



District Board of Trustees Meeting
Public Hearing and Adoption of Board Rules/Policies

1.7.1	6Hx19-3.03	Noncredit Courses
1.7.2	6Hx19-3.08	Technical Advisory and General Advisory Committees
1.7.3	6Hx19-3.10	Academic Field Trips
1.7.4	6Hx19-3.18	Directed/Independent Study
1.7.5	6Hx19-3.36	Definitions of Credit Hours
1.7.6	6Hx19-6.01	Student Admission to the College
1.7.7	NEW	Active Assailant Immediate Action Guide
1.7.8	NEW	Family Reunification Action Guide

6Hx19-3.03 NON-CREDIT COURSES

The purpose of this Board Rule is to establish Board policy regarding non-credit courses to be available at the College.

~~Pasco Hernando State College will provide non-credit courses as needed to serve the educational needs and interests of the community. Non-credit courses are designed to meet specific needs and may vary in content, length, and time scheduled. Records of such courses shall be maintained by the College's Office of Admissions and Student Records. Fees assessed for these courses and activities are in accordance with the fee structure established by the Board.~~

~~Non-credit courses may be listed in any one of the following categories:~~

~~1. CONTINUING WORKFORCE EDUCATION (C.W.E.)~~

~~The College may provide continuing education instruction tailored to individual needs and designed to improve job performance. Such instruction shall be classified in the Florida College System Management Information System (CCTCMIS) as continuing workforce education, a non-credit classification.~~

~~2. LIFELONG LEARNING~~

~~The College may provide instructional activities to address community, social, and economic issues related to health and human relations, government, parenting, consumer economics, and senior citizens. Such instructional activities shall be classified in the CCTCMIS as lifelong learning, a non-credit classification.~~

~~3. WORKSHOPS~~

~~Workshops, to include seminars and conferences, may be conducted as part of the College's non-credit program.~~

~~4. RECREATION AND LEISURE~~

~~Recreation and leisure programs, such as summer instructional camps and sports camps, may be conducted as part of the College's non-credit program.~~

~~Guidelines contained in Florida Administrative Code, 6A 14.030, *Instruction and Awards in Florida College System Institutions*, will be used to classify the College's non-credit courses. The College may offer noncredit courses, workshops, seminars, conferences, camps, and other instructional activities consistent with its mission and the instructional classifications authorized for Florida College System institutions.~~

~~The President shall establish procedures for approving and administering noncredit offerings. The procedures shall assign responsibility for registration, fees, instructional~~

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oversight, records, completion documentation when applicable, and state reporting.

Fees shall be assessed in accordance with applicable law and the Board-approved fee schedule.

Records shall be maintained in accordance with applicable public-records law, state retention schedules, and College records-management requirements.

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Rule Initially Adopted: 10/12/72; ~~12/16/74; 8/25/75; 11/19/79; 5/19/80; 9/15/80; 7/16/84; 10/21/85; 1/25/88; 9/20/94; 11/18/97; 11/19/01; 11/18/08; 06/16/15; 11/20/18~~

Revision ~~Effective~~ Dates: 10/12/72; 12/16/74; 10/7/75; 11/19/79; 5/19/80; 9/15/80; 7/16/84; 8/1/85; 1/25/88; 9/20/94; 11/18/97; 11/19/01; 11/18/08; 06/16/15; 11/20/18

Legal Authority:

General Authority: ~~Florida Statutes~~: 1001.64; 1001.65; 1004.65

Other References: ~~Florida Administrative Code~~: 6A-14.030;

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(6)(43); 1001.65(1)(9)(16)(24); 1004.65((6)

~~Proposer: Timothy L. Beard, President~~

6Hx19-3.03 NON-CREDIT COURSES

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The College may offer noncredit courses, workshops, seminars, conferences, camps, and other instructional activities consistent with its mission and the instructional classifications authorized for Florida College System institutions.

The President shall establish procedures for approving and administering noncredit offerings. The procedures shall assign responsibility for registration, fees, instructional oversight, records, completion documentation when applicable, and state reporting.

Fees shall be assessed in accordance with applicable law and the Board-approved fee schedule.

Records shall be maintained in accordance with applicable public-records law, state retention schedules, and College records-management requirements.

Rule Initially Adopted: 10/12/72

Revision Dates: 10/12/72; 12/16/74; 10/7/75; 11/19/79; 5/19/80; 9/15/80;
7/16/84; 8/1/85; 1/25/88; 9/20/94; 11/18/97; 11/19/01;
11/18/08; 06/16/15; 11/20/18

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 1004.65

Other References: FAC: 6A-14.030

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(6)(43);
1001.65(1)(9)(16)(24); 1004.65((6)

6Hx19-3.08 TECHNICAL ADVISORY AND GENERAL ADVISORY COMMITTEES

The purpose of this Board Rule is to establish Board policy regarding the primary duties, responsibilities, and terms for the College's technical advisory committees and general advisory committees.

Technical Advisory Committees

~~On the recommendation of the President, the District Board of Trustees will establish technical advisory committees, as needed. Technical advisory committee members are individuals who have an interest in sharing their expertise and vision with College personnel responsible for the development and improvement of career and technical programs.~~

~~The primary duties and responsibilities of technical advisory committees are to review the goals and objectives of the program and make recommendations for continuous improvement; to serve as a communication link between the College and the community; to identify community resources that will help support or contribute to the success of the program; to inform the College staff of changes and trends in the economy and labor market; to assist in recruitment, student work and field experience opportunities and in placing program completers with prospective employers; to review and recommend revisions in program curriculum and, to review and recommend facility and/or equipment improvements.~~

~~Members of technical advisory committees will be appointed to a term of one year with the term of the appointment beginning on January 1st. Technical advisory committees shall be advisory to the College staff and shall meet periodically with members of the faculty and staff. Minutes of technical advisory committee meetings and recommendations will be submitted to the Dean of Workforce Development or, the Dean of Nursing and Health Occupations, as appropriate.~~

General Advisory Committees

~~On the recommendation of the President, the District Board of Trustees will establish general advisory committees, as needed.~~

~~General advisory committee members are individuals who have an interest in sharing their expertise and vision with College personnel regarding the enhancement of the College's programs and services. The primary duties and responsibilities of a general advisory committee will be identified in the charge provided by the President.~~

~~Members of general advisory committees may be appointed at any time deemed appropriate by the President. General advisory committees shall serve in an advisory~~

6Hx19-3.08
Technical Advisory and
General Advisory Committees

capacity to College staff and shall meet periodically, as necessary. Minutes of general advisory committee meetings and recommendations will be submitted to the President, or designee, as identified in the charge from the President.

The President or designee may establish an advisory committee when outside expertise, employer input, accreditation or grant requirements, or community participation will support a College program or service.

Each committee shall have a written charge that identifies its purpose, membership, appointment authority, term of service, meeting expectations, responsible College office, recordkeeping requirements, route for recommendations, and whether the committee is subject to Florida public-meetings requirements.

An advisory committee for a career or technical program shall include employers and practitioners with current knowledge of the occupation or industry. The committee shall advise the College on curriculum relevance, workforce needs, equipment and facilities, work-based learning, student outcomes, licensure or certification, and program improvement, as applicable.

The ~~responsible College office~~ College office responsible shall maintain the charge, membership roster, meeting records, recommendations, and the College's response. Meetings and records shall comply with Chapters 119 and 286, Florida Statutes, when applicable. Advisory committees do not exercise management, personnel, curriculum-approval, contracting, or expenditure authority unless such authority is expressly conferred by law or Board action.

Rule Initially Adopted: 2/1/72; 8/25/75; 11/19/79; 8/16/82; 10/21/85;
10/18/94; 11/18/97;
8/12/02; 2/17/09; 06/16/15; 6/12/2018

Revision Effective Dates: 2/1/73; 10/7/75; 11/19/79; 8/16/82;
10/21/85; 10/18/94;
11/18/97;
8/12/02; 2/17/09; 06/16/15; 6/12/2018

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1004;

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~~6Hx19-3.08~~
~~Technical Advisory and~~
~~General Advisory Committees~~

Other References:

Law Implemented: ~~Florida Statutes:~~ 1001.64(1)(2)(4)(6)(44);
1001.65(1)(9)(24)

~~Proposer: Timothy L. Beard, President~~

~~■ President's Cabinet Approval - Non-Substantive/Editorial~~

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The President or designee may establish an advisory committee when outside expertise, employer input, accreditation or grant requirements, or community participation will support a College program or service.

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An advisory committee for a career or technical program shall include employers and practitioners with current knowledge of the occupation or industry. The committee shall advise the College on curriculum relevance, workforce needs, equipment and facilities, work-based learning, student outcomes, licensure or certification, and program improvement, as applicable.

The College office responsible shall maintain the charge, membership roster, meeting records, recommendations, and the College's response. Meetings and records shall comply with Chapters 119 and 286, Florida Statutes, when applicable. Advisory committees do not exercise management, personnel, curriculum-approval, contracting, or expenditure authority unless such authority is expressly conferred by law or Board action.

Rule Initially Adopted: 2/1/72

Revision Dates: 2/1/73; 10/7/75; 11/19/79; 8/16/82; 10/21/85; 10/18/94;
11/18/97; 8/12/02; 2/17/09; 06/16/15; 6/12/2018

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 1004;

Other References:

Law Implemented: FS: 1001.64(1)(2)(4)(6)(44); 1001.65(1)(9)(24)

6Hx19-3.10 ACADEMIC FIELD TRIPS

The purpose of this Board Rule is to establish Board policy regarding academic field trips.

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~~The President shall ensure that procedures are formulated for the efficient planning of academic field trips and for the safety of students and College employees participating in such field trips. All academic field trips must be under the direct supervision of a member of the College's faculty, administration, or staff.~~

~~Each academic field trip must be approved in advance by the appropriate Academic Dean, Campus Provost, or the Vice President of Academic Affairs and Faculty Development/College Provost. If travel is by private auto, all state regulations, including insurance, must be adhered to by every College employee who intends to drive with students as passengers. If the College has not made travel arrangements, then students will be required to provide for their own transportation. If the field trip is out of district, proper leave forms must be submitted and approval obtained prior to departing on the academic field trip.~~

~~District Board of Trustees Rule 6Hx19-6.42, Travel for Athletic Teams and Student Organizations, contains the Board's policy regarding this type of travel.~~

A College-sponsored academic field trip must support approved course or program learning outcomes and be approved in advance by the academic administrator designated in College procedure.

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~~The responsible employee responsible shall provide students with written information about the purpose, itinerary, participation requirements, costs, transportation, conduct expectations, accessibility, emergency contacts, and known material risks. Reasonable accommodations shall be provided in accordance with law and College policy.~~

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College transportation, use of personal vehicles, travel involving minors, overnight or international travel, insurance, waivers, emergency response, and incident reporting shall be handled under applicable College rules and procedures. No waiver or release shall be represented as eliminating rights or duties that cannot lawfully be waived.

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The President shall maintain procedures for approval, risk review, student information and consent, accessibility, emergency response, incident reporting, and records.

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Rule Initially Adopted: 12/14/72; 8/25/75; 11/19/79; 10/19/81; 8/16/82; 1/20/86;
1/25/88;
11/13/90; 10/18/94; 5/21/96; 2/24/98; 12/15/08; 4/30/18

RevisionEffective Dates: 12/14/72; 10/7/75; 11/19/79; 10/19/81; 8/16/82;
1/20/86; 1/25/88; 11/13/90; 10/18/94; 5/21/96; 2/24/98;

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■12/15/08; ■4/30/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(8)(43)(44);
1001.65(1)(16)(24)

Proposer: Timothy L. Beard, President

■President's Cabinet/President's Administrative Leadership Team Approval — Non-Substantive/Editorial

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6Hx19-3.10 ACADEMIC FIELD TRIPS

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College transportation, use of personal vehicles, travel involving minors, overnight or international travel, insurance, waivers, emergency response, and incident reporting shall be handled under applicable College rules and procedures. No waiver or release shall be represented as eliminating rights or duties that cannot lawfully be waived.

The President shall maintain procedures for approval, risk review, student information and consent, accessibility, emergency response, incident reporting, and records.

Rule Initially Adopted: 12/14/72; 8/25/75; 11/19/79; 10/19/81; 8/16/82; 1/20/86; 1/25/88; 11/13/90; 10/18/94; 5/21/96; 2/24/98; 12/15/08; 4/30/18

Revision Dates: 12/14/72; 10/7/75; 11/19/79; 10/19/81; 8/16/82; 1/20/86; 1/25/88; 11/13/90; 10/18/94; 5/21/96; 2/24/98; 12/15/08; 4/30/18

Legal Authority:

General Authority: FS: 1001.64; 1001.65

Other References:

Law Implemented: FS: 1001.64(1)(2)(4)(8)(43)(44); 1001.65(1)(16)(24)

6Hx19-3.18 DIRECTED/INDEPENDENT STUDY

The purpose of this Board Rule is to establish Board policy regarding Directed/Independent Study.

~~Upon arrangement with the Campus Provost or the appropriate Academic Dean, a student who needs a course required for graduation by the end of the term may take the course under Directed Study. Courses containing laboratory experiences or in which student participation is a particularly important element, are not eligible for Directed Study.~~

~~The Campus Provost or Academic Dean may also elect to run a course with 11 or fewer students as an Independent Study section, provided the instructor agrees to conduct the course as an Independent Study section for which he or she may receive reduced pay.~~

~~The Board authorizes the President to establish procedures regarding Directed/Independent Study.~~

Directed or independent study may be approved for a documented program-completion need or another legitimate academic purpose allowed by College procedure. It shall not be used solely to avoid normal course scheduling, enrollment, or instructional-quality requirements.

Before registration, the student, instructor, and approving academic administrator shall complete a written plan that states the academic purpose, course outcomes, instructional activities, contact expectations, assessment methods, required materials, completion dates, and records to be retained.

The study shall meet the same approved course outcomes, credit-hour expectations, and academic standards as the regularly offered course. A course requiring a laboratory, clinical experience, internship, performance, specialized equipment, or substantial student interaction may be offered by this method only when the written plan provides for the required experience and supervision.

The President or his designee shall maintain procedures for eligibility, exclusions, approval, registration, records, academic oversight, and compliance with applicable textbook, syllabus, accessibility, and student-aid requirements. Faculty workload and compensation shall be governed by applicable personnel rules, the salary schedule, and employment or collective-bargaining documents.

Rule Initially Adopted: 2/17/75; ~~8/25/75; 11/19/79; 10/18/82; 3/17/86; 1/25/88; 6/15/93; 11/18/97; 10/17/00; ■06/28/04; ■09/02/08; 1/20/15~~

Revision Effective Dates: ~~Dates:~~ 3/10/75; 10/7/75; 11/19/79; 10/18/82; 3/17/86; 1/25/88; 6/15/93; 11/18/97; 10/17/00; ■06/28/04; ■09/02/08;

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1/20/15

~~Reviewed:~~

~~President's Administrative Leadership Team — Non-Substantive/Editorial: 6/11/18~~

Legal Authority:

General Authority: ~~Florida Statutes:~~ 1001.64; 1001.65;

Other References: ~~Florida Administrative Code:~~ 6A-14.031(5)

Law Implemented: ~~Florida — Statutes: —~~ 1001.64(1)(2)(4)(6)(8)(43)(44);
1001.65(1)(16)(24); 1007.22

~~Proposer: Timothy L. Beard, President~~

~~■ President's Cabinet Approval — Non-Substantive/Editorial~~

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6Hx19-3.18 DIRECTED/INDEPENDENT STUDY

The purpose of this Board Rule is to establish Board policy regarding Directed/Independent Study.

Directed or independent study may be approved for a documented program-completion need or another legitimate academic purpose allowed by College procedure. It shall not be used solely to avoid normal course scheduling, enrollment, or instructional-quality requirements.

Before registration, the student, instructor, and approving academic administrator shall complete a written plan that states the academic purpose, course outcomes, instructional activities, contact expectations, assessment methods, required materials, completion dates, and records to be retained.

The study shall meet the same approved course outcomes, credit-hour expectations, and academic standards as the regularly offered course. A course requiring a laboratory, clinical experience, internship, performance, specialized equipment, or substantial student interaction may be offered by this method only when the written plan provides for the required experience and supervision.

The President or his designee shall maintain procedures for eligibility, exclusions, approval, registration, records, academic oversight, and compliance with applicable textbook, syllabus, accessibility, and student-aid requirements. Faculty workload and compensation shall be governed by applicable personnel rules, the salary schedule, and employment or collective-bargaining documents.

Rule Initially Adopted: 2/17/75

Revision Dates: 3/10/75; 10/7/75; 11/19/79; 10/18/82; 3/17/86; 1/25/88;
6/15/93; 11/18/97; 10/17/00; 06/28/04; 09/02/08; 1/20/15

Legal Authority:

General Authority: FS: 1001.64; 1001.65

Other References: FAC: 6A-14.031(5)

Law Implemented: FS: 1001.64(1)(2)(4)(6)(8)(43)(44); 1001.65(1)(16)(24);
1007.22

6Hx19-3.36 Definitions of Credit Hours POSTSECONDARY CREDIT AND INSTRUCTIONAL UNITS

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The purpose of this Board Rule is to establish Board policy regarding its definitions of credit hour(s).

~~The President shall ensure that the College adheres to the following definitions of credit hour(s) in accordance with Florida Administrative Code (F.A.C.) 6A-14.030, *Postsecondary Credit Definitions*.~~

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~~The following definitions of credit hour(s) apply to courses offered at Pasco Hernando State College.~~

~~(1) Credit. Credit is a unit of measure assigned to courses or course equivalent learning. Credit is awarded if the learning activity it represents is part of, or preparatory for, an organized and specified program leading to a postsecondary certificate or degree. Credit is a device which indicates to the learner, to educational institutions, to employers, and to others how much of the program the learner has completed. The credit awarded may be independent of where the learning occurs. If a learning activity does not meet these requirements, credit shall not be awarded. The only types of postsecondary credit authorized are:~~

~~(a) College Credit. College credit is the type of credit assigned by Florida College System institutions to courses or course equivalent learning that is part of an organized and specified program leading to a baccalaureate, associate degree, certificate, or applied technology diploma. One (1) college credit is based on the learning expected from the equivalent of fifteen (15) fifty minute periods of classroom instruction; with credits for such things as laboratory instruction, internships, and clinical experience determined by the institution based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours.~~

~~i. Lower division college credit. Lower division college credit is assigned to college credit courses offered to freshman and sophomores (1,000 and 2,000 level courses).~~

~~ii. Upper division college credit. Upper division college credit is assigned to college credit courses offered to juniors and seniors (3,000 and 4,000 level courses).~~

~~(b) Clock Hour. A clock hour is the unit of credit assigned to courses or course equivalent learning that is part of an organized and specified program leading to an Applied Technology Diploma or a Career and Technical Certificate. It applies to postsecondary adult career courses. One (1) clock hour credit is based on the learning expected from the equivalent of thirty (30) hours of instruction. When determining the number of credit hours in an educational program with regard to~~

~~Title IV, Higher Education Act programs, a semester hour must include at least 37.5 clock hours of instruction.~~

~~(c) Developmental Education Credit.~~

~~1. College Developmental credit. College developmental education credit is the type of credit assigned to Florida College System institutions to courses that provide degree-seeking students who wish to enroll in college credit courses with additional academic preparation determined to be needed pursuant to Rule 6A-10.0315, F.A.C. One (1) developmental education credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction.~~

~~2. Career Preparatory Credit. Career preparatory credit is the type of preparatory credit assigned to courses that provide students who wish to enroll in career credit courses with additional academic preparation. One (1) career preparatory credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction, with credit for such things as laboratory instruction and individualized study determined by the institution based on the proportion of direct instruction to the laboratory exercise or individualized program.~~

~~(2) Noncredit. Noncredit is a term indication that credit, as defined herein, is not awarded. It applies to the instructional classifications of noncredit continuing education, adult general education, citizenship, recreational, community education, and community instructional services. The unit of measure is hours of instruction.~~

~~(3) Institutional Credit. Institutional credit is postsecondary credit that is competency-based. Institutional credit is not guaranteed to automatically transfer. The college shall provide institutional credit for students who successfully complete Educator Preparation Institute (EPI) modules for competency-based teacher certification. Institutional credit as applied to the collaborative model for competency-based teacher certification is intended only as a framework for establishing program length and assessing tuition and fees. It does not imply an award of traditional "college credit" for any module.~~

~~The College shall define and award college credit, clock hours, developmental education credit, career-preparatory credit, institutional credit, and noncredit instruction in accordance with Rule 6A-14.030, Florida Administrative Code, and applicable Florida law.~~

~~For federal student-aid purposes, the College shall apply the federal definition of a credit hour and document the amount of student work represented by the credit awarded in accordance with 34 C.F.R. 600.2 and other applicable federal requirements.~~

~~A clock-to-credit conversion shall be applied only to programs and courses for which federal law requires the conversion, using the current methodology required by 34 C.F.R. 668.8 and related federal guidance.~~

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The President shall maintain procedures documenting instructional time, expected student work, and approved equivalencies for laboratory, clinical, internship, work-based learning, distance education, competency-based learning, and other instructional formats. Curriculum records shall show how the assigned credit or instructional unit was determined.

Institutional credit shall not be represented as transferable college credit unless authorized by law or an applicable agreement.

Rule Initially Adopted: 07/19/11; ~~11/20/18~~

~~Effective~~ Revision Dates: 07/19/11; 11/20/18

~~Administratively Reviewed — No Recommended Changes — 7/9/25~~

Legal Authority:

General Authority: ~~Florida Statutes:~~ 1001.64; 1001.65;

Other References: ~~Florida Administrative Code:~~ 6A-10.030; 34 C.F.R. 600.2 and 668.8

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(6)(7)(8)(43)(44); 1004.65(1)(16); 1004.93, 1007.22, 1007.24, 1007.25, 1008.30, 1008.345

~~Proposer:~~ Eric Hall, President

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6Hx19-3.36 POSTSECONDARY CREDIT AND INSTRUCTIONAL UNITS

The purpose of this Board Rule is to establish Board policy regarding its definitions of credit hour(s).

The College shall define and award college credit, clock hours, developmental-education credit, career-preparatory credit, institutional credit, and noncredit instruction in accordance with Rule 6A-14.030, Florida Administrative Code, and applicable Florida law.

For federal student-aid purposes, the College shall apply the federal definition of a credit hour and document the amount of student work represented by the credit awarded in accordance with 34 C.F.R. 600.2 and other applicable federal requirements.

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Rule Initially Adopted: 07/19/11

Revision Dates: 07/19/11; 11/20/18

Legal Authority:

General Authority: FS: 1001.64; 1001.65;

Other References: FAC: 6A-10.030; 34 C.F.R. 600.2 and 668.8

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(6)(7)(8)(43)(44); 1004.65(1)(16); 1004.93, 1007.22, 1007.24, 1007.25, 1008.30, 1008.345

6Hx19-6.01 STUDENT ADMISSION TO THE COLLEGE

The purpose of this Board Rule is to establish Board policy regarding the process for student admission to the College.

Admission to baccalaureate degree programs, associate degree programs, college credit certificate programs, limited access programs and some postsecondary adult vocational programs may be limited by rules of the State Board of Education, Florida Statutes, state or federal agency regulations or by the rules of the Board of Trustees. The College shall establish procedures to evaluate the validity of a student's high school diploma and will establish, and maintain current, a list of high schools who have not met this validity criteria. Specific and detailed definitions of rules for admission of students to the College, as approved by the Board, shall be published in the official College Catalog/Student Handbook, including additional rules for acceptance of students to the baccalaureate degrees and for students who do not meet all general requirements.

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- I. Applicants who ~~never have~~have never attended college may be admitted as follows:
 - A. Applicants who have graduated from high school and received a standard diploma (or its equivalent) or who have successfully completed the General Education Development Test (GED) will be admitted in good standing. Applicants who have received a Certificate of Completion indicating that they are "College Placement Test Eligible" will be admitted to the College in good standing, but are not eligible for admission to limited-access programs (Chapter 2003-413, Laws of Florida). Applicants who have received Special Diplomas prior to passage of State Board of Education Rule 850, other Certificates of Completion or Certificates of Attendance from a Florida public high school will be admitted to the College in good standing, but are not eligible for admission to baccalaureate degree programs, associate degree programs, college credit certificate programs, limited access programs, and some postsecondary adult vocational programs, in accordance with District Board of Trustees Rule 6Hx19-6.30, *Associate in Arts Eligibility*.
 - B. Applicants who are at least 18 years of age but have neither graduated from high school nor passed their GED test will be admitted to the College in good standing, but are not eligible for admission to baccalaureate degree programs, associate degree programs, college credit certificate programs, limited access programs, and some postsecondary adult vocational programs. These students will be encouraged to complete their GED during their first term of study at the College. In accordance with State Board of Education Rule 6A-10.041, reasonable substitutions of admission criteria may be granted for eligible disabled students.

- C. Applicants who have graduated from a PHSC-approved home school will be admitted to the College in good standing.

6Hx19-6.01 Student
Admission to the
College

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- D. International applicants will be admitted in good standing provided they meet all requirements noted in [Rule 6A-10.044, F.A.C., Section 1009.21, F.S., and District Board of Trustees Rule 6Hx19-6.25, *International Students*.](#) Pursuant to Rule 6A-10.044, F.A.C. and per Florida Statute 1009.21, all Florida College System (FCS) institutions are required to collect proof of U.S. citizenship or proof that a student is lawfully present in the U.S. for purposes of determining that a student is eligible for residency for tuition purposes at the time of admission. It is the responsibility of the applicant to provide valid documentation verifying their current U.S. legal status as part of the admissions review process.
- E. Approved public high school students may be admitted to the collegiate high school program. Credits earned apply toward high school graduation as well as toward college credit.
- F. Public, certain nonpublic and PHSC-approved home school high school students may be admitted to the dual enrollment program for high school students and may be dually enrolled at PHSC with the advance permission of their high school principal or director. College credits earned apply toward high school graduation as well as toward college credit.
- G. Applicants may be admitted by early admission, a form of dual enrollment. Public, certain nonpublic, and PHSC-approved home school high school students, not currently taking classes in high school, may enroll with permission in advance from their high school principal or director. Credits earned apply toward high school and College graduation.

II. Applicants who previously have attended college:

A. Transfer students:

In addition to meeting the requirements previously outlined, transfer students may be admitted in accordance with District Board of Trustees Rules 6Hx196.09, *Standards of Academic Progress* and 6Hx19-3.12, *Acceptance of Transfer Credit*.

B. Transient students:

Students may attend courses at PHSC when accepted at another postsecondary institution (home institution) without fulfilling admission requirements other than submitting the PHSC admissions application and fee, and providing the approved transient student form.

III. High school graduates, GED completers, or other applicants who are at least 18 years of age but who do not wish to follow a degree or certificate program may enroll as Special Students. A Special Student is permitted to earn 15 semester hours of credit, at which point further enrollment requires admission to a degree or

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certificate program. Baccalaureate or higher degree holders or students enrolling for purposes of teacher recertification are exempt from this requirement.

IV-III. Readmission to the College

Students who have been admitted to the College but who do not enroll for courses within one year of the term of admission, and students who initially enroll but then cease enrollment for one full calendar year, must reapply for admission to PHSC. No additional admissions application fee will be charged students for readmission to the College.

IV-IV. Student "Past Actions"

In order to maintain the College ideals of scholarship and deportment, the College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment because of misconduct, if determined to be in the best interest of the College. Appeals relating to admission will be addressed to the Dean of Student Development and Enrollment Management.

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4/8/97; 5/18/99; 2/20/01; *9/24/02; 10/15/02; 1/20/04; 1/20/09; 07/19/11;
9/15/15

Effective Date: 7/11/74; 10/7/75; 5/31/76; 6/12/78; 1/15/79; 11/19/79; 6/15/81; 9/13/82;
*7/18/83; 9/19/83; 8/1/85; 2/22/88; 6/1/88; 1/22/91; 1/21/92; 1/16/96; 4/8/97;
5/18/99; 2/20/01; *9/24/02; 9/24/02; 1/20/04; 1/20/09; 07/19/11; 9/15/15

~~Reviewed:~~
~~Administratively Reviewed President's Administrative Leadership Team—Non-Substantive/Editorial:~~
~~6/25/18~~
~~Administratively Reviewed—No recommended changes: 7/9/25~~

Legal Authority:

General Authority: ~~F~~~~Statutes:~~ 1001.64; 1001.65;

Other References: ~~Florida Administrative Code:~~ -6A-1.09963; 6A-10.041;
6A-14.031; 6A-14.0261 (4); 6A-14.054;
34 CFR§ 668.16(p)

Law Implemented: ~~F—Florida Statutes:~~ 1001.64(1)(2)(4)(7)(8)(10)(43)(44)(46);
1001.65(1)(4)(16)
(21) (25);
1003.433; 1006.61;
1006.62;

~~Proposer:~~ ~~Timothy L. Beard, President~~
~~*Emergency Approval~~

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6Hx19-6.01 STUDENT ADMISSION TO THE COLLEGE

The purpose of this Board Rule is to establish Board policy regarding the process for student admission to the College.

Admission to baccalaureate degree programs, associate degree programs, college credit certificate programs, limited access programs and some postsecondary adult vocational programs may be limited by rules of the State Board of Education, Florida Statutes, state or federal agency regulations or by the rules of the Board of Trustees. The College shall establish procedures to evaluate the validity of a student's high school diploma and will establish, and maintain current, a list of high schools who have not met this validity criteria. Specific and detailed definitions of rules for admission of students to the College, as approved by the Board, shall be published in the official College Catalog/Student Handbook, including additional rules for acceptance of students to the baccalaureate degrees and for students who do not meet all general requirements.

- I. Applicants who have never attended college may be admitted as follows:
 - A. Applicants who have graduated from high school and received a standard diploma (or its equivalent) or who have successfully completed the General Education Development Test (GED) will be admitted in good standing. Applicants who have received a Certificate of Completion indicating that they are "College Placement Test Eligible" will be admitted to the College in good standing, but are not eligible for admission to limited-access programs (Chapter 2003-413, Laws of Florida). Applicants who have received Special Diplomas prior to passage of State Board of Education Rule 850, other Certificates of Completion or Certificates of Attendance from a Florida public high school will be admitted to the College in good standing, but are not eligible for admission to baccalaureate degree programs, associate degree programs, college credit certificate programs, limited access programs, and some postsecondary adult vocational programs, in accordance with District Board of Trustees Rule 6Hx19-6.30, *Associate in Arts Eligibility*.
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 - C. Applicants who have graduated from a PHSC-approved home school will be admitted to the College in good standing.

- D. International applicants will be admitted in good standing provided they meet all requirements noted in Rule 6A-10.044, F.A.C., Section 1009.21, F.S., and District Board of Trustees Rule 6Hx19-6.25, *International Students*. Pursuant to Rule 6A-10.044, F.A.C. and per Florida Statute 1009.21, all Florida College System (FCS) institutions are required to collect proof of U.S. citizenship or proof that a student is lawfully present in the U.S. for purposes of determining that a student is eligible for residency for tuition purposes at the time of admission. It is the responsibility of the applicant to provide valid documentation verifying their current U.S. legal status as part of the admissions review process.
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High school graduates, GED completers, or other applicants who are at least 18 years of age but who do not wish to follow a degree or certificate program may enroll as Special Students. A Special Student is permitted to earn 15

semester hours of credit, at which point further enrollment requires admission to a degree or certificate program. Baccalaureate or higher degree holders or students enrolling for purposes of teacher recertification are exempt from this requirement.

III. Readmission to the College

Students who have been admitted to the College but who do not enroll for courses within one year of the term of admission, and students who initially enroll but then cease enrollment for one full calendar year, must reapply for admission to PHSC. No additional admissions application fee will be charged students for readmission to the College.

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In order to maintain the College ideals of scholarship and deportment, the College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment because of misconduct, if determined to be in the best interest of the College. Appeals relating to admission will be addressed to the Dean of Student Development and Enrollment Management.

Rule Adopted: 7/11/74; 8/25/75; 4/12/76; 6/12/78; 1/15/79; 11/19/79; 6/15/81; 9/13/82; *7/18/83; 9/19/83; 10/21/85; 2/22/88; 6/20/88; 1/22/91; 1/21/92; 1/16/96; 4/8/97; 5/18/99; 2/20/01; *9/24/02; 10/15/02; 1/20/04; 1/20/09; 07/19/11; 9/15/15

Effective Date: 7/11/74; 10/7/75; 5/31/76; 6/12/78; 1/15/79; 11/19/79; 6/15/81; 9/13/82; *7/18/83; 9/19/83; 8/1/85; 2/22/88; 6/1/88; 1/22/91; 1/21/92; 1/16/96; 4/8/97; 5/18/99; 2/20/01; *9/24/02; 9/24/02; 1/20/04; 1/20/09; 07/19/11; 9/15/15

Legal Authority:

General Authority: FS: 1001.64; 1001.65

Other References: FAC: 6A-1.09963; 6A-10.041; 6A-14.031; 6A-14.0261 (4); 6A-14.054; 34 CFR§ 668.16(p)

Law Implemented: FS: 1001.64(1)(2)(4)(7)(8)(10)(43)(44)(46); 1001.65(1)(4)(16) (21) (25); 1003.433; 1006.61; 1006.62

PHSC ACTIVE ASSAILANT IMMEDIATE ACTION

Pasco-Hernando State College

Immediate Protective Actions and Initial Life-Safety Response

1. Purpose

The purpose of this guide is to establish clear immediate protective actions for active assailant and imminent violent threat incidents occurring on PHSC property or during PHSC-sponsored activities.

The immediate objective is simple: protect life, reduce injury, rapidly notify emergency responders, and move the campus community away from danger when it is safe to do so.

2. Scope

This guide applies to PHSC employees, faculty, students, visitors, contractors, vendors, volunteers, and third-party partners on College property or participating in College-sponsored activities.

This guide applies to immediate response actions for incidents involving active shooters, armed assailants, edged weapons, vehicle attacks, coordinated attacks, domestic violence spillover, or any other imminent violent threat requiring rapid protective action.

3. Immediate Recognition

An active assailant incident may begin with gunfire, screaming, running, visible weapons, direct threats, vehicle impact, physical attack, or emergency notification from PHSC or public safety partners.

Do not wait for confirmation when there is a clear and immediate threat to life. Individuals should act immediately based on what they see, hear, and reasonably know at the time.

4. Immediate Response Priorities

During an active assailant incident, the primary life-safety actions are:

- Avoid the threat when there is a safe path out.
- Deny access when evacuation is not safe or not possible.
- Defend yourself and others only when confronted with imminent deadly force and no safer option exists.
- Call 911 when safe to do so.
- Follow law enforcement commands when responders arrive.

4.1 Run

Run means moving away from the threat as quickly and safely as possible.

- Leave immediately when a safe exit or escape path is available.
- Leave belongings behind.

- Move away from the sound or location of violence.
- Encourage others to leave, but do not remain in danger trying to convince those who refuse.
- Keep hands visible when approaching law enforcement.
- Call 911 once you are in a safe location.

4.2 Hide

Deny means creating time, distance, and barriers between people and the assailant when evacuation is not safe.

- Lock doors if locks are available.
- Barricade doors with furniture or heavy objects.
- Turn off lights when appropriate.
- Silence phones and electronic devices.
- Move out of sight lines from doors and windows.
- Stay low, quiet, and away from obvious targets.
- Do not open the door unless you can verify that it is safe to do so.

4.3 Fight

Fight is a last resort when a person is directly confronted by the assailant and there is no realistic opportunity to avoid or deny access.

- Commit fully to stopping the threat long enough to survive.
- Use available objects as improvised weapons.
- Act with others when possible.
- Target the assailant's ability to see, breathe, move, or use a weapon.
- Do not stop defensive action until the threat is no longer able to continue the attack or law enforcement gives commands.

5. Faculty and Staff Immediate Responsibilities

Faculty and staff are not expected to physically confront an assailant unless it is necessary to protect life. Their immediate responsibility is to make fast, practical decisions that support protective action.

- Take protective action immediately. Do not wait for an official message if the threat is apparent.
- Give clear, direct instructions such as "leave now," "lock the door," "get low," or "move away from the windows."
- Direct students, visitors, and employees to run, hide, or fight actions based on the circumstances.
- Secure classrooms, offices, labs, reception areas, and workspaces when evacuation is not safe.
- Assist persons with access and functional needs when it can be done without creating additional danger.
- Provide accurate information to 911 when it is safe to communicate.
- Do not activate fire alarms unless there is a fire or a clear safety reason to evacuate the building.

6. Student, Visitor, and Contractor Immediate Actions

- Follow emergency instructions from faculty, staff, Campus Safety, security personnel, guardians, or law enforcement.
- Move away from the threat if a safe route exists.
- Secure in place if evacuation is not safe.

- Remain quiet and out of sight when denying access.
- Call 911 when safe and provide specific information.
- Keep hands visible and follow police commands when responders arrive.

7. Access and Functional Needs

Immediate protective actions must account for individuals who may need assistance due to mobility, hearing, visual, medical, cognitive, language, or other access and functional needs.

- Assist individuals with access and functional needs when it can be done safely.
- Help move individuals away from the threat when evacuation is possible.
- If evacuation is not possible, help move individuals behind locked or barricaded doors and out of sight.
- Communicate emergency information in the clearest available method, including verbal direction, written direction, gestures, or assistive communication when available.
- Do not delay immediate protective action in an unsafe area when assistance would create additional victims.

8. Emergency Notification and 911 Information

Emergency notifications should be issued as soon as practical when an active assailant or imminent violent threat is reported or confirmed. Initial messages should be short, direct, and action-oriented.

Example immediate messages include:

- LOCKDOWN IMMEDIATELY.
- AVOID [BUILDING/AREA].
- EVACUATE AWAY FROM [LOCATION] IF SAFE.
- POLICE RESPONDING.
- REMAIN SECURED UNTIL OFFICIAL ALL CLEAR.

8.1 Information to Provide to 911

When safe to call, provide the dispatcher with:

- Your exact location and campus.
- Location of the assailant or last known direction of travel.
- Number of assailants, if known.
- Physical description and clothing.
- Type of weapon or attack method.
- Number and location of injured persons, if known.
- Whether people are secured in rooms or evacuating.
- Your callback number.

9. Campus Safety, Security Personnel, and Guardian Immediate Actions

Campus Safety, security personnel, and authorized guardians shall act within their authority, training, equipment, and assigned responsibilities. The immediate objective is to protect life, communicate accurate information, and support responding law enforcement.

9.1 Campus Safety and Security Personnel

- Call or confirm 911 activation as quickly as possible.
- Initiate or request emergency notification through approved systems.
- Direct people away from the threat when safe.
- Support lockdown, evacuation, or area avoidance as conditions require.
- Provide real-time information to law enforcement, including threat location, direction of travel, suspect description, injuries, and building access information.
- Avoid unnecessary exposure to the threat unless required by role, training, and immediate life-safety need.
- Assist with access control, perimeter awareness, and responder direction when safe.

9.2 Authorized Guardians

- Respond consistent with College policy, Florida law, and guardian training.
- Act to stop or interrupt an active deadly threat when necessary to protect life and when action is consistent with training and authority.
- Identify themselves to responding law enforcement as soon as safely possible.
- Avoid crossfire, mistaken identity, and unnecessary movement with a firearm once law enforcement arrives.
- Follow law enforcement commands immediately.

10. Medical and Life-Saving Aid

Life-saving aid should be provided only when it is safe enough to do so. Individuals should not move into an active danger area to render aid unless required by role, training, and immediate life-safety need.

- Call 911 and report injuries when safe.
- Control severe bleeding using direct pressure, wound packing, or a tourniquet when trained and equipped.
- Move injured persons away from immediate danger only when it can be done safely.
- Use AEDs and first-aid equipment when safe and appropriate.
- Provide responders with the number, location, and condition of injured persons.

11. When Law Enforcement Arrives

The first law enforcement officers on scene may move directly toward the threat and may not stop to assist injured persons immediately. Their priority is to stop the threat.

- Keep hands visible and empty.
- Do not run toward officers unless directed.
- Do not make sudden movements.
- Follow commands immediately.
- Provide concise information if asked: location of assailant, description, weapon, injuries, and direction of travel.
- Do not leave a secure area until directed by law enforcement or official PHSC emergency notification.

12. Transition After the Immediate Threat

Once the immediate threat is stopped, contained, or no longer active, PHSC and responding agencies will transition from immediate protective action into incident command, accountability, medical response, reunification, investigation support, communications, recovery, and continuity operations. Those functions are addressed in separate plans and policies.

No all-clear should be issued until coordinated with law enforcement or the appropriate incident command authority.

13. Mandatory Active Assailant Preparedness Training

Pursuant to section 1006.601(3)(a)1., Florida Statutes, PHSC shall require active assailant preparedness training and shall annually certify that all faculty, staff, and students have completed the required training.

The training requirement is a College-wide preparedness requirement and applies regardless of an individual's campus, work location, academic program, employment classification, or whether the individual has a designated emergency response role.

- Faculty and staff shall complete PHSC-approved active assailant preparedness training during each annual certification cycle.
- Students shall complete PHSC-approved active assailant preparedness training during each annual certification cycle.
- Training may address the immediate protective actions in this guide, including recognizing an imminent violent threat; Run, Hide, Fight decision-making; emergency notifications; calling 911; actions when law enforcement arrives; considerations for persons with access and functional needs or any other topics that are recommended.
- Training completion shall be documented in a manner sufficient for PHSC to verify participation and support the College's required annual certification.
- Supplemental drills, exercises, briefings, or scenario-based instruction may be used to reinforce preparedness but do not replace completion of the College's required active assailant preparedness training unless specifically approved as satisfying the annual requirement.

Authority: Section 1006.601(3)(a)1., Florida Statutes (Active Response and Mitigation of On-Campus Risks (ARMOR) Act; Ch. 2026-80, Laws of Florida).

Appendix A: Immediate Action Quick Reference

This quick reference is intended for training, briefing, and emergency reminder purposes.

RUN	HIDE	FIGHT
Leave immediately if safe.	Lock and barricade doors.	Last resort only.

Leave belongings behind.	Silence phones.	Commit fully.
Move away from danger.	Turn off lights if appropriate.	Use improvised weapons.
Help others if it does not delay escape.	Move out of sight.	Work together if possible.
Call 911 when safe.	Stay quiet and low.	Stop the threat long enough to survive.

Emergency Reporting

- Call 911 when safe.
- Report campus, building, room, threat location, suspect description, weapon, injuries, and direction of travel.
- Notify Campus Safety through available emergency channels when safe.

Do Not

- Do not wait for official confirmation when danger is immediate and obvious.
- Do not activate the fire alarm unless there is a fire or clear safety reason.
- Do not open secured doors until safety is verified.
- Do not interfere with law enforcement response.

PHSC FAMILY REUNIFICATION ACTION GUIDE

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9/18/2026
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Pasco-Hernando State College

Controlled Release, Accountability, and Family Assistance

Operational Guide

This document provides a structured reunification process after an emergency. It does not replace incident command, criminal investigation, public information, or recovery policies.

1. Purpose

The purpose of this guide is to establish an organized, secure, and trauma-informed process for reunifying students, employees, visitors, and families after an emergency that disrupts normal release or campus operations.

The primary objectives are accountability, safety, clear communication, controlled movement, family support, and documentation.

2. Scope

This guide applies to all PHSC campuses, centers, instructional sites, college-sponsored events, and off-site locations where PHSC may need to coordinate accountability or reunification after an emergency.

This plan is adopted in cooperation with local law enforcement agencies and local government consistent with applicable Florida law. It incorporates operational concepts from the I Love U Guys Foundation Standard Reunification Method (SRM) V3, adapted for a public higher-education environment in which most students are adults. It shall be reviewed at least annually and updated as necessary based on changes in law, campus operations, lessons learned, exercises, after-action findings, or partner-agency coordination.

3. Activation Triggers

Reunification may be activated when normal release is unsafe, chaotic, incomplete, or likely to interfere with emergency response operations.

- Active assailant or violence incident.
- Bomb threat or suspicious device.
- Fire, explosion, hazardous materials incident, or severe weather damage.
- Missing or endangered person event.
- Mass casualty incident.
- Infrastructure failure requiring relocation.
- Campus closure, evacuation, lockdown, or sheltering event requiring controlled release.

4. Authority to Activate

The following may activate the reunification process based on incident conditions and operational need:

- President or designee.
- Chief of Campus Safety & Security or designee.
- Incident Commander / Unified Command.
- Campus Administrator in Charge.
- After-hours designee or emergency authority when immediate action is required.

5. Command Structure

Reunification operations shall use ICS/NIMS principles and integrate with the overall incident command structure. Reunification shall not operate independently from incident command.

- Incident Commander / Unified Command.
- Operations Section Chief.
- Reunification Group Supervisor.
- Safety/Security Branch or Law Enforcement Liaison.
- Impacted Campus Team Lead.
- Reunification Site Team Lead.
- Student/Community Assembly and Accountability Unit.
- Greeter and Check-In Unit.
- Verification and Accountability Unit.
- Reunifier / Escort and Release Unit.
- Transportation Unit.
- Medical / Hospital Liaison.
- Counseling, Victim Services, and Family Assistance Unit.
- Public Information Officer.
- Logistics / Reunification Operations Kit support.
- Local law enforcement and local government liaison(s), as assigned by Incident Command.

6. Reunification Process

Phase 1: Stabilize the Incident

Life safety, scene security, fire/rescue operations, law enforcement operations, and medical response take priority. Reunification begins only when it can be conducted safely and without interfering with emergency operations.

Phase 2: Select the Reunification Site

The reunification site should be selected by Incident Command based on safety, access, capacity, privacy, and operational conditions.

- Safe distance from the incident.
- Traffic access and parking capacity.
- ADA access and accommodations.
- Restrooms, utilities, shade, shelter, and basic support needs.
- Ability to separate families, media, public, and operational areas.
- Ability to control entry and preserve security.
- Provide a separate, private area for families of known victims when operationally feasible.

Phase 3: Notify the Community

Official reunification instructions should be issued through approved College communication channels. Messaging should be clear, consistent, and action-oriented.

- Text, email, phone, or mass notification systems.
- Website banner or emergency page.
- Social media, when approved.
- Recorded hotline, when available.
- Media release coordinated through the Public Information Officer.

Only one official messaging lane should release reunification instructions to reduce confusion and rumor spread.

Phase 4: Establish Controlled Release

The reunification site shall use a controlled, one-directional process modeled on SRM principles while respecting the legal status and privacy rights of adult college students.

1. Greeting and Direction: Greeters meet arriving family members or requesting parties, explain the process, direct traffic and pedestrian flow, and provide forms or instructions when used.
2. Check-In: Checkers receive the requesting party, confirm what person they are seeking, and ensure required information is complete.
3. Verification: Staff verify identity and, when applicable, relationship or authorized release status. For minors, release authority must be confirmed before reunification.
4. Accountability: Accountability personnel determine the known status and location of the student, employee, visitor, or other person using the best available authoritative records and incident information.
5. Reunification: A Reunifier or designated escort retrieves or coordinates movement of the person from the controlled assembly area. Family members and requesting parties should not enter the assembly area unless specifically authorized by Incident Command.
6. Release / Connection: The parties are brought together in a controlled area, appropriate documentation is completed, and they are directed to the exit, transportation, family assistance, or another appropriate destination.
7. Support: Counseling, medical, victim advocacy, access and functional needs, language assistance, chaplain, or other family-support resources are provided as conditions require.

Phase 5: Document the Release

Documentation should be simple, accurate, and protected. Records should support accountability, later review, and any criminal or administrative follow-up.

- Person released or connected.
- Person released to, when applicable.
- Time of release or connection.
- Identification or verification method used.
- Unaccounted persons.
- Medical transports.
- Refusals, unusual circumstances, or special considerations.

7. Adult and Minor Reunification Tracks

PHSC shall distinguish between adult accountability/reunification and controlled release of minors. This distinction is necessary because most PHSC students are adults and are not released to a parent or guardian in the same manner as K-12 students.

7.1 Adult Students and Employees

For adult students and employees, the College shall focus on accountability, status confirmation, safe connection with designated family or support persons when appropriate, and protection of confidential information. An adult student or employee is not placed into parental custody solely because a family member requests reunification.

- Provide only information that PHSC is legally and operationally authorized to disclose.
- When practical and appropriate, facilitate a voluntary connection between the adult and the requesting family or support person.
- Document the person's disposition or status to the extent necessary for incident accountability.

7.2 Dual Enrollment Students and Other Minors

For minors, PHSC shall use a controlled-release process consistent with available enrollment, emergency-contact, and authorized-release information.

- Verify the identity of the requesting adult.
- Confirm authorized release status before releasing a minor.

- Maintain the minor in a controlled assembly area until release is authorized.
- Use a Reunifier or designated staff member to bring the minor to the controlled reunification area.
- Document the release, including the person receiving the minor and the time of release.
- Do not release a minor to an unauthorized individual. Exceptions or disputes shall be elevated to the Reunification Group Supervisor and, when necessary, law enforcement.

8. Accountability and Assembly Area

A secure Accountability and Assembly Area shall be established when people are being held pending transportation, status determination, or reunification. The area should be physically separated from family check-in, media, public access, and routine traffic whenever practicable.

- Control entry and exit.
- Maintain the best available roster or accountability record.
- Keep persons awaiting reunification out of direct public view when practical.
- Provide separate supervision or controls for minors as needed.
- Maintain access for persons with disabilities and other access and functional needs.
- Coordinate movement to transportation, medical care, interviews, family assistance, or the reunification area.

9. Two-Team Off-Site Reunification Model

When reunification occurs away from the impacted campus, PHSC should organize two coordinated operational teams.

9.1 Impacted Campus Team

Maintains accountability at the impacted location; organizes the assembly area; prepares persons for movement; coordinates transportation; transmits accurate roster and status information; supports law enforcement and fire/rescue operations; and maintains an incident log.

9.2 Reunification Site Team

Establishes the receiving site; manages greeters, check-in, verification, accountability, reunifiers, security, traffic, family assistance, medical support, PIO functions, and controlled exit flow.

Information transfer between the two teams shall use an established communications method and shall be coordinated through Incident Command / Unified Command.

10. Special Status, Hospital, and Family Assistance Procedures

Reunification procedures shall distinguish among persons who are uninjured/accounted for, medically transported, missing or unaccounted for, or deceased/suspected deceased.

- Uninjured / Accounted For: Process through the standard accountability and reunification pathway.
- Medical Transport: Route family inquiries through a designated medical or hospital liaison when available. Do not provide unverified destination or patient-status information.
- Missing / Unaccounted For: Escalate to Incident Command and law enforcement. Staff shall not speculate regarding status or location.
- Deceased / Suspected Deceased: Do not communicate casualty information through the routine check-in line. Move affected families to a private family-assistance setting and coordinate notifications through law enforcement, medical examiner, victim services, or other officials with legal authority and responsibility.
- Law Enforcement Interviews: Establish a separate interview or investigative area when requested by law enforcement so witnesses, victims, and family operations do not interfere with one another.

11. Reunification Operations Kit and Role Identification

PHSC should maintain deployable reunification supplies at appropriate locations. The objective is to establish a functioning site rapidly without relying on improvised materials.

Recommended kit components include:

- Printed job action sheets.
- Role badges, vests, or lanyards.
- Directional and functional signage.
- Accountability and reunification forms.
- Clipboards and writing supplies.
- Barrier tape and traffic-control vests.
- Radios or communications equipment and portable chargers.
- Flashlights and megaphone.
- Campus and reunification-site maps.
- Emergency contact lists and staff rosters.
- Available minor-release information.
- ICS forms and master event log.
- Basic PPE.
- Accessibility and communication resources.

PHSC may use Foundation SRM forms or locally developed equivalents adapted to higher education, provided the local process preserves controlled check-in, verification, accountability, reunification, and documentation.

12. Security Operations

Security at the reunification site is essential. The site should be protected from unauthorized access, media intrusion, crowd pressure, and traffic hazards.

- Establish a controlled perimeter.
- Use credentialed staff access points.
- Separate media from the reunification area.
- Set traffic control points and parking flow.
- Preserve any crime scene or evidence as directed by law enforcement.
- Maintain crowd management and de-escalation posture.

13. Access and Functional Needs

Reunification must account for access and functional needs, minors, medical dependency, language assistance, and emotional crisis support.

- ADA access and mobility support.
- Communication support for hearing, vision, language, or cognitive needs.
- Medical needs and medication considerations.
- Dual enrollment minors and other minors on campus.
- International students or individuals without local family support.
- Mental health, chaplain, victim advocate, or family assistance support when available.

14. Public Information

The Public Information Officer shall coordinate public messaging, media staging, rumor control, and updates to families and the broader College community.

Messages should tell people where to go, where not to go, what to bring, what to expect, and where official updates will be posted.

15. Transition to Recovery

Once immediate reunification operations stabilize, the College may transition to family assistance, counseling support, academic continuity, employee support, and after-action review.

- Establish a family assistance center for prolonged events.
- Coordinate counseling and support services.
- Provide academic and operational continuity updates.
- Conduct an after-action review and corrective action process within 10 days when feasible.

16. Campus Annexes

Campus-specific annexes may be maintained separately and should include primary and alternate reunification site options, traffic flow, staging areas, ADA considerations, staffing assignments, partner-agency coordination points, communications, and sensitive security information.

- West Campus: Spring Hill Campus
- Spring Hill Campus: West Campus
- North Campus / Brooksville: To be designated in campus annex.
- East Campus / Dade City: To be designated in campus annex.
- Porter Campus: IPAC
- Instructional Performing Arts Center (IPAC): Porter Campus

17. Statutory Coordination, Annual Review, Training, and Exercises

PHSC shall maintain this plan in coordination with appropriate local law enforcement agencies and local government partners. The Chief of Campus Safety & Security or designee shall coordinate the annual review and document updates needed to maintain operational readiness and statutory compliance.

- Review this plan at least annually and update it as necessary.
- Coordinate the annual review with appropriate local law enforcement and local government partners.
- Review campus-specific annexes, reunification site options, traffic flow, accessibility needs, communications procedures, and staffing assignments for continued suitability.
- Incorporate relevant lessons learned from drills, exercises, actual incidents, after-action reviews, and changes in law or College operations.
- Maintain documentation of the annual review, participating agencies or representatives, significant revisions, and the date of approval or reaffirmation.
- Provide role-specific orientation and periodic exercises to personnel assigned reunification responsibilities. PHSC should use a crawl-walk-run progression: site walkthroughs, tabletop discussion, and functional practice of the actual check-in, verification, accountability, transportation, and reunification process. This operational preparedness measure is separate from the statutory annual-review requirement.

Appendix A: PHSC Reunification Job Action Summary

Reunification Group Supervisor: Direct the overall reunification operation; coordinate with Incident Command; assign functional leads; resolve exceptions; maintain safety and accountability.

Greeter: Meet arriving families/requesting parties; explain the process; direct them to the correct line or support area; identify immediate medical, language, accessibility, or emotional needs.

Checker: Receive the requesting party; review required information; verify identification; ensure the request is complete before it moves to accountability.

Accountability Staff: Check the authoritative roster/status source; determine whether the person is at the assembly area, transported, released, missing/unaccounted for, or otherwise known; route exceptions to a supervisor.

Reunifier: Retrieve or coordinate movement of the person from the controlled assembly area; do not allow requesting parties into the assembly area unless authorized; complete the controlled connection/release.

Assembly / Accountability Area Staff: Maintain order, supervision, status tracking, controlled access, and preparation for transportation or reunification.

Transportation: Coordinate buses, vans, accessible transportation, loading areas, routes, passenger manifests, and movement between the impacted site and reunification site.

Security / Law Enforcement Liaison: Maintain perimeter and access control; traffic and crowd management; media separation; responder access; evidence/crime-scene protection; and coordination with law enforcement.

Medical / Hospital Liaison: Track known medical transports when information is available; coordinate authorized family routing and hospital information through Incident Command and partner agencies.

Family Assistance / Mental Health: Provide private support for affected families; coordinate counseling, victim advocacy, chaplain, language, disability, and other support resources.

Public Information Officer: Maintain one official messaging lane; publish location, route, identification expectations, what families should do, and where official updates will be posted.

Logistics / ROK Support: Deploy signs, forms, role identifiers, communications equipment, supplies, maps, and other materials needed to establish the site.

Appendix B: Reunification Quick Reference

Step	Immediate Action
1. Stabilize	Secure the incident first. Do not begin reunification where it interferes with lifesaving response.
2. Select Site	Choose a safe, accessible, controlled site with parking, privacy, and support capacity.
3. Notify	Send one clear official message with location, route, required ID, and instructions.
4. Verify	Confirm identity and authorized release status when appropriate.
5. Account	Confirm the person's known status and location using the best available authoritative information.
6. Reunify	Use a Reunifier/escort to connect or release the person in a controlled manner.
7. Support	Provide counseling, medical, ADA, language, victim services, and family assistance support as needed.