I Introduction

Main Campus Number ...................................(785) 442-6000
Adult Basic Education ...................................(785) 442-6055
Allied Health ..............................................(785) 285-1487
Alumni .........................................................(785) 442-6018
Athletics .......................................................(785) 442-6040
Athletic Training Room ...................................(785) 442-6049
Bookstore ......................................................(785) 442-6008
Business Office/Student Billing ...........................(785) 442-6001
Cafeteria/Scottie Pause ...................................(785) 442-6095
Early Childhood ............................(785) 597-0127
Financial Aid ...................................................(785) 442-6023
Foundation ..................................................(785) 442-6019
Human Resources ..........................................(785) 442-6010
Instruction ....................................................(785) 442-6013
IT Help Desk .................................(785) 442-6060
Library .........................................................(785) 442-6054
Online Instruction ..........................................(785) 442-6129
Public Relations/Marketing .............................(785) 442-6019
President’s Office ...........................................(785) 442-6010
Regional Instruction .................................(785) 442-6015
Atchison Center ............................................(913) 367-6204
Holton Center ................................................(785) 362-6000
Marysville Center ..........................................(785) 562-5399
Perry Center ...................................................(785) 597-0127
Sabetha Center ..............................................(785) 284-3777
Wamego Center .............................................(785) 456-6006
Registrar .......................................................(785) 442-6025
Student Resource Center ............................(785) 442-6058
Student Services ...........................................(785) 442-6020
Technical Center ...........................................(785) 367-6204
Wellness Center .............................................(785) 442-6140

Accreditation
Highland Community College is authorized to operate by the Kansas Board of Regents and is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). NCA offices are located at 30 North LaSalle Street, Chicago, Illinois 60602 (312) 263-0456. The technical college is fully accredited by the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346 (770) 396-3898 or (800) 917-2018. Program specific accreditations are available on file at Highland Community College Technical Center, Atchison, KS.

Affirmative Action/Equal Opportunity Statement
Highland Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status, or military status, or military veteran status as defined by law, in employment, admission, or operation of its educational programs and activities, as prescribed by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Order 11246, as amended, sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, The Age Discrimination Acts of 1974 and 1975, and other federal and state laws and regulations. Inquiries concerning the application of these laws and regulations to the College may be directed to the College's affirmative action officer, or the Director, Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

Content and Disclaimer
Currently this website represents the curriculum, educational plans, offerings, and requirements that may be altered from time to time to carry out the purposes and objectives of the College. Highland Community College retains the right to cancel programs or course offerings when enrollments are insufficient to continue them on an educationally sound and/or economically efficient basis.

Highland Community College expressly reserves the right to:
1. Add or delete courses from its offerings
2. Change times or locations of courses or programs
3. Reassign or substitute instructors
4. Change academic calendars without notice
5. Cancel any course for insufficient registration or other reasons
6. Revise or change tuition, rules, charges, fees, schedules, courses, requirements for degrees
7. Revise or change policies or regulations affecting students
8. Revise or change evaluation standards

**Consumer Information Contact Person:** Vice President for Student Services, Highland Community College, 606 W. Main, Highland, KS 66035 (785) 442-6020.

606 W. Main Street
Highland, KS 66035
www.highlandcc.edu

## II Overview

Highland Community College
Mission & Vision Statements
Strategic Plan 2010-2013

<table>
<thead>
<tr>
<th><strong>Mission Statement</strong></th>
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<tr>
<td>HCC, the first college in Kansas, provides lifelong learning opportunities and contributes to economic development to enhance the quality of life in the communities we serve.</td>
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</tbody>
</table>

**Vision Statement**

Highland Community College is recognized as the college of choice in Northeast Kansas.

**Strategic Plan**

**Goal 1: Ensure viability**

**Objective 1** - Secure alternate funding

**Objective 2** - Manage credit-hour enrollment

**Objective 3** - Pilot program review in one academic and one technical program

**Objective 4** - Improve public utilization of facilities & services

**Objective 5** - Improve operational efficiency for all units/aspects by listing key processes that need mapping

**Goal 2: Foster a culture of personal & professional achievement, collaboration, & satisfaction**

**Objective 1** - Create CQI culture

**Objective 2** - Increase the level of work satisfaction for all employees.

**Objective 3** - Increase the level of employee involvement in improvement activities.
Goal 3 : Maintain a physical environment conducive to the total collegiate experience

<table>
<thead>
<tr>
<th>Objective 1</th>
<th>Improve the physical appearance and functionality of Irvin Hall and Library</th>
</tr>
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<tbody>
<tr>
<td>Objective 2</td>
<td>Enhance the educational environment for Nursing, Auto Tech, and Electrical programs through increased instructional space</td>
</tr>
<tr>
<td>Objective 3</td>
<td>Maximize the funding obtained from the KBOR deferred maintenance bonding &amp; the KS Dept. of Revenue tax credits</td>
</tr>
<tr>
<td>Objective 4</td>
<td>Enhance regional facilities</td>
</tr>
</tbody>
</table>

Goal 4: Provide Services that maximize success for all students

<table>
<thead>
<tr>
<th>Objective 1</th>
<th>Increase the proportion of students identifying a major prior to the graduation semester.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 2</td>
<td>Increase the persistence rate for first year, on campus probationary students who enroll for their probationary (spring) semester.</td>
</tr>
<tr>
<td>Objective 3</td>
<td>Increase student satisfaction with HCC services:</td>
</tr>
</tbody>
</table>

Goal 5: Enhance academic excellence

<table>
<thead>
<tr>
<th>Objective 1</th>
<th>Improve professional development opportunities for faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 2</td>
<td>Work with our high schools to improve student preparedness for college level work</td>
</tr>
<tr>
<td>Objective 3</td>
<td>Improve student performance</td>
</tr>
</tbody>
</table>

Goal 6 : Contribute to strengthening the local economies & enhance quality of life in our service area

<table>
<thead>
<tr>
<th>Objective 1</th>
<th>Increase Tech Center activity in the region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 2</td>
<td>Expand new technologies in the region</td>
</tr>
<tr>
<td>Objective 3</td>
<td>Increase utilization/ awareness of business incubators</td>
</tr>
<tr>
<td>Objective 4</td>
<td>Increase cultural events</td>
</tr>
<tr>
<td>Objective 5</td>
<td>Increase continuing education offerings – BTE, non-credit</td>
</tr>
</tbody>
</table>

History of Highland Community College

Highland Community College was chartered as Highland University by the Kansas Territorial Legislature on February 9, 1858, making it the first college in Kansas and two years older than the state itself. Begun as part of the Presbyterian mission to area Indian tribes, the College evolved through eight name changes and a variety of support structures to today’s public regional community college serving a nine county service region in Northeast Kansas.

The history and mission of the College can best be described as providing opportunities for higher education that citizens in the region would not have had otherwise. Whether as a conduit to a four-year degree, for professional enhancement, or personal development, the College has provided affordable access to higher education in Northeast Kansas.

Today, the College is financially sound and serving more students than any time in its history. The College is governed by a six-member Board of Trustees elected from Doniphan county and is coordinated by the Kansas Board of Regents.

Regional Programs

Highland Community College’s instruction program expanded beyond the main campus with an extension program in 1974. In 1978, the Kansas State Department of Education divided the state into twenty extension service areas. Highland Community
College was designated as the provider of services to Atchison, Brown, Doniphan, Jackson, Jefferson, Marshall, Nemaha, Pottawatomie, and Wabaunsee counties.

When the College could no longer offer courses at the Fort or the Penitentiary, the extension program continued to grow. What began as “extension” became “outreach” and then evolved into today’s “regional program.” These initial outreach services began to grow more rapidly with the passage of legislation in 1993 approving the offering of college credit courses in the high schools in Kansas. Those initial extension services have now grown to the current program, which offers college courses at more than thirty-five sites in Northeast Kansas to over two thousand students.

The College continues to have a primary service area of the nine counties in Northeast Kansas originally assigned in 1978. What has changed is the growth of some of the locations and the division of the service area into six smaller regions, each with an HCC regional center. Each of these regions is staffed by a full-time regional coordinator.

The six regional centers are: Atchison, Holton, Marysville, Perry, Sabetha, Wamego. All administrative services for students -- advising, placement testing, and enrollment -- are available at each regional center and online. This reorganization affects administrative services only. The College continues to offer college courses during the day, evening, and weekend at over thirty existing community sites, including high schools and community education centers.

With the addition of the Technical Center location we have a larger array of technical programs we can offer including: Auto Collision Repair, Building Trades, Medical Office Assistant, and Computer Support Technology. Please visit our website at www.highlandcc.edu for details of all program offerings.

The College also has a active online program offering courses in 5 week, 8 week and 16 week blocks. We can offer 4 complete degrees through our online services.

**Highland Community College Foundation**

The Highland Community College Foundation is a separate, nonprofit, 501(c)(3) organization that serves as the gift-receiving arm of the College. The Highland Community College Foundation raises support for the College in three major areas: student scholarships, buildings and grounds, and faculty/staff development.

Governed by a Board of Directors, the Foundation has created the Foundation Scholar program, acquired property for the College, established the Bruning Fund for faculty/staff development, and received a variety of endowed funds to assist students in achieving their academic goals.

Information about the HCC Foundation can be obtained by contacting (785) 442-6019.

**What We Offer**

**Degrees and Certificates:**

Highland Community College offers associate degrees and certificates of achievement in specialized areas. The associate degrees are: the Associate in Arts, the Associate in Science, the Associate in Applied Science, the Associate Degree in Nursing and the Associate in General Studies. Students have a choice of over eighty programs of study.

**Adult Basic Education/General Educational Development (ABE/GED):**

The Highland Community College Adult Education Program offers free services to students 18 years of age and over (16 and 17 year olds not currently enrolled in school with a “Compulsory School Attendance Disclaimer” form) in six counties in Northeast Kansas.
New students may enter the program at appointed times throughout the year. Pre-tests are given to help determine the level at which students begin study. Further testing is used to determine when a student is ready to take the General Educational Development (GED) test.

Qualified students may take advantage of the following programs:

- Adult Basic Education and Skill Brush-ups
  - Mathematics
  - Writing
  - Reading

- General Educational Development test (GED)
  - Classes
  - Computer-aided instruction
  - Practice Tests
  - Official GED Testing
  - High School Equivalency Diploma
  - Graduation Ceremony

HCC has adult education sites in the following counties:
- Atchison – day and evening
- Brown – evening
- Doniphan – day and evening
- Jackson – day and evening
- Jefferson – evening
- Pottawatomie – evening

For more information about class times and locations, please contact the Highland Community College Adult Education Program at (785) 442-6055.
- Monday – Thursday, 8:00 a.m. – 5:00 p.m.
- Friday, 8:00 a.m. – 4:00 p.m.

**G.E.D. Awards:**
This award is offered annually by Highland Community College to individuals who score well on the General Education Development test (GED). The student recipient must then be enrolled in at least 6 credit hours at the Highland campus of Highland Community College.

A score of 3,000 or better will entitle the student to a tuition and books award for four semesters. A score of 2,650 or better will entitle the student to a tuition award for four semesters. The student must maintain at least a 2.75 GPA on a four point scale each semester to remain eligible.

**Placement Testing:**
Highland Community College provide placement testing for incoming students that have no ACT or SAT scores to determine placement in English, reading and mathematics.

**Outcome Assessment:**
Outcome assessment is a critical component of our ongoing desire to improve the quality of instruction provided by Highland Community College. Graduates with the Associate in Arts (A.A.), Associate in Science (A.S.), or the Associate in General Studies (A.G.S.) degrees are administered the Collegiate Assessment of Academic Proficiency (CAAP) Examination. The
WorkKeys examination is administered to students graduating with an Associate in Applied Science (A.A.S.) degree. Students receiving an Associate Degree in Nursing will need to sit for the state examination in order to earn their Registered Nurse license. Technical Center students must complete WorkKeys examinations. The results of these examinations are posted on the student’s academic transcript on request by the student. Summative data are used to ensure that the graduates of Highland Community College are prepared to transfer to a four-year college or university or enter the workforce.

III  Student Handbook

Highland Community College annually publishes a Student Handbook with information about Student Conduct, Notification of Non-Discrimination, Campus Policies, Security, Sexual Harassment, Student Grievance, Directory Information and several other student related categories. Please consult the Student Handbook. Copies are available in the Vice President for Student Services’ office.

Responsibility of the Student:
It is the student’s responsibility to meet course prerequisites and graduation requirements. Students who plan to complete admission and graduation requirements of a transfer institution should refer directly to the catalog of that institution. Students are also encouraged to contact a Highland Community College Academic Advisor or the Transfer Coordinator.

The curricula of Highland Community College are described on this website. The College offers a number of resources to assist students in planning their educational programs. However, despite these and other available resources, it is the student alone who is in the position to make final choices and the student must assume responsibility for making decisions and following through.

Student Accidents and Losses
Although the College exercises reasonable precautions, it can assume no responsibility for accidents to students that may occur incidental to attendance at or participation in classroom or laboratory work or intramural or intercollegiate activities. The College does not accept responsibility for any personal property lost, stolen, or misplaced.

Identification Cards
At registration, new students receive an identification card that is good for their period of enrollment at Highland Community College. The card is validated at registration for each term in which the student is registered. The identification card is important because it is the student’s permit to enter the College buildings, one of the requirements for checking out books and accessing electronic information in the Library, an admittance card to many student activities and College events, meal plan access, and it allows benefits such as reduced rates at plays, concerts and other public events. A fee of $5.00 will be assessed for replacing a lost identification card.

Photo and Videotape Policy
The HCC Office of Institutional Advancement takes photographs (still and video) of students throughout the year. These photographs often include students in classrooms, study areas, attending athletic events, etc. HCC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at HCC do so with the understanding that these photographs might include their likeness and might be used in College publications, both printed and electronic, for recruiting and advertising purposes.

Revision of Regulations
Any regulation adopted by the Board of Trustees or the administration of Highland Community College subsequent to the printing of this website shall have the same force as a printed regulation within the website. The new regulation shall supersede any ruling on the same subject, which may either appear in the printed website or in official bulletins of the College.

IV Admissions

Admission Policies
Highland Community College is an open-admissions institution serving the residents of the state of Kansas. We welcome applications from:

· Graduates of accredited and state-recognized high schools
· General Education Development (GED) recipients
· Transfer students from other colleges or universities
· Adult students eighteen (18) years of age or older who have not earned a high school diploma or a GED, but otherwise demonstrate an ability to benefit from College program offerings. Please note: students must meet entrance requirements prior to the awarding of a degree.
· High school first semester junior or higher students, with written recommendations for early college enrollment from the high school principal.
· High school students in grades nine through twelve enrolled in a Gifted Program (verified by the Program Director), who have been recommended for early college enrollment by the high school principal. A copy of the student’s IEP should be sent to Highland Community College.

Admission to the College does not ensure entrance into a particular course or program of study. Highland Community College reserves the right to deny admission or readmission to any individual considered detrimental to the best interest of the College community or when the College is unable to provide the services, courses, or program needed to assist a student with his/her educational objectives. An application for admission can be found on-line or contact the Admissions Office at (785) 442-6020 or (785) 442-6000. The Admissions Office is open 8:00 a.m. to 5:00 p.m. weekdays and is located in the Administration Building in Highland, KS.

Please note: Credentials of applicants who do not register for the term to which they have been admitted are normally retained by the Student Services Office for a period of thirty days from the opening of the semester. After thirty days, credentials on file are discarded unless the student notifies the office of continuing interest in Highland Community College.

Admission Procedures

New Students:
New or Transfer full-time students must complete the following steps:

1. Submit a completed admission application.
2. Provide an official high school transcript directly from the high school last attended or an official General Educational Development (GED) Score Report.
3. Provide official transcripts directly from accredited colleges and universities previously attended (Note: Transcripts will be evaluated if requested in writing by the student.)
4. Provide official ACT or SAT test results (if available.)

Transfer Students:
Transfer applicants’ previous college credits must meet Highland Community College’s requirements for satisfactory progress. Highland Community College retains the right to determine which transfer courses will fulfill graduation or departmental
program requirements. A maximum of forty-seven (47) credit hours may be transferred to Highland Community College and applied toward a degree, including hours transferred from other institutions as well as qualifying CLEP test credits.

The Statewide Guidelines for Articulation between Kansas Community Colleges and Area Vocational-Technical Schools allows for forty-eight (48) credit hours of transfer credit. The following guidelines apply:

1. Students must meet the graduation requirements for the Associate of Applied Science degree.
2. The College will accept for evaluation and possible transfer of approved post-secondary area vocational-technical school program credit as potential credit toward the Associate for Applied Science degree.
3. Former students of Kansas area vocational-technical schools must be enrolled at the College and have successfully completed twelve (12) college credit hours with the College before the evaluated hours will be recorded on the College transcript.
4. All Kansas area vocational-technical school programs must be divided into courses or units and documented on a transcript for transfer evaluation purposes.
5. The College may request a course syllabus for each vocational course included in the program proposed for transfer. The syllabus shall include a listing of the objectives of the course and the competencies to be acquired.
6. No less than twenty-five (25) percent of the Associate of Applied Science degree credit hours shall be in the general education area. At least fifty (50) percent, but not more than seventy-five (75) percent, of the total degree program hours shall be in the technical area.

Students transferring from another college without sufficient time to provide a complete transcript of credits may be admitted and considered provisionally enrolled until their high school transcripts and all their college transcripts have been evaluated. Failure to present transcripts and other admissions requirements at the time designated may result in dismissal. No transfer student is officially enrolled until all college transcripts have been received and evaluated.

Prior to registration, students transferring to Highland Community College are required to submit official transcripts of all credits earned at other institutions. The College Registrar will evaluate successfully completed coursework from accredited institutions. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation, but will not be counted in the calculation of the GPA except as it relates to the awarding of honors. A transfer student must complete the last sixteen (16) credit hours at Highland Community College to be eligible for graduation.

**Former Highland Community College Students:**
Former Highland Community College students in good standing who have not attended another college do not have to apply for readmission.

**Kansas Resident:**
For the purpose of admission, Kansas applicants must be residents of the State of Kansas per Article 25, 91-25-1a, Regulations for Determining Residence of Tuition Purposes for Community Colleges. In addition, applicants must meet one of the following:

1. Be a graduate of an accredited high school or a recipient of a general educational development (GED) diploma.
2. Be a high school first semester junior or higher student from an accredited high school with a written recommendation for early college enrollment from the high school principal.
3. Be a student in grades nine through twelve enrolled in a Gifted Program (verified by the Program Director), who has been recommended for early college enrollment by the high school principal. A copy of the student's IEP should be sent to HCC.
4. Persons 18 or over who do not have a high school diploma or GED diploma may be admitted with special student status. However, students cannot graduate until they have met the entrance requirements.

**Out-of-State Applicants:**
For the purpose of admission, out-of-state applicants are defined as all persons who are not a resident of the state of Kansas, but are a citizen or permanent resident in another state within the boundaries of the United States. Out-of-state applicants must meet the same criteria as listed for ‘new students’ in addition to:
1. Be a graduate of an accredited high school and rank in the upper two-thirds of the graduating class OR 
2. Have a minimum 2.00 GPA on a four point scale OR 
3. Have a composite score of 14 or higher on the ACT test (660 on the SAT). 
4. Be a recipient of a GED diploma with a test average of four hundred and fifty.

**International Applicants:**
For purposes of admission, international applicants are defined as all persons who are not citizens or permanent residents of the United States. An international applicant must meet ALL of the following requirements.

1. Submission of required admissions application and following materials and credentials **at least three months prior to the beginning** of the semester for which application is being made. 
2. Submission of transcripts from all secondary schools and universities attended, with certified English translations and U.S. course equivalencies. Students, who wish to have foreign coursework accepted for credit at Highland, must have their foreign credits evaluated by an accredited, independent agency such as World Education Services (www.wes.org), Educational Perspectives (www.educational-perspectives.org), or Educational Credential Evaluators, Inc. (www.ece.org). Transcripts from U.S. institutions should be sent in a sealed envelope directly from the institution to Highland’s Registrar Office. Student must have a 3.0 minimum GPA on a four point scale in secondary school.
3. Submission of evidence of the ability to communicate in English, which will permit reasonable academic progress, through the following methods: 
   a. Completion of a minimum of 15 weeks in an approved Intensive Language Center.
   b. A score on the Test of English as a Foreign Language (TOEFL) of one of the following: 
      • 500 (paper-based)
      • 173 (computer-based)
      • 61 (internet-based)
4. Submission an affidavit of support from a sponsor in the United States or abroad. A financial statement from a bank is suggested. 
5. Payment of $150 housing deposit and signed housing contract for HCC Campus apartments or provide written verification from a sponsor living within 30 mile radius of Highland campus or campus student is planning to attend. 
6. Payment of a $100 I-20 processing fee, which is credited toward fees in the semester for which the I-20 is issued.

Before receiving F-1 visa, student must pay the $200 SEVIS fee for the I-901 document online at [http://www.ice.gov/sevis/i901](http://www.ice.gov/sevis/i901).

After arriving on campus and before enrolling, student must: 
7. Provide proof of adequate health insurance, which includes coverage for medical evacuation, repatriation, and medical coverage while in US.
8. Provide copy of F-1 Visa to Student Services Office.
9. Provide a negative TB test obtained within the US. TB skin tests are valid for 24 months. TB chest X-rays are valid for exactly 5 years. A paper screening is required each year to know if further testing or medication is needed. Students with an x-ray must see a health professional for a review each year. A retest before the test expires is required or the student will not be allowed to enroll and/or attend classes.

**10. Withdrawal from the College**

11. The withdrawal from the college is official when a withdrawal application has been received and approved by the Vice President for Student Services. The student is required to forfeit the Highland Community College identification card and all privileges as a student at the College.

**Kansas Army National Guard and Reservists:**
Members of the Kansas Army National Guard can attend Highland Community College under an agreement between the Kansas Army National Guard and the Kansas community colleges. The agreement allows Guard members to transfer military training and experiences under the recommendations of the American Council of Education (ACE) to Highland Community College and to gain credit through the College Level Examination Program (CLEP).

Generally, the Guard member must earn a minimum of sixty-three credit hours of which sixteen (16) hours must be in residency (on campus, regional site, or online) at Highland Community College. Guard members must earn the sixteen hours within two years of their graduation date.
Credit by Assessment
Highland Community College accepts College Level Examination Program (CLEP) credits by examination. The CLEP permits students of any age or education level to gain college credit, following satisfactory completion of CLEP examinations. Highland Community College serves as a testing center along with other community colleges, colleges, and universities around the United States.

College-Level Examination Program (CLEP)

CLEP exams offered are sufficiently challenging to an individual that has a significant background in the subject area. Study guides with sample test questions are available online at www.collegeboard.com.

Highland Community College is a CLEP Open Test Center. This means that the CLEP Administrator will administer the CLEP examinations upon receipt of the completed “Request for College Credit” form and fees from the individual requesting the service. However, students seeking a degree program from HCC are reminded to review institutional policies concerning CLEP credit and confer with the Registrar for permission to test.

Registering for CLEP Exams.
1. Obtain a “Request for College Credit” form, available in the Irvin Hall Resource Center or by calling (785) 442-6058.
2. Discuss taking a CLEP examination with the Registrar. If agreeable, then the Associate Vice President for Student Services and the Registrar must sign the “Request for College Credit” form.
3. Take the completed “Request for College Credit” form and two checks: one payable to CLEP for the amount of the exam(s) ($77.00 each) and one payable to Highland Community College for the amount of the administrative fee ($15.00). $92.00 per exam total (except essay). Credit cards may also be used. (English Literature and American Literature ONLY require the additional $10.00 essay scoring fee.
4. Schedule a date and time with the Associate VP for Student Services to take the test.

HCC "CLEP" Policy

Subject Examinations
1. The Registrar must grant approval for a student (those seeking a degree from HCC) to take a subject level exam on the basis of an interview.
2. A passing score on the examination shall be the mean score achieved by "C" students in the national norm sample.
3. CLEP subject level credit is accepted in transfer from other accredited colleges and universities and at their level (score) of acceptance.
4. Sixteen (16) semester hours of credit is the maximum allowed toward a degree program through CLEP. Credit can be used to meet course requirements in a major field of study, general studies program or other appropriate areas.
5. CLEP credit earned does not count toward course load in any term.
6. Students who fail a course offered by Highland Community College cannot be approved for a CLEP subject examination covering similar content.
7. Subject examinations may be repeated with written authorization obtained in advance from the College Entrance Examination Board (CEEB), once within a 12-month period but no sooner than six months after the student was last tested.

Highland Community College will accept CLEP credit for the following courses if the scores meet the minimum score required for each course. Minimum scores are the credit-granting scores recommended by the American Council on Education. No more than sixteen (16) credit hours of CLEP credit will be accepted at HCC. The Registrar must grant approval for a student (those seeking a degree from HCC) to take a CLEP exam on the basis of an interview. A student's transcript will designate all credits earned through CLEP.

College-Level Examination Program (CLEP) Guidelines for Awarding College Credit for CLEP Subject Examinations

<table>
<thead>
<tr>
<th>Subject Examinations</th>
<th>HCC Course Equivalent</th>
<th>Minimum Acceptable Score</th>
<th>Amount of Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
American Government  POL100  50  3
History of the United States I  HIS101  50  3
History of the United States II  HIS102  50  3
American Literature  ENG202/ENG209  50  6
Biology*  BS101  50  5
Calculus  MAT106  50  3
Chemistry*  PS111/PS112  50  10
College Algebra  MAT104  50  3
College Composition  ENG101  50  3
English Literature  ENG212/ENG213  50  6
Introduction to Educational Psychology  PSY201  50  3
Introductory Psychology  PSY101  50  3
Human Growth & Development  PSY205  50  3
Principles of Management  BUS201  50  3
Financial Accounting  BUS200  50  3
Introductory Business Law  BUS205  50  3
Principles of Macroeconomics  BUS203  50  3
Principles of Microeconomics  BUS204  50  3
Principles of Marketing  BUS210  50  3
Introductory Sociology  SOC101  50  3
Spanish Language  Varies  Varies  Varies
Western Civilization I  HIS103  50  3
Western Civilization II  HIS104  50  3

* This CLEP test does not give credit for having taken a science with a laboratory class.

Retention of Records
Credentials of applicants who do not register for the term to which they have been admitted are normally retained by the Student Services Office for a period of 30 days from the opening of the semester. After 30 days, credentials on file are discarded unless you notify the office of your continuing interest in HCC.

V Registration

General Information
A normal full-time load of classes consists of twelve (12) to eighteen (18) credit hours. Students enrolled in fewer than twelve (12) are considered part-time students. Students may register for up to eighteen (18) credit hours per semester (or 12 credit hours over an 8 week summer session or 6 hours over a 4 week summer session). Students wishing to enroll in more than eighteen (18) credit hours must obtain the Vice President for Student Services’ approval. Visit the website at http://www.highlandcc.edu for the overload approval form.

Campus Registration Procedure
Class schedules showing the days and hours that courses are offered are available prior to each registration period. The class schedule is also located on our website at [www.highlandcc.edu](http://www.highlandcc.edu). Dates and hours published are set by the College. Questions concerning registration times and dates should be directed to the Student Services Office.

Registration is available when the class schedule is printed and posted, to current students, in good academic standing after midterm grades, and new students that have submitted all required admissions documents; official transcripts, etc. Registration is available for all students on a first-come, first-serve basis.

**Assessment and Advisement**

Entering freshmen are encouraged to take either the ACT or SAT assessment prior to registration. Students who have not taken the ACT or SAT assessments will be required to take the ACT ASSET or COMPASS assessment in mathematics, English, and reading. All campus students will be assigned an advisor who will use these scores to place students in the appropriate level course(s). Regional and online students will be advised and assessed based on their assessment scores.

**College Success and Orientation Classes**

College Success and Orientation classes are scheduled to introduce all new students to the programs and requirements of the College. Attendance is mandatory. These sessions are specifically organized to help answer questions about admissions, registration, enrollment, and program planning. All new Highland Community College students are required to complete AB114 Agriculture Orientation (2 credit hours) or COL 103 College Success and Orientation (1 credit hour). These classes orient the student to the College.

More facts about orientation:
- Must take the course before enrolling in the twenty-fifth (25) credit hour.
- Students transferring more than thirty (30) hours into Highland Community College are not required to take orientation.
- Students who have already taken a similar course are not required to take orientation.

**To Register**

1. Students not enrolled at Highland Community College the semester prior to the current enrollment will need to complete and submit an Application for Admission (former students will have records on file).
2. Complete assessment and advisement.
3. Submit enrollment information to the Registrar (students will receive a printed schedule of their classes).
4. Payment – All tuition and fees are due at the time of registration.

**VI Tuition and Fees**

**Current Tuition and Fees**

The following tuition and fees, in compliance with the laws of the state of Kansas and adopted by the Highland Community College Board of Trustees, are effective as of the 2011 summer semester. **Any and all of these are subject to change at any time by the Board of Trustees.** To determine the amount due from your semester charges, Highland Community College will total all charges (tuition, all fees, room and board) and subtract verifiable financial aid (Pell, SEOG, loans, scholarships) and advance payments. If the student has a prior semester balance due that student will not be allowed to enroll until the prior semester’s balance is paid in full. All tuition and fees are payable at the time of registration. Payment may be made with cash, check, or credit card (MasterCard or Visa only).

**Campus/Regional Tuition Per Credit Hour**

- Doniphan County Kansas Resident.......................... $47.00
- Kansas Resident ...................................................... $60.00
Out-of-state border area Resident .................. $73.00
Out-of-state Resident .................................. $111.00
International Resident ................................ $255.00

Technical Center Tuition Per Credit Hour
  Kansas Resident .................................. $88.00
  Nursing Kansas Resident ....................... $98.00
  Out-of-state Resident ......................... $228.00

Online Tuition Per Credit Hour (there are no additional fees for online)
  Kansas Resident .................................. $116.00
  Out-of-state Resident ......................... $142.00

Campus Instructional Fee ............. $7.00 per credit hour
Regional Instruction Fee ............. $16.00 per credit hour

Textbook Rental ......................... $11.00 per credit hour

NOTE: All textbooks must be returned within two weeks of the end of final exams. Students who do not return their rented textbooks will be charged for the cost of the books.

Campus/Regional Student Fee ..... $27.00 per credit hour

Additional Fees
  Laboratory variable
    NOTE: Some laboratory courses require additional fees
  Consumable supplies variable
    NOTE: Some courses require consumable supplies

  Graduation .................................. $50.00
  for additional degrees there is a $25.00 charge.
  Late Registration .......................... $30.00
  I-20 International Student .............. $100.00
  Promissory Note ........................ $25.00
    (For partial Housing/Meal Plan payment deferment)

WorkKeys Assessment
WorkKeys Assessments are available for students applying for technical programs. The assessments cost $10.00 each for reading and mathematics.

Third Party Payments
Payments made by a third party vendor will have the option of deferred billing. A student must complete a promissory note and attach a letter from the vendor indicating they will cover the cost of the account due. The College will bill the vendor. Should the vendor not pay the account in full, the student is responsible for any balance remaining.

Financial Aid
Students receiving financial aid may defer payments until financial aid is received. Off-campus students must have a Highland Community College Financial Aid Award Letter. A promissory note must also be completed.
On-campus students with completed financial aid packages will have the aid applied to their account balances. If there is any balance remaining after tentative financial aid is applied to the account, the student is responsible for payment in full.
Billing
Students with outstanding balances will receive monthly statements indicating amount due.

Collections
Accounts with outstanding balances beyond ninety (90) days will be sent to a collection agency.

Refunds and Withdrawals
1. If HCC cancels a course, the student will receive a full refund of tuition paid.
2. 100% refunds are given on student-initiated withdrawals within the first week of classes. (1st week is defined as 3 hours of class time in a 3 hour class; 5 hours of class time in a 5 hour class; and 1 hour of class time in a 1 hour class.)
3. 50% refunds are given on student-initiated withdrawals within 2 weeks of the class beginning. (2 weeks is defined as 6 hours of class time in a 3 hour class; 10 hours of class time in a 5 hour class; and 2 hours of class time in a 1 hour class.)
4. 0% refunds are given at the beginning of the 3rd week of classes. (3 weeks is defined as attending 7 hours in a 3 hour class; 11 hours in a 5 hour class; and 3 hours in a 1 hour class.)

Campus students should contact the Registrar's office, regional students must contact the regional site coordinator and online students must send an email to www.hcconline@highlandcc.edu to process withdrawals. Refunds will be determined according to Federal Financial Aid regulations. Highland Community College will use the institutional policy or the ‘Return of Title IV Funds’ formula issued by the U.S. Department of Education.

Housing and Food Service
On-campus apartment-style housing is available at Highland Community College on a first come basis. A completed contract and a one hundred fifty dollar ($150.00) deposit will hold a housing space as received. Summer on-campus housing is also available at an affordable rate. Contact the Student Services Office for details at (785) 442-6020.

The one hundred fifty dollar ($150.00) deposit is a refundable damage deposit. Students must complete a required check out procedure with the College staff (to confirm status of the room and contents). Pending the results of the check out procedure and other debts to the College, a refund will be sent within forty-five (45) days of the end of the academic year.

Each housing contract includes seven meals per week in the Highland Community College cafeteria. A student may opt to purchase a ten-meal or seventeen-meal plan. The contract also includes paid utilities, cable television service, and Internet access.

Housing/Meal Costs Per Semester
(Subject to change by the HCC Board of Trustees)

<table>
<thead>
<tr>
<th>Housing Unit</th>
<th>10-Meals</th>
<th>17-Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Avenue Apts.</td>
<td>$2510</td>
<td>$2635</td>
</tr>
<tr>
<td>Campus Apts &amp; Ellis (double)</td>
<td>$2410</td>
<td>$2535</td>
</tr>
<tr>
<td>Rubeti/Heritage Hall</td>
<td>$2330</td>
<td>$2455</td>
</tr>
<tr>
<td>Ellis Hall (private)</td>
<td>$2660</td>
<td>$2785</td>
</tr>
<tr>
<td>Piper/Prairie Hall (private)</td>
<td>$2810</td>
<td>$2935</td>
</tr>
<tr>
<td>Meal Only (includes flex $)</td>
<td>$1010</td>
<td>$1135</td>
</tr>
</tbody>
</table>

VII Financial Aid & Veterans’ Affairs
**Getting Access to Financial Assistance**

The Financial Aid Office assists students in gaining access to available sources of financial assistance to complete their college program. Federal, state, and local governmental agencies fund an assortment of financial assistance programs. Funds may also be obtained from various private businesses, foundations, or other philanthropic organizations. However, students are rarely able to find enough resources to fully fund the complete cost of college attendance and should be aware that the primary responsibility for financing educational expenses belongs to the student and his/her family.

**Eligibility Requirements for Federal Financial Aid**

As of January 1, 1991, all successful federal financial aid applicants, in addition to meeting institutional admission requirements, must have earned a high school diploma or recognized equivalent at the time of admission.

Successful applicants for federal and state financial aid programs must also:

1. Establish a “complete” financial aid file.
2. Meet current federal and state guidelines for financial need.
3. Be a U.S. citizen or eligible nonresident.
4. Enroll as a regular student in an eligible program with the objective of earning a degree or certificate in a program leading to a recognized field or occupation.
5. Maintain satisfactory academic progress as defined by the college.
6. Be neither in default on, nor owe a refund or repayment on a federal grant or education loan.
7. Have lawfully complied with Selective Service Registration procedure.

**How Financial “Need” for Federal and State Programs is Determined**

Financial need is the difference between the cost of attendance (COA) at Highland Community College and the amount the student and/or the student’s family can reasonably be expected to contribute to the cost. This “family contribution” is computed on the basis of documented income and other related information (family size, number of family members in college, family assets etc.) that must be furnished by every applicant completing the Free Application for Federal Student Aid (FAFSA). The data are used in a Congressionally approved needs analysis formula which determines Effective Family Contribution (EFC). This figure can be found on the Student Aid Report (SAR) and is used by the College to determine the total amount of financial aid one can receive.

After an application for financial aid is processed, depending on the availability of funds, the Financial Aid Office will put together an individualized package, a combination of available funds based on the applicant’s computed EFC, and the institution’s scheduled cost of attendance (COA), or student budget.

**How to Apply for Federal and State Financial Aid Programs**

Complete the Free Application for Federal Student Aid (FAFSA), and mail it to: Federal Student Aid Programs, P.O. Box 4008, Mt. Vernon, IL 62864-8615, or file the application electronically at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov). When completing the FAFSA, it is important to indicate Highland Community College as the first school choice (Section 6, Question #86). Depending on the method of application, the applicant should receive a response from the processor within two to six weeks. The FAFSA is used for all federal, most state, and some independently funded financial aid programs. The website, Financial Aid Office at Highland Community College, and most high schools and public libraries can provide the application.

Provide the Financial Aid Office with:

1. All requested documents to verify income, citizenship status, household size, and other essential data elements.
2. Verification of compliance with Selective Service Registration procedures, upon request.
3. Documentation of a valid social security number, upon request.
4. A completed Highland Community College application for financial aid.
5. All other requested documents related to verification of your eligibility for financial aid funds.
Financial Aid Programs

Federal Work Study Program:
The Federal Work Study Program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

Grants

Federal Pell Grant:
Pell grants are federal funds intended to provide the basis for a student’s financial aid package. An eligible student may currently qualify for a maximum award of $5,550.00 a year, for full-time enrollment, to help cover the cost of tuition, fees, books, living expenses, and transportation. The actual amount of the grant will depend on hours enrolled and demonstrated need.

Federal Supplemental Educational Opportunity Grant Program (FSEOG)-FSEOG federal funds supplement Pell grant awards for students with exceptional financial need. Students are offered these awards on a “first-come, first-served basis,” depending on certified eligibility, demonstrated need, and availability of funds.

Awards:
Highland Community College offers a variety of awards. The sources of these funds include the state, the College, and private donors. Awards are available in the academic, performance, and athletic areas. For information containing a complete list of awards and requirements, please see the website at www.highlandcc.edu.

Loans:
William D. Ford Federal Direct Loan Program-Highland Community College participates in the federally-sponsored Direct Loan Program commonly known as Stafford Loans. Students demonstrating need may be eligible to receive a subsidized Stafford Loan with interest paid by the federal government while the student is in school. Students who do not demonstrate need based upon their Free Application for Federal Student Aid (FAFSA) may qualify for an Unsubsidized Stafford Loan. Although the student may defer payment of interest on the loan until after leaving school, he or she remains responsible for all interest that accrues from the disbursement date of the loan. Students apply for these programs by completing the FAFSA and meeting all other institutional, federal, and state academic and financial aid eligibility requirements. The student borrower must repay loan funds.

Independent Funding Sources:
Students who do not qualify for federal and state need-based programs are encouraged to inquire about possible referrals for other independently administered award, grant, and loan programs. There is an extensive list of award and grant offerings posted on the announcement bulletin boards maintained in the Student Resource Center.

Veterans’ Educational Benefits
The Registrar’s Office also provides administrative assistance to obtain benefits for veterans enrolled at Highland Community College. Some of the programs eligible veterans may participate in at Highland Community College include:

Benefits Sponsored by the Department of Veterans’ Affairs
1. G.I. Bill provides monthly stipend
2. Veterans’ Dependents Allowance Educational benefits for dependents of deceased or disabled veterans
3. Vocational Rehabilitation Benefits for occupational retraining
4. Tutorial Assistance

Eligibility requirements vary. The application is available on the GI Bill website at www.gibill.va.gov.
Things to Remember
Each year, financial aid from various sources is available to eligible students. The College administers a variety of federal, state, and local programs, as well as providing computerized search programs and application materials for an assortment of private scholarship and grant sources. The Highland Community College Financial Aid Office staff is eager to answer students’ questions and provide assistance to students in determining their eligibility for available funds. A major source of funding for educational programs is obtained through federal and state governmental agencies. There are many regulations, forms to complete, and deadlines to meet. The Financial Aid staff will only ask for documents necessary to determine eligibility for financial assistance. All information students provide will be held in confidence as required by the Family Educational Rights and Privacy Act of 1974. We try to prevent any duplication of effort and work as quickly as possible.

The Financial Aid Application Process
Follow these guidelines to make the application process easier:
1. Apply early! Gather the requested documents and submit an application well before the published deadlines so there is time to resolve any problems.
2. Students and their parents must maintain copies of IRS tax forms, Social Security or Pension Benefit Letters or other official documents needed to complete the application and verify family income.
3. Read all instructions carefully before completing your application. Ask for help if necessary.
4. Make certain the student’s mailing address is reported accurately, and report any change of address.
5. Don’t leave items blank. If the answer is zero, enter zero (0).
6. When mail is received from the College, the Department of Education, the State Scholarship Commission, or other similar agencies, open immediately, read carefully, and respond promptly.
7. Even if the student receives financial assistance, that aid will rarely cover all expenses while attending college. The student will be expected to contribute some portion of the total cost.

Admission Requirements for Financial Aid Eligibility
According to the Higher Education Technical Amendments Act of 1987, students admitted to Highland Community College after July 1, 1987 without a high school diploma or GED diploma are required to meet one of the conditions below to maintain financial aid eligibility:
1. To have earned a GED prior to the completion of a course of study, or by the end of the first year of the course of study, whichever is earlier.
2. To have successfully completed an institutionally prescribed remedial program within one school year, if recommended after being tested and advised by the College.

Students who do not require either of the above are not affected by the “ability to benefit” provision of the law.

Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility
Federal regulations require that students receiving Federal Financial Aid, including Pell Grants, Supplemental Educational Opportunity Grants, Federal Work Study, and Federal Direct Student Loans, maintain satisfactory academic progress towards a degree or certificate in order to be eligible to receive Federal aid. Progress will be measured at the end of each semester according to three factors: 1) a semester and cumulative grade point average (GPA); 2) completion of credit hours; 3) and the time frame allowed for completing a certificate or degree.

Students in Good Standing
Students maintaining the following minimum criteria will be in good standing for Federal Aid purposes.

1) GPA - A minimum 2.0 GPA measured by semester and cumulative credit hours. All hours except for developmental and audit hours are counted in a student’s GPA. Developmental hours are included as hours paid and passed, but are not calculated in the GPA. Audit hours are NOT considered for financial aid.
2) Minimum Completion Rate
Students must complete 67% of all hours attempted. This will be measured by semester and cumulative hours. Completion rate is calculated as follows:

\[
\text{Completion Percentage} = \left( \frac{\text{Hours completed}}{\text{Hours attempted}} \right) \times 100
\]

3) Maximum Time Frame 150% - Two-year degree seeking students may not receive financial aid for more than 150% of the required hours to complete a degree. At HCC, students may not receive Federal aid for more than 95 hours.

Calculation: HCC degrees require students to complete 63 credit hours. 150%*63=94.5 (rounded to 95).

Warning Status
Students who have been in good standing, but fail to meet the minimum requirements stated above will be placed on warning for the following semester of attendance, but will continue to receive Federal Financial Aid. During the warning semester, students must attempt and complete a minimum of six hours. At the end of the warning semester, students must have a semester and cumulative 2.0 GPA and must have a 67% cumulative completion rate. There is no Warning status for students who have exceeded the Maximum Time Frame of 150%. Additionally, there is no warning status for students receiving all “F’s,” “W’s,” or “WF’s” during any semester of attendance. These students will go directly into suspension status.

Transfer students or students with prior college credit hours at Highland Community College who fail to meet the required HCC SAP policy will be placed on warning for the first semester of attendance at HCC.

Suspension Status
Suspension means that a student’s eligibility for Federal grants, direct loans, and federal work-study has been suspended due to not making Satisfactory Academic Progress. Suspension from Federal Student Aid will occur if a student on Warning or Probation (see below) does not meet the requirements for Good Standing. Suspension will also occur if a student has exceeded the Maximum Time Frame stated above. Students will be able to attend HCC if reinstated (see below).

Reinstatement
Students who are suspended from financial aid will receive a suspension notification letter at the end of the semester. There are two ways that a student may be reinstated.

1. Appeal - Students with documented mitigating or unusual circumstances may complete an online appeal form and submit appropriate documentation requesting reinstatement from the Satisfactory Academic Progress Committee. The decision of the committee is final. Students should submit their appeal form and documentation any time after receiving notice of suspension (or withdrawing) and no later than midterm of the semester before they want to reenroll. Allow approximately three weeks for processing. SAP appeals will be approved only once per academic career.

2. Self-Reinstatement - If there is not an extenuating documented circumstance to appeal or if the appeal is denied, a student may be reinstated after successfully completing and paying for one semester of credit at Highland Community College. In that semester, the student must attempt and complete a minimum of six hours with Highland Community College, have a semester and cumulative GPA of 2.0, and have a 67% cumulative completion rate. (Students may enroll in more than 6 hours and must complete all hours attempted during this period.) If a student owes a repayment of overpayment of Federal Student Aid, it must be taken care of before they can regain eligibility for additional Federal Student Aid. Student account balances must be paid in full before financial aid can be reinstated.

Students on suspension for Maximum Time Frame cannot appeal or self-reinstate, but must submit a separate Pace Appeal Form.

Probation
Probation occurs when a suspended student submits an appeal form to the SAP committee and the appeal is granted. Probation students will be eligible for federal aid for one additional semester. After the probationary semester students now meeting the required SAP standards will be placed back in Good Standing and will have their financial aid reinstated upon written request to the Director of Financial Aid. Students not meeting the required standards will no longer have the option to receive financial aid at HCC. Students may be allowed to attend HCC by paying for their education.
Maximum Time Frame
Students who have exceeded the 150% maximum time frame, as stated above, will need to submit a Pace Appeal Form. Students who do not have a 2.0 GPA or 67% completion rate will not be considered for a Pace Appeal. Pace Appeals are not reviewed until all previous college transcripts have been received and reviewed. Students must report all other colleges they have attended to the Financial Aid office. The Pace Appeal form will be reviewed in conjunction with the Academic Advising office to determine hours needed for degree completion or transfer. Students may be funded for the number of hours needed at HCC to finish their degree or hours needed for the degree completion institution. If students take classes not needed for their degree or transfer degree, then they will not have enough financial aid to complete. If a student runs out of fundable hours OR it is determined that no hours are needed, then the student is not eligible for additional financial aid. There is no appeal once a student is out of fundable hours. Students will not be allowed fundable hours for repeated, failed, or withdrawn classes.

Repeated Coursework -- Passed Courses
Students needing to retake a previously passed course can receive financial aid for one additional attempt. A, B, C, or D is considered passed, regardless of the program of study.

Transfer Credits
All previous college attempted and completed coursework will be counted when determining a student’s GPA, minimum completion rate, and maximum timeframe. Per federal regulations all hours must be counted regardless whether the student received financial aid for those hours or not.

HCC Student Status Definitions for Continued Attendance & Financial Aid Eligibility

Good Standing: Students who have a 2.0 semester and cumulative GPA; have completed 67% of all attempted hours; and have not attempted more than 95 cumulative hours, will be eligible to receive financial aid.

Warning: Students who fail to meet the minimum good standing requirements listed above, but may enroll and may receive financial aid for one semester to be given the opportunity to get back in good standing.

Suspension: Students will not receive financial aid because they did not make satisfactory academic progress, even after the warning status period or have attempted more than 95 total credit hours. Students on suspension cannot enroll at HCC until they have requested reinstatement either by being granted an appeal or by self-reinstating.

Probation: Students who have been suspended for not meeting SAP, but applied for reinstatement and have been granted an appeal by the SAP committee. These students are eligible to enroll at HCC and are eligible for financial aid for one additional semester with the goal of earning the student in good standing status.

Self-Reinstatement: Students who have been suspended for not meeting SAP, but

a) requested an appeal for reinstatement that was denied by the SAP committee and now agree to take, pay for, and complete a minimum of six hours with the goal of getting back to the good standing student status. (May take additional hours, but must complete all hours in which they are enrolled.)

b) have applied to be self-reinstated and agreed to take, pay for, and complete a minimum of six hours with the goal of getting back to the good standing student status. (May take additional hours, but must complete all hours in which they are enrolled.) Students who are self-reinstated may enroll at HCC, but are not eligible to receive financial aid.

Obligations to the College
Students may be prohibited from registering and/or receiving grade reports and transcripts for reasons falling within the following general categories.

Financial/Materials: A properly authorized agent of the College may restrict a student who has failed to meet financial obligations or to return library or other materials to the College.
Judicial: The Vice President for Student Service may suspend or place on disciplinary probation following due process a student who has failed to honor the Highland Community College Standards of Conduct (see Student Handbook).

Condition of Registration: The Admissions Office may restrict a student who has not fulfilled a duly established condition of registration.

VIII College Regulations

The Student’s Program
Twelve semester hours are considered to be a minimum full-time load during Fall and Spring terms. Fifteen semester hours are the normal full-time program, and eighteen is maximum. Twelve hours is considered to be full-time for the summer term. Students wishing to exceed the eighteen or twelve hour limits must apply to the Vice President for Student Services for approval.

Students are expected to spend at least two hours in preparation for each hour of class session. For twelve semester hours, at least twenty-four hours per week should be budgeted for class preparation. Laboratory hours meet one and a half-hours of instruction per week for one hour of credit. Other instruction may vary with each program.

Highland Community College reserves both the rights to restrict a student’s program to less than full-time and even to assign a course. Such decisions may be based on a review of the student’s previous academic record, on results of tests given at the time of registration, or on commitments outside of the College. The purpose of this restriction is to meet better the needs of each student.

Students who are employed and attending school should consider carefully the number of hours they undertake in order to ensure that they have sufficient study time.

The College reserves the right to select from the courses listed in this catalog those that can be offered during any session. Further, the College reserves the right to change any of its offerings or regulations without previous notice.

Responsibility of the Student
It is the student’s responsibility to meet course prerequisites and graduation requirements. Students who plan to complete the admission and graduation requirements of a transfer institution should refer directly to the catalog of that institution and the transfer guidelines. In addition, students are encouraged to contact the Student Resource Center in Irvin Hall for assistance.

The curricula of Highland Community College are described in this catalog. The College offers a number of resources to assist students in planning their educational programs. Academic Advisors are available, but it is the student alone who makes final choices and assumes responsibility for decisions and actions.

Academic Standards
Academic Integrity: Highland Community College faculty and students have the responsibility to maintain high academic standards. Academic dishonesty by students, which is not limited to cheating, fabrication, plagiarism, or facilitation of academic work, is reason for disciplinary action. Students should submit their own academic work. Faculty should not facilitate or leave unreported academic dishonesty by the student.

Every instructor will:
• State clearly in the first-day handout his/her personal policy about academic dishonesty and the consequences for such actions.
• List examples of academic dishonesty and how those specific acts will be handled (not all acts of academic dishonesty can be anticipated and this list is not all inclusive).
• Send his/her policy (first-day handout) to the chief academic officer or appropriate regional coordinator for review and acceptance.

The penalties should range from taking away partial or all points/credit on a given assignment, test, quiz, or lab to removal from the course. If the student is dropped from the course, a grade of “W” will appear on the academic transcript. In all cases of academic dishonesty, the instructor will visit with the student about the event and the punishment to be invoked. When the instructor feels it’s necessary to remove a student from their class, a drop/add form will be completed and forwarded to the chief academic officer along with an explanation of the event.

The student may appeal the decision of the instructor to the chief academic officer. Thereafter, the student or instructor may appeal the decision of the chief academic officer to the President of Highland Community College. The President’s decision will be final.

**Classroom Disruptions:**

No acts of disruption in the classroom will be tolerated at Highland Community College. If students are being disruptive, they are violating the rights of others to an educational atmosphere, interfering with the operations of the College, and/or being insubordinate to College authorities.

Every instructor will:

• State clearly in the first-day handout his/her personal policy about disruptive acts in accordance with their expectations of their students.
• List examples of disruptive acts and how those specific acts will be handled (not all acts of disruption can be anticipated and this list is not all inclusive).
• Send his/her policy (first-day handout) to the chief academic officer or appropriate regional coordinator for review and acceptance.

Situations which demean, embarrass, sexually harass, or threaten the life or physical safety of others will not be tolerated and the instructor will drop the student from the class. A grade of “W” will appear on the academic transcript.

For other such disruptive acts, removal from the classroom the first time will serve as a warning to the student to discontinue the offending behavior(s) in any and all future class operations. Although no written record of this warning is required by the administration, it may be prudent for the instructor to keep one. The student is encouraged to discuss the situation with the instructor before the next class session.

A second offense by the student of disruptive behavior (which may or may not be the exact same offense as the first) will result in the student being removed from the course for the semester. A grade of “W” will appear on the academic transcript.

When the instructor feels it is necessary to remove a student from the class, a drop/add form will be completed and forwarded to the chief student services officer along with an explanation of the event.

The student may appeal the decision of the instructor to the chief student services officer. Thereafter, the student or instructor may appeal the decision of the chief student services officer to the President of Highland Community College. The President’s decision is final.

**Attendance Requirements (Non-Technical Program Students):**

Students who do not attend at least one session of each course for which they are enrolled, by the end of the second week, will automatically be dropped from that course.

Students may be dropped from a course when they are failing the class AND have absences totaling 20% of the class. The following guidelines will be observed.

20% of the following classes would be:

• 5 credit hour class – 15 hours
• 4 credit hour class – 12 hours
• 3 credit hour class – 9 hours
• 2 credit hour class – 6 hours
Instructors will define in their first day handout the equivalent number of absences equaling 20% for their course. Instructors will maintain course attendance for each student on MyHCC. However, attendance is the student’s responsibility. Absences due to College sponsored activities will not be counted in the 20%. No absence, whatever the reason, relieves the student of responsibility for completing all work assigned. Students dropped before the last day to withdraw from classes will receive a “W” on their transcript. Students dropped after the last day to withdraw from classes will receive a “WF” on their transcript.

Attendance Requirements (Non-Technical Program Students):
Students who do not attend by the end of the second week will automatically be dropped from the program in which they are enrolled.

In order to develop the discipline and workplace habits successful in the world of work, students are expected to attend class. Students are required to take responsibility for providing instructor advance notice of any absence and are responsible for making up any work they have missed.

Full Time Student Attendance Policy-Student attending the Technical Center full time are in session 6.24 hours per day. Full time students missing 62 hours in one semester will be dropped from the program. Students dropped before the last day to withdraw from classes will receive a “W” on their transcript. Students dropped after the last day to withdraw from classes will receive a “WF.”

Part Time Student Attendance Policy-Students attending the Technical Center part time are in session 3.12 hours per day. Part time students missing 31 hours in one semester will be dropped from the program. Students dropped before the last day to withdraw from classes will receive a “W” on their transcript. Students dropped after the last day to withdraw from classes will receive a “WF.”

Students will be informed about poor attendance at three intervals during the semester. These intervals are:

- After 24 hours of absence for full time and 12 hours of absence for part time students the instructor and/or student services personnel will meet with the student to provide verbal warning.
- After 48 hours of absence for full time and 24 hours of absence for part time students the instructor and/or student services personnel will meet with the student to provide written notification.
- After 62 hours of absence for full time and 31 hours of absence for part time students the instructor and/or student services personnel will meet with the student to complete withdrawal forms.

Any student, attending full or part time absence for five (5) consecutive days will be dropped from the program.

Course Load and Credit Hours
The credit hour is the unit by which the College measures course work and calculates tuition charges. Most Highland Community College courses meet for three instructional hours a week and carry three-semester hours’ credit. Students enrolled for 12 or more credit hours are considered full-time (16 semester hours is needed to complete a degree program in two years); a course load of 11 hours or less is part-time enrollment. Highland Community College reserves the right to restrict students to less than full-time programs or to assign students to specific courses on the basis of placement test results, on the basis of a review of students’ previous academic records, or on the basis of such other criteria as the College deems appropriate.

Students may not normally register for more than eighteen (18) credit hours per semester (or twelve credit hours over an eight week summer session or six hours over a four week summer session). Those wishing permission to exceed these credit-hour limits must apply and obtain permission from the Vice President for Student Services. The request for overload form may be found under resources at our website, www.highlandcc.edu. Students uncertain about the course load appropriate to their particular circumstances are urged to speak with an Academic Advisor.

Course Syllabus
Course syllabi containing a description of a class, noting prerequisites, course content, number of hours, etc. are available on the website. During the first week of class, the instructor will provide a first day handout which includes an outline of course goals, competencies, methods of instruction, course content, reading materials, grading practices, class policies and the attendance policy.

**Scholastic Honors**

**President's Honor List:**
Students completing a minimum of twelve credit hours within a semester and achieving a semester grade point average of 4.0 are placed on the President's Honor List.

**Dean's Honor List:**
Students completing a minimum of twelve credit hours within a semester and achieving a semester grade point average of 3.5 or higher (with no grade lower than a "C") are placed on the Dean’s Honor List. The scholastic honors lists are issued at the end of each semester.

**Grade Designations**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 per credit hour</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Minimum Passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0 – not counted</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>0 – not counted</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>0 – not counted</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0 – not counted</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0 – not counted</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0 – not counted</td>
</tr>
</tbody>
</table>

All letter grades earned will be included in a student’s permanent academic record or transcript.

**Credit/No Credit:**
Credit/No Credit grading can be employed only on the recommendation of the instructor and approval of the Vice President for Academic Affairs prior to the time that the course begins. The courses are added to a student’s credit hour total, but are not included in the grade point average. A "no credit" grade results in no credit earned for the course attempted.

**I—Incomplete:**
Students who have actively pursued a course, have earned a passing grade up to the final examination period, but have not completed the final examination and/or other specific course assignments because of illness or some other sufficient reason, may be issued a grade of “I” by the instructor.

To remove an “I” grade, a student must make arrangements with the instructor to complete the coursework and/or take the final examination within the first four weeks following the termination of the semester, except when an extension of time is granted by the Vice President for Student Services and the instructor of the course. If the course work is not completed and given to the instructor by this deadline, the “I” grade will convert to an “F” grade.

A student who has an “I” grade may not reregister in that course. However, if the “I” is changed to an “F”, the student may then reregister for the course.

**AU—Audit:**
Students may register for courses as an audit (for no credit) if space is available in the class after all credit-earning students have been placed. Auditing can be done in certain classes and under special circumstances (to include):
1. If the student has been out of school for some time.
2. If the student wishes to take a class for review.
3. The student may NOT audit a course which the student plans to take later for credit.
Those wishing to audit must apply and obtain permission from both the instructor and Vice President for Academic Affairs to enroll as an auditor. Auditors must follow all registration procedures and pay the current out-of-state tuition rate. A student who audits a class will be issued the final grade of “AU”. This grade will not be calculated in the student’s grade point average.

Withdrawal:

WF—Withdraw Failure
A student may receive a "WF" and be dropped from a class when he or she is failing and has missed 20% or more of the class sessions.

W—Administrative Withdrawal
The College reserves the right to withdraw students from classes at any time during the semester. Generally, these withdrawals are initiated as a result of disciplinary problems.

W—Student Initiated Withdrawal
A student may withdraw from a course through the eighth week of the semester (or as posted in the Class Schedule for the Summer term). A student-initiated withdrawal must be requested on the College’s official add/drop form, which may be obtained from the student’s Academic Advisor.
The “W” appears on the student’s permanent academic record, but is not used to calculate cumulative grade point average.

Academic Status
Cumulative grade point average (GPA) is calculated on the basis of all grades, “A” through “F”, earned in college credit courses at Highland Community College. If a student repeats a course in which a grade of “D” or “F” was earned, the highest grade earned will be counted in the grade point average although both grades will appear on the permanent academic record.

Final Examinations
Final examinations are scheduled during the last week of the semester. A required two-hour time period is scheduled for each class period during this week. The only courses which are exempt from a final examination are activity courses.

Only in the case of extreme emergency and with the approval from the Vice President for Academic Affairs will a student be permitted to deviate from the announced final examination schedule. An administrative fee of $25.00 will be assessed for each deviation.

Grade Change Policy
In any course of instruction for which grades are awarded, the instructor of the course shall determine the grade to be awarded in accordance with the course syllabus and the grading designations listed above. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, incompetence, or caprice. The instructor of record may correct a grade given in error within one semester of the initial award of the grade. See the Student Handbook for more information; it is available on the website.

Privacy of Records
Highland Community College maintains various student records to assist students in achieving their educational goals. These records are regarded as confidential, and information contained in them can be released only by written permission from the student. The College complies fully with the provisions of the Family Educational Rights and Privacy Act.

Transcripts of Academic Records
The Registrar’s Office will provide a transcript of a student’s academic record upon request. All requests for transcripts must be in writing; either by letter or by completing the Transcript Request Form supplied by the Registrar’s office. Students also may fax their written and signed requests for transcripts to (785) 442-6106. No transcripts will be released without the written permission of the student. Therefore, transcript requests by telephone or e-mail will not be honored at Highland Community College.
A fee of $3.00 (Highland Community College will fax transcripts for $5.00) is charged for each copy of the transcript. Written requests for transcripts must be accompanied by the appropriate fee. The College reserves the right to withhold transcripts of persons who have past-due monetary obligations to the College, such as tuition, fees, or materials.

**Transcript Requests**

Academic and financial aid transcripts will be released with a written request signed by the student. Transcripts issued directly to the student will be marked ‘Issued to Student.’ There is a charge for all official transcript requests. Current students can login to their MyHCC account to access an unofficial transcript.

Students with past due obligations to Highland Community College may not register for classes or have transcripts released until their obligations are resolved to the satisfaction of the College. Transcripts will not be released for students who failed to submit required prior college transcripts.

Official transcripts from other institutions cannot be released to any individual or institution.

**Transfer Students**

Prior to registration, students transferring to Highland Community College are required to submit official transcripts of all credits earned at other institutions. The College registrar will evaluate successfully completed coursework from accredited institutions. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation, but will not be counted in the calculation of the GPA except as it relates to the awarding of honors. A transfer student must complete the last sixteen (16) credit hours at Highland Community College to be eligible for graduation.

**Grade Appeals**

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor.

This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor’s evaluation of the student’s academic performance. Capricious grading, as the term is used here, consists only of any of the following:

1. the assignment of a grade to a particular student on some basis other than the performance in the course;
2. the assignment of a grade to a particular student by resort to more exacting or demanding standards than were applied to other students in the course;
3. the assignment of a grade by a substantial departure from the instructor’s previously announced standards.

**STEP 1** - The student should first discuss the course grade fully with the instructor of the course. This must be done within thirty calendar days after grades have been mailed out by the College at the close of each semester. If the student cannot arrange such a meeting, he/she should contact the Vice President for Academic Affairs to arrange for such a meeting.

**STEP 2** - If the matter cannot be resolved by consultation with the instructor, the student may request that the instructor set up a hearing with the Vice President for Academic Affairs within ten calendar days. The student, the instructor, and the Vice President for Academic Affairs should attempt to resolve the matter at this level.

**STEP 3** - If the matter is not resolved, the student may appeal to the Vice President for Student Services. The student’s appeal to the Vice President for Student Services should be made within fifteen calendar days after receiving notification of the Vice President for Academic Affairs’ decision. The Vice President for Student Services will establish an ad hoc academic appeals committee and appoint a committee chairperson to review the written records presented by the student, instructor, and recommendation of the Vice President for Academic Affairs. After the committee has had the opportunity to review all verbal or written data, the committee will make its decision regarding the appeal. The decision of the committee will be communicated
to the student, the instructor, the Vice President for Academic Affairs, and the Vice President for Student Services by the committee chairperson.

STEP 4 - The student may appeal the committee’s decision to the College President within fifteen calendar days after receiving notification by the committee’s chairman. The President will review all written data collected regarding the student’s appeal. The President’s decision will be communicated in writing to the student, the instructor, the Vice President for Academic Affairs, and the Vice President for Student Services.

STEP 5 - The student may thereafter appeal to the Board of Trustees of Highland Community College by filing a written Notice of Appeal with the chairperson and the President of primary administrative officer as appropriate to be placed on the Board of Trustees agenda. Such Notice of Appeal must be filed within ten (10) days of the notification of action by the President. Upon the filing of a Notice of Appeal to the Board, the President shall cause the records of the case, including any written memoranda received during the consideration, to be promptly filed with the secretary of the Board through the Office of the President. The decision of the Board of Trustees will be final and binding upon all parties of the appeal.

Students must begin the grievance procedure within thirty days of the publication of grades (and for grievances relating to Spring semester grades, within thirty days from the beginning of the Fall semester) by requesting a conference with the instructor. Please consult the Student Handbook. Copies are available in the Student Services Office, Administration Building.

Student Information Contact Person:
Vice President for Student Services
Highland Community College
606 West Main Street
Highland, Kansas 66035
(785) 442-6020

IX Graduation Requirements

College Success and Orientation Classes
College Success and Orientation classes are scheduled to introduce all new students to the programs and requirements of the College. Attendance is mandatory. These sessions are specifically organized to help answer questions about admissions, registration, enrollment, and program planning. All new Highland Community College students are required to complete AB114 Agriculture Orientation (2 credit hours) or COL 103 College Success and Orientation (1 credit hour). These classes orient the student to the College.

More facts about orientation:
· Must take the course before enrolling in the twenty-fifth (25) credit hour.
· Students transferring more than thirty (30) hours into Highland Community College are not required to take orientation.
· Students who have already taken a similar course are not required to take orientation.

Degree Completer Assessment

Collegiate Assessment of Academic Proficiency (CAAP)
Students who qualify for graduation and have earned thirty-one (31) credit hours or more toward an Associate in Arts, Associate in Science, or Associate in General Studies degree from Highland Community College are required to take the CAAP examination. This examination is administered at the end of each semester (fall/spring). Results of this examination are posted on the student’s academic transcript if requested by the student.
The Collegiate Assessment of Academic Proficiency (CAAP) is designed to assess general education foundational skills typically attained by the end of the first two years of college. CAAP has two main purposes.
1. To help institutions improve their instructional programs by measuring and reporting both student progress in acquiring the skills measure by CAAP and differential skill levels across groups of students within institutions.
2. To determine the level of educational development for individual students as an indicator of their readiness for further education, as a means of identifying interventions needed to prepare students for further education, and as a means of assuring some specified level of attainment.

Students may request the Registrar to permanently place their CAAP test scores on their transcript. This is required by Emporia State University.

The CAAP test consists of the following modules:
1. Writing Skills Test, a 72-item, 40 minute test;
2. Reading Test, a 36-item, 40 minute test;
3. Mathematics Test, a 35-item, 40 minute test;
4. Critical Thinking* Test, a 32-item, 40 minute test; or Science Reasoning* Test, a 45-item, 40 minute test.

*Note: All AA, AS, and AGS graduating students will take modules 1, 2, and 3. The fourth module of the CAAP test will be determined by the degree the student is seeking. All test dates will be announced early each semester. It is the student’s responsibility to register for the test.