for men.

The Hawks are members of the Florida College System Activities Association, Suncoast Conference, Mid Florida Conference, and Region VIII of the National Junior College Athletic Association.

Financial scholarships are available to any full-time student who meets both athletic and academic qualifications. For details, students should contact the Athletic Office, Dale Mabry Campus, at 813-253-7304. Upon request, the College will make available to current or future students the completion rates of student athletes.

### **BOOKSTORES**

Each campus has a bookstore. The bookstores sell textbooks, general reading materials, books and periodicals, school supplies, art and engineering supplies, gifts, computers, HCC clothing, computer software and other miscellaneous items. (For classes held at that campus).

Privately run bookstores not subject to College policies are also located near some HCC campuses. The bookstore website provides textbook information and cost.

### **HOUSING/HAWKS LANDING**

Hawks Landing - A New Place to Live. Hawks Landing Apartments are located at the Dale Mabry Campus of HCC. This community offers a great value, a convenient location, a living and learning atmosphere, and most importantly, fun! More than just a typical college dormitory experience, Hawks Landing offers housing that provides the ideal educational apartment environment. One bedroom/one bath, two bedrooms/two baths and four bedrooms/ four baths apartments are available at Hawks Landing.

At Hawks Landing you can choose your own room and roommates! In addition to the easy online reservation system, the units are fully-furnished with individual leases perfect for HCC students. Residents also enjoy a game room, a fitness center, and a computer lab. Every bedroom is wired for high-speed Internet. HCC students looking for apartments in Tampa will find that Hawks Landing is an excellent fit for all of their apartment needs. Sign up today and see why the residents love living at Hawks Landing!

**For more information view the website or call 813-875-6000.**



## SERVICES FOR STUDENTS WITH DISABILITIES

In collaboration with HCC, the Office of Services for Students with Disabilities (OSSD) ensures that students with disabilities receive reasonable accommodations and services to participate equally in the academic environment. Students with disabilities are one of many groups that make up our five campuses and diverse community, which broadens our understanding and appreciation for the contributions of each individual.

Hillsborough Community College (HCC) is committed to providing an accessible education for all students. Students with a disability who require accommodations to participate fully in the academic environment or programs, please contact the Office of Services for Students with Disabilities (OSSD). The OSSD offers a range of support services and accommodations to ensure that all students have the opportunity to succeed academically. The dedicated OSSD staff works with students to determine and implement appropriate accommodations based on individual needs. For more information and to register for Disability Services, visit the [Disability Services Webpage](#).

The OSSD staff are available on all HCC campuses. Use the following campus emails below to contact an OSSD Coordinator:

- Dale Mabry: [dmdisabilityservice@hccfl.edu](mailto:dmdisabilityservice@hccfl.edu)
- Ybor: [YBDisabilityservice@hccfl.edu](mailto:YBDisabilityservice@hccfl.edu)
- Plant City: [PCDisabilityservices@hccfl.edu](mailto:PCDisabilityservices@hccfl.edu)
- Brandon: [brdisabilityservice@hccfl.edu](mailto:brdisabilityservice@hccfl.edu)
- SouthShore: [SSDisabilityservice@hccfl.edu](mailto:SSDisabilityservice@hccfl.edu)

If you are a new student who has not registered with OSSD, [start here](#):

- Complete the Disability Services Application,
- Submit supporting documentation from a licensed professional and
- [Schedule an appointment](#) with an OSSD Coordinator to discuss your required accommodations.

If you are a returning student who has registered and completed the above steps, [start here](#):

- Read and approve that you understand your rights and responsibilities,
- Select the classes and required accommodations for each course,
- View the notification letter and submit it (emailed to the instructor) for class implementation.

To appeal or dispute accommodations requested, submit a [written complaint](#) or email District Disability Services at [DistrictDisabilitiesSS@hccfl.edu](mailto:DistrictDisabilitiesSS@hccfl.edu).

To report conduct that violates the [Americans with Disability Act \(ADA\)](#) or [Section 504 of the Rehabilitation Act](#), complete the [Discrimination Complaint Form](#).

## **VETERANS EDUCATION BENEFITS**

We are proud to serve Active Duty Service Members, Reservists, Veterans and Dependents eligible for benefits at HCC. We are here to serve as liaisons between our students and the faculty, staff, service organizations, and the Department of Veterans Affairs. Eligible Veterans must pursue an approved program to use their VA benefits at HCC. Eligible chapters are Chapter 30 (Montgomery GI Bill), Chapter 31 (Vocational Rehabilitation), Chapter 32 (Veterans Education Assistance Program), Chapter 33 (Post 9/11 GI Bill), Chapter 35 (Dependents Educational Assistance), Chapter 1606 (MGIB- Selected Reserve), and Chapter 1607 (Reserve Educational Assistance Program).

### **How do I apply for my Veterans' education benefits?**

Please visit <https://www.va.gov/education/how-to-apply/> and submit the appropriate electronic application.

Please visit [https://www.benefits.va.gov/GIBILL/comparison\\_chart.asp](https://www.benefits.va.gov/GIBILL/comparison_chart.asp) for assistance if you are unsure of which benefit to use.

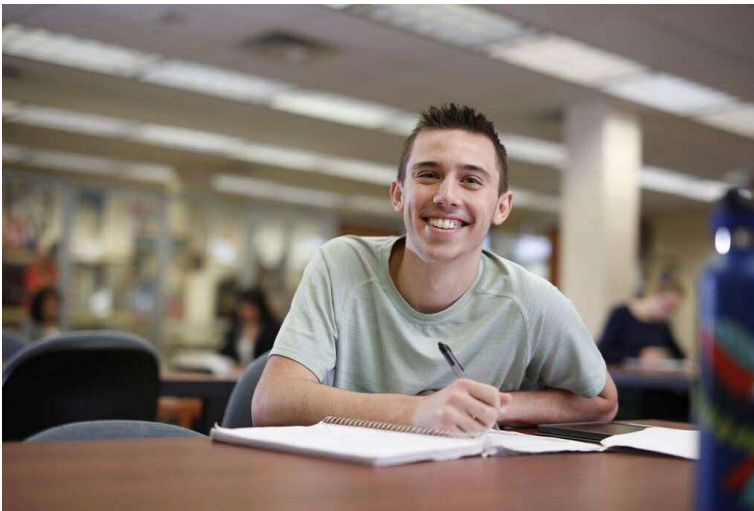
### **Who do I contact at HCC about Veterans' education benefits?**

Please be sure to visit the Veterans Student Affairs page for the most up-to-date information.

## Campus Quiet Rooms

You are welcome to use special rooms for quiet, calm contemplation and reflections. These rooms are designated for students, faculty and staff on a first come, first served basis.

|             |           |
|-------------|-----------|
| Brandon     | BSSB 210C |
| Dale Mabry  | DLRC 105C |
| Plant City  | PSCI 108B |
| South Shore | SMPF 210B |
| Ybor City   | YFAC 108  |



# HCC

---

## Academic Calendar

### 2024-2025



# HILLSBOROUGH COMMUNITY COLLEGE

## ACADEMIC CALENDAR

### Fall 2024

#### Priority Registration Period

|  |                    |
|--|--------------------|
| Honor/ Athletes/ Veteran/Disabilities/Fuse/Ignite/Trio | 4/8/2024           |
| Current students w/ 30+ credit hours                   | 4/9/2024           |
| Current students w/ 1-29 credit hours                  | 4/15/2024          |
| New and Former students/Non-degree/Transient           | 4/22/2024          |
| State Employee & Senior Citizen                        | First Day of Class |

#### Application/Payment/Financial Aid Deadlines

|   |           |
|---|-----------|
| Payment Due Date****                    | 7/19/2024 |
| Financial Aid Priority Deadline         | 6/24/2024 |
| Financial Aid Refund Begins**           | 9/18/2024 |
| First Time Loan Borrow Refund Begins*** | 10/2/2024 |

#### TERM BEGINS August 19, 2024

| 16 week classes                | 8/19/24 - 12/10/24  | 8 week classes                 | 8/19/24 - 10/12/24  |
|--------------------------------|---------------------|--------------------------------|---------------------|
| Drop/Add                       | 8/19 - 8/23         | Drop/Add                       | 8/19 - 8/23         |
| Deadline for Refund            | 8/23/2024           | Deadline for Refund            | 8/23/2024           |
| Deadline to Withdraw "W" grade | 10/26/2024*         | Deadline to Withdraw "W" grade | 9/23/2024           |
| 5 week classes                 | 8/19/24 - 9/23/24   | 12 week classes                | 9/16/24 - 12/10/24  |
| Drop/Add                       | 8/19 - 8/23         | Drop/Add                       | 9/16 - 9/20         |
| Deadline for Refund            | 8/23/2024           | Deadline for Refund            | 9/20/2024           |
| Deadline to Withdraw "W" grade | 9/9/2024            | Deadline to Withdraw "W" grade | 11/5/2024           |
| 5 week classes                 | 9/24/24 - 10/29/24  | 10 week classes                | 9/24/24 - 12/10/24  |
| Drop/Add                       | 9/24- 9/28 *        | Drop/Add                       | 9/24- 9/28 *        |
| Deadline for Refund            | 9/28/2024 •         | Deadline for Refund            | 9/28/2024*          |
| Deadline to Withdraw "W" grade | 10/15/2024          | Deadline to Withdraw "W" grade | 11/8/2024           |
| 5 week classes                 | 10/30/24 - 12/10/24 | 8 week classes                 | 10/14/24 - 12/10/24 |
| Drop/Add                       | 10/30 - 11/3 *      | Drop/Add                       | 10/14 - 10/18       |
| Deadline for Refund            | 11/3/2024 •         | Deadline for Refund            | 10/18/2024          |
| Deadline to Withdraw "W" grade | 11/22/2024          | Deadline to Withdraw "W" grade | 11/18/2024          |
| Winter Intersession            | 12/11/24 - 12/28/24 |                                |                     |
| Drop/Add                       | 12/11/2024          |                                |                     |
| Deadline for Refund            | 12/11/2024          |                                |                     |
| Deadline to Withdraw "W" grade | 12/19/2024          |                                |                     |

#### TERM ENDS December 10, 2024

|                              |            |
|------------------------------|------------|
| Deadline to Apply for Degree | 11/15/2024 |
| Last Day to Remove "I" Grade | 3/7/2025   |

#### Non-Class Days

|                    |                       |
|--------------------|-----------------------|
| Labor Day          | 8/31/24 - 9/2/2024    |
| Faculty In-Service | 10/22/2024            |
| Veterans Day       | 11/11/2024            |
| Thanksgiving Break | 11/28/24 - 12/1/24    |
| Winter Break       | 12/19/2024 - 1/1/2025 |

\* Must Add/Drop/Withdraw classes online only if the last day to drop/add or deadline to withdraw date falls on a day the college is closed.

\*Please visit any campus during normal business hours if in-person assistance is needed before the deadline.

•• For additional information visit [www.hcdl.edu/paying-for-college/refunds](http://www.hcdl.edu/paying-for-college/refunds)

\*\*\* For additional information visit [www.hcdl.edu/financial-aid/loan-information](http://www.hcdl.edu/financial-aid/loan-information)

\*\*\*\* After payment due date, course fees are due at the time of registration

# HILLSBOROUGH COMMUNITY COLLEGE

## ACADEMIC CALENDAR

Spring 2025

### Priority Registration Period

|  |                    |
|--|--------------------|
| Honor/ Athletes/ Veteran/Disabilities/Fuse/Ignite/Trio | 10/28/2024         |
| Current students w/ 30+ credit hours                   | 10/29/2024         |
| Current students w/ 1-29 credit hours                  | 11/4/2024          |
| New and Former students/Non-degree/Transient           | 11/11/2024         |
| State Employee & Senior Citizen                        | First Day of Class |

### Application/Payment/FinancialAid Deadlines

|  |            |
|--|------------|
| Payment Due Date****                     | 12/6/2024  |
| Financial Aid Priority Deadline          | 11/12/2024 |
| Financial Aid Refund Begins **           | 2/5/2025   |
| First Time Loan Borrow Refund Begins *** | 2/19/2025  |

### TERM BEGINS January 7, 2025

|                                |                   |                                |                  |
|--------------------------------|-------------------|--------------------------------|------------------|
| 16 week classes                | 1/7/25 - 5/6/25   | 8 week classes                 | 1/7/25 - 3/3/25  |
| Drop/Add                       | 1/7 -1/11*        | Drop/Add                       | 1/7 -1/11*       |
| Deadline for Refund            | 1/11/2025         | Deadline for Refund            | 1/11/2025        |
| Deadline to Withdraw "W" grade | 3/23/2025         | Deadline to Withdraw "W" grade | 2/7/2025         |
| 5 week classes                 | 1/7/25 - 2/10/25  | 12 week classes                | 2/3/25 - 5/6/25  |
| Drop/Add                       | 1/7 -1/11*        | Drop/Add                       | 2/3 - 2/7        |
| Deadline for Refund            | 1/11/2025         | Deadline for Refund            | 2/7/2025         |
| Deadline to Withdraw "W" grade | 1/27/2025         | Deadline to Withdraw "W" grade | 3/28/2025        |
| 5 week classes                 | 2/11/25 - 3/24/25 | 10 week classes                | 2/11/25 - 5/6/25 |
| Drop/Add                       | 2/11- 2/15*       | Drop/Add                       | 2/11- 2/15*      |
| Deadline for Refund            | 2/15/2025*        | Deadline for Refund            | 2/15/2025*       |
| Deadline to Withdraw "W" grade | 3/7/2025          | Deadline to Withdraw "W" grade | 4/1/2025         |
| 5 week classes                 | 3/25/25 - 5/6/25  | 8 week classes                 | 3/4/25 - 5/6/25  |
| Drop/Add                       | 3/25 - 3/29*      | Drop/Add                       | 3/4 - 3/8        |
| Deadline for Refund            | 3/29/2025*        | Deadline for Refund            | 3/8/2025         |
| Deadline to Withdraw "W" grade | 4/18/2025         | Deadline to Withdraw "W" grade | 4/11/2025        |

### TERM ENDS May 6, 2025

|  |            |
|--|------------|
| Deadline to Apply for Commencement Program | 2/15/2025* |
| Deadline to Apply for Degree               | 4/15/2025  |
| Commencement Ceremony                      | 5/2/2025   |
| Last Day to Remove "I" Grade               | 7/7/2025   |

### Non-Class Days

|  |                   |
|--|-------------------|
| Martin Luther King Day                                       | 1/20/2025         |
| President's Day (BR, DM, SS, YB, DAO, MacDill campuses only) | 2/17/2025         |
| Strawberry Festival (PC campus only)                         | 3/3/2025          |
| Mid-term Break   | 3/17/25 - 3/23/25 |
| All College Day  | 4/8/2025          |
| Spring Day   | 4/18/25 - 4/20/25 |

\* Must Add/Drop/Withdraw classes online only if the last day to drop/add or deadline to withdraw date falls on a day the college is closed.

\*Please visit any campus during normal business hours if in-person assistance is needed before the deadline.

•• For additional information visit [www.hcdl.edu/paying-for-college/refunds](http://www.hcdl.edu/paying-for-college/refunds)

••• For additional information visit [www.hcdl.edu/financial-aid/loan-information](http://www.hcdl.edu/financial-aid/loan-information)

•••• After payment due date, course fees are due at the time of registration

# HILLSBOROUGH COMMUNITY COLLEGE

## ACADEMIC CALENDAR

Summer 2025

### Priority Registration Period

|   |                    |
|---|--------------------|
| Honor/ Athletes/ Veteran /Disabilities/Fuse/Ignite/Trio | 3/24/2025          |
| Current students w/ 30+ credit hours                    | 3/25/2025          |
| Current students w/ 1-29 credit hours                   | 3/31/2025          |
| New and Former students/Non-degree/Transient            | 4/7/2025           |
| State Employee & Senior Citizen                         | First Day of Class |

### Application/Payment/FinancialAid Deadlines

|  |           |
|--|-----------|
| Payment Due Date****                     | 4/11/2025 |
| Financial Aid Priority Deadline          | 3/17/2025 |
| Financial Aid Refund Begins **           | 6/11/2025 |
| First Time Loan Borrow Refund Begins *** | 6/25/2025 |

### TERM BEGINS May 12, 2025

| 12 week classes                | 5/12/25 - 8/4/25  | 10week classes                 | 5/12/25 - 7/21/25 |
|--------------------------------|-------------------|--------------------------------|-------------------|
| Drop/Add                       | 5/12 - 5/16       | Drop/Add                       | 5/12 - 5/16       |
| Deadline for Refund            | 5/16/2025         | Deadline for Refund            | 5/16/2025         |
| Deadline to Withdraw "W" grade | 7/1/2025          | Deadline to Withdraw "W" grade | 6/23/2025         |
| 8 week classes                 | 5/26/25 - 7/21/25 | 6 week classes                 | 5/12/25 - 6/23/25 |
| Drop/Add                       | 5/26 - 5/30       | Drop/Add                       | 5/12 - 5/16       |
| Deadline for Refund            | 5/30/2025         | Deadline for Refund            | 5/16/2025         |
| Deadline to Withdraw "W" grade | 6/27/2025         | Deadline to Withdraw "W" grade | 6/6/2025          |
| 5 week classes                 | 5/12/25 - 6/16/25 | 5 week classes                 | 6/17/25 - 7/21/25 |
| Drop/Add                       | 5/12 - 5/16       | Drop/Add                       | 6/17 - 6/21*      |
| Deadline for Refund            | 5/16/2025         | Deadline for Refund            | 6/21/2025*        |
| Deadline to Withdraw "W" grade | 6/2/2025          | Deadline to Withdraw "W" grade | 7/7/2025          |
| 6 week classes                 | 6/24/25 - 8/4/25  |                                |                   |
| Drop/Add                       | 6/24- 6/28*       |                                |                   |
| Deadline for Refund            | 6/28/2025*        |                                |                   |
| Deadline to Withdraw "W" grade | 7/18/2025         |                                |                   |

### TERM ENDS August 4, 2025

|                              |           |
|------------------------------|-----------|
| Deadline to Apply for Degree | 7/15/2025 |
| Last Day to Remove "I" Grade | 10/3/2025 |

### Non-Class Days

|                  |                   |
|------------------|-------------------|
| Memorial Day     | 5/24/25 - 5/26/25 |
| Independence Day | 7/4/25 - 7/6/25   |

\* Must Add/Drop/Withdraw classes online only if the last day to drop/add or deadline to withdraw date falls on a day the college is closed.

\*Please visit any campus during normal business hours if in-person assistance is needed before the deadline.

\*\* For additional information visit [www.hccfl.edu/paying-for-college/refunds](http://www.hccfl.edu/paying-for-college/refunds)

\*\*\* For additional information visit [www.hccfl.edu/financial-aid/loan-information](http://www.hccfl.edu/financial-aid/loan-information)

\*\*\*\* After payment due date, course fees are due at the time of registration