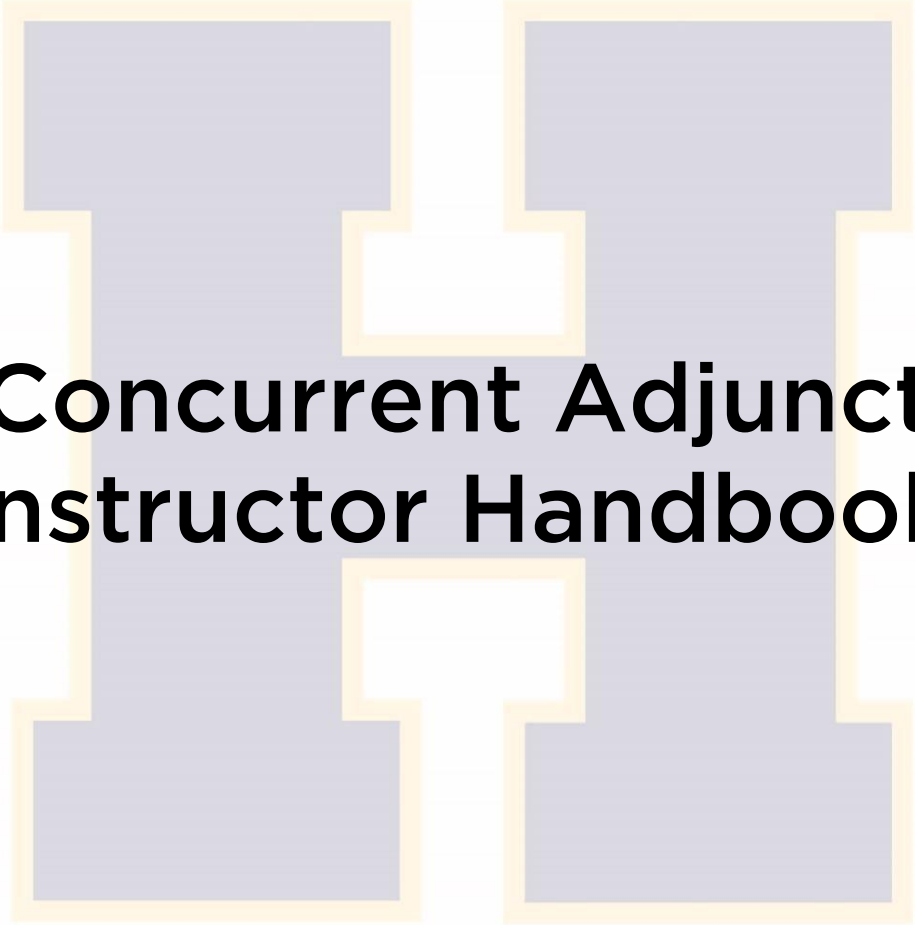




HIGHLAND COMMUNITY COLLEGE

CONCURRENT INSTRUCTION

(785) 442-6141 | concurrent@highlandcc.edu



Concurrent Adjunct Instructor Handbook

Welcome to Highland Community College!

Dear Concurrent Adjunct Instructor:

It is our pleasure to welcome you as a partner of Highland Community College as one of our Concurrent Adjunct Instructors. We look forward to working with you in the exciting semester ahead.

This handbook has been prepared to be used as a supplement to the adopted HCC Board of Trustees Policy Handbook. This handbook is intended to provide basic information regarding the college and its many areas of operations and policies. These policies have been established through time and do reflect changes continually taking place at the college. The Board of Trustees, administration, faculty, and staff have been involved in the establishment of these policies and operating procedures. This handbook and all updates to it are posted on the HCC website, www.highlandcc.edu.

A good instructor is always seeking ways and means to do a better job by careful planning in the classroom and by implementing varied teaching techniques. Our hope is that all HCC employees will find this handbook to be a useful resource for a satisfactory and rewarding experience.

Welcome aboard and good luck!

Sincerely,



Sara M. Smith
Assistant Dean of Instruction,
Concurrent Learning
Highland Community College

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Concurrent Enrollment Requirements

Concurrent Enrollment of High School Students in Eligible Public Postsecondary Institutions through Concurrent Enrollments Partnerships

It is the policy of the Kansas Board of Regents to encourage high school students to take advantage of postsecondary education opportunities by enrolling in postsecondary courses while still in high school or participating in home schooling. K.S.A. 72-11a01 through 72-11a05 provide for these opportunities through the Kansas Challenge to Secondary School Pupils Act. The act commonly is known as concurrent enrollment of high school students in eligible postsecondary institutions. Statutory language provides conditions under which secondary schools and eligible postsecondary institutions may establish cooperative agreements, defined as a Concurrent Enrollment Partnership.

While various forms of dual enrollment may be offered under the statute, this policy applies only to Concurrent Enrollment Partnerships formed between a high school and eligible postsecondary education institution in which a high school faculty member teaches a college-level course to high school students at the high school during the regular high school day. These partnerships must conform to paragraph b. of this policy.

Concurrent Enrollment Partnerships do NOT include the following: (1) programs in which the high school student travels to the college campus to take courses prior to graduation during the academic year or during the summer; (2) programs in which college faculty travel to the high school to teach separate courses to high school students; and (3) the College Board Advanced Placement Program and the International Baccalaureate Program, which use standardized tests to assess the student's knowledge of a curriculum developed by a committee consisting of both college and high school faculty.

a. Purposes of Concurrent Enrollment Partnerships

As established by the Kansas Board of Regents, the system-wide purposes of Concurrent Enrollment Partnerships are threefold:

i. To Reduce Time-to Degree and Lower Costs

Concurrent Enrollment Partnerships enable students to get an early start on their college education, thus potentially reducing the time required to complete a degree and lowering the costs borne by parents, students and taxpayers.

ii. To Challenge High School Students and Promote College-Level Success

Concurrent Enrollment Partnerships are aimed at providing a college-level learning experience for qualified students by enhancing the amount, level and diversity of learning in high school beyond the traditional secondary curriculum. First year experience courses, performing and visual arts courses and advanced science, mathematics and language offerings not available in high school are especially encouraged.

iii. To Foster Improved Relationships Between Kansas Public Postsecondary Education Institutions and Kansas Secondary Schools

Concurrent Enrollment Partnerships are intended to foster improved relationships among stakeholders by clarifying expectations, roles, and responsibilities.

b. Procedures and Standards for Implementing Concurrent Enrollment Partnerships

i. Definitions

For purposes of this policy:

(1) "Concurrent Enrollment Partnership student" means a person who is in grades 10, 11, or 12, or who is gifted and is in grade 9 (see paragraph b.v.(2)); has been admitted to an eligible postsecondary education institution as a degree-seeking or non-degree seeking student; and is enrolled in courses at a high school at which approved high school faculty teach college credit courses during the normal school day.

(2) "Concurrent Enrollment Partnership agreement" means a written memorandum of understanding between an eligible postsecondary institution and a school district for the purpose of offering college-level learning to students who are eligible to enroll in college courses offered at a high school at which approved high school faculty teach said college courses during the normal school day. "Eligible postsecondary institution" means any state university, community college, technical college, municipal university or affiliated institute of technology.

ii. Agreement between Eligible Postsecondary Institutions and School Districts

A Concurrent Enrollment Partnership agreement shall be established between the eligible postsecondary institution and the school district. Such agreement shall satisfy the requirements of K.S.A. 72-11a04 and contain the essential elements provided in this policy. The agreement shall contain, at a minimum:

(1) the names and contact information of the liaisons for both parties, term of the agreement and any provisions for early termination, the individual and joint responsibilities of both parties, information, guidelines and necessary directions for curriculum, faculty, students, assessment, and a listing of principles for assuring quality in

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programming;

- (2) an implementation plan for ensuring high school faculty teaching concurrently enrolled partnership students are integrated into the postsecondary partner institution through orientation, professional development, seminars, site visits, annual evaluations and ongoing communication with the postsecondary partner institution's faculty;
- (3) a clause addressing issues of compensation, awarding of credit and course listings for each party;
- (4) acknowledgement that the academic credit shall be granted for course work successfully completed by the student at the postsecondary partner institution, which shall qualify as college credit and may qualify as both high school and college credit;
- (5) acknowledgement that such course work shall qualify as credit applicable toward the award of a degree or certificate at the postsecondary partner institution;
- (6) acknowledgement that the student shall pay to the postsecondary partner institution the negotiated amount of tuition, fees and related costs charged by the institution for enrollment of the student except in the case of tiered technical courses. Secondary students admitted to postsecondary tiered technical courses conducted by a community college, technical college or institute of technology may be charged fees, but shall not be charged tuition; (K.S.A. 72-4417, as amended)
- (7) a plan for ensuring that courses offered through a Concurrent Enrollment Partnership are annually reviewed by college faculty in the discipline at the postsecondary partner institution according to the criteria described in iii. (5); and
- (8) a statement indicating the Concurrent Enrollment Partnership agreement shall be reviewed at least every five years by the postsecondary partner institution to assure compliance and quality considerations as outlined in this policy.

iii. Curriculum Standards, Course Content/Materials, and Assessment of Students

Courses administered through a Concurrent Enrollment Partnership shall be university/college catalogued courses with the same departmental id, course descriptions, numbers, titles and credits.

- (1) Courses must have been approved through the curriculum approval process of the postsecondary partner institution.
- (2) The high school and college-level prerequisites, the content of courses, course goals and objectives, must be the same as those for the same courses offered to students at any location or by any delivery method.
- (3) Materials such as textbooks must be comparable to those used in the same course throughout the postsecondary partner institution. Procedures for selection of textbooks and related material by high school faculty who teach concurrently enrolled students must follow the postsecondary partner's institutional policies.
- (4) If a course has been approved by Board staff as competency-based, the competencies for the courses must be the same as those for courses not taught to concurrently enrolled students.
- (5) College faculty at the postsecondary partner institution shall annually review Concurrent Enrollment Partnership courses in their discipline to ensure that:
 - a. Concurrent Enrollment Partnership students are held to the same grading standards and standards of achievement as those expected of students in on-campus sections;
 - b. Concurrent Enrollment Partnership students are being assessed using the same methods (i.e., papers, portfolios, quizzes, labs) as students in on-campus sections;
 - c. high school faculty are utilizing the same final examination for each Concurrent Enrollment Partnership course as is given in a representative section of the same course taught at the public postsecondary institution awarding the course credit; and
 - d. high school faculty are applying the same scoring rubric for the assigned course as is used in the on-campus course; and that course management, instructional delivery and content meet or exceed those in regular on-campus sections.
- (6) Remedial/developmental course work shall not be offered as a Concurrent Enrollment Partnership course.

iv. High School Faculty

(1) Qualifications

- a. High school faculty teaching college-level, non-tiered Concurrent Enrollment Partnership courses shall attain instructional eligibility by meeting the standards established by the Higher Learning Commission of the North Central Association, as stated that the body's Criteria for Accreditation and Assumed Practices regarding faculty roles and qualifications.
- b. Faculty teaching college-level tiered technical courses through a Concurrent Enrollment Partnership shall attain instructional eligibility by meeting the academic standards addressed above or possess a valid/current industry-recognized credential and a minimum of 4,000 hours of work experience in the specific technical field.
- c. Postsecondary partner institutions may set higher standards.

- (2) Orientation, Professional Development and Evaluation
 - a. Before approving high school faculty to teach college-level Concurrent Enrollment Partnership courses, the postsecondary partner institution shall provide the high school faculty with orientation and training in course curriculum, assessment criteria, course philosophy, and Concurrent Enrollment Partnership administrative requirements.
 - b. The postsecondary partner institution shall provide the high school faculty with ongoing professional development opportunities.
 - c. Orientation and/or professional development activities shall include collaborative faculty development programming such as pedagogy, instructional design, course management, instructional delivery skill improvement, curricular reform initiatives, and student success assessment strategies.
 - d. The postsecondary partner institution shall annually conduct evaluations of high school faculty teaching Concurrent Enrollment Partnership courses to ensure compliance with the state expectations for Concurrent Enrollment Partnership courses.

v. Student Eligibility for Enrollment, Advising and Student Guides

- (1) High school students enrolled in courses administered through a Concurrent Enrollment Partnership shall be enrolled as degree or non-degree/non-matriculated students at the postsecondary partner institution. Each Concurrent Enrollment Partnership student must meet the postsecondary partner institution's requirements for admission as a degree-seeking or non-degree/non-matriculated student. Concurrently enrolled students shall have met institutional enrollment requirements; satisfied course prerequisites; and followed institutional procedures regarding assessment/placement. In order to enroll in a Concurrent Enrollment Partnership course, students shall achieve the same score or subscore on a standardized placement test as is required for students enrolled in the same on-campus course. Postsecondary partner institutions may establish higher standards.
- (2) Students who are enrolled in grade 9 and are classified by a school district as "gifted" according to the State Department of Education's definition, K.A.R. 91-40-1(bb), as amended, may be admitted as concurrently enrolled students provided all other applicable requirements as outlined above are satisfied.
- (3) The student must be authorized by the high school principal to apply for enrollment.
- (4) Advising of students who desire to enroll in Concurrent Enrollment Partnership courses must be carried out by both the high school and postsecondary institution.
- (5) Students shall be provided with a student guide created as part of the Concurrent Enrollment Partnership that outlines their rights and responsibilities as university/college students. The student guide shall also provide a description of how courses may be transferred in the Kansas public postsecondary education system.

vi. Concurrent Enrollment Partnership Courses that Include Students Enrolled for Secondary and/or Postsecondary Credit

A course may include students enrolled for postsecondary and/or secondary credit. The postsecondary partner institution is responsible for ensuring that academic standards (course requirements and grading criteria) are not compromised.

c. Reporting of Concurrent Enrollment Partnerships

i. Institutions will report the following as a part of the regular Kansas Postsecondary Database collection:

- (1) Directory information for each high school student enrolled;
- (2) Credit hours generated by each high school student;
- (3) Credentials of faculty teaching Concurrent Enrollment Partnership courses; and
- (4) Concurrent Enrollment Partnership credit hours generated by each high school student.

ii. By January 31 of odd-numbered years, each public postsecondary institution shall provide to Board staff a list of high schools with which it has Concurrent Enrollment Partnership agreements.

For each institution, Board staff will select no more than two high schools for reporting. For each high school selected, each institution will submit the following to the Board office:

- (1) Copy of the Concurrent Enrollment Partnership agreement that includes the criteria described in b.ii.;
- (2) Student Guide for Concurrent Enrollment Partnership students as described in b.v.(5); and
- (3) Report resulting from the annual review of Concurrent Enrollment Partnership courses by postsecondary partner institution, aggregated by discipline (as described in section b.iii.(5)).

iii. By January 31 of odd-numbered years, each institution shall forward to the Board office a copy of all reports resulting from the five-year institutional review of Concurrent Enrollment Partnerships (as described in b.ii.(8)).

iv. All reports shall be reviewed for compliance and the results will be reported to the Board President and Chief Executive Officer.

Adjunct Approval Process

All adjunct instructors follow the same approval process.

1. Adjunct instructors are required to have a master's degree in the discipline or a master's degree in an unrelated discipline with 18 graduate hrs. in the discipline.
2. Contact HR Manager at (785) 442-6010 or humanresources@highlandcc.edu to request an application packet.
3. Complete the application packet and submit official transcripts to Highland Community College Human Resources.
4. The Vice President of Academic Affairs will review all transcripts and approve adjunct instructors.
5. If approved, adjunct instructor is contacted by an HCC Director for more information and potential course assignment.

Concurrent Instructor Duties

Under direction/supervision of the Concurrent Instruction office, the instructor's responsibilities are:

1. Complete all required paperwork as requested by the Human Resources, Business Office, and Concurrent Instruction Department.
2. Complete a Memorandum of Understanding (MOU) the first semester of employment. The instructor will sign, date, and return the document to the HCC Academic Affairs office for processing.
3. Distribute First Day Handout (FDH) during the initial class meeting. A FDH should include instructor's name, contact information, day/time class meets, key dates to remember, and explanation of exam, homework and grading procedure/policies, list of prerequisites, course competencies, academic dishonesty policy and ADA guidelines. Much of this information can be obtained from the Standard Course Syllabus located on the HCC website.
4. Provide activities to engage the student in the classroom or laboratory for the entire scheduled class time.
5. Confirm that students are properly enrolled, if taking the class for college credit. Refer any non-enrolled students that would like to enroll to their counselor.
6. Remind students that the textbooks are rented from the HCC Bookstore. Students should be respectful of the college's property. The instructor will notify the Concurrent Instruction office of any lost or damaged textbook at the end of the semester/course.
7. An opportunity in class (before, during, or after lecture) for students to ask questions about homework, handouts, and lecture notes. At the very least, questions and answers create dialogue between instructor and student. Learning is not nearly as enjoyable when class becomes a monologue.
8. Complete 20th Day Roster reporting according to instructions provided by the Concurrent Instruction office.
9. Schedule a day and time for observations by HCC personnel.
10. Attend all required professional development opportunities as outlined in the KBOR CEP Policy.
11. HCC courses are for college credit. Make sure your class requires college level work. When planning, teaching, and grading throughout the semester, be sure to frequently ask yourself, "Am I challenging my students as much as my college instructors challenged me?"
12. Keep grade records on every student. These records should be available for review on request by students or the College according to the Family Educational Rights and Privacy Act (FERPA). The use of MyHCC Grade book is required for submitting final grades.

Teaching Supplies & Equipment

Each Concurrent site has the required supplies and equipment to teach classes. Some sites have more equipment available than others. Refer to your Concurrent Instruction office to locate supplies, equipment, laboratory media, and instructor-editions of textbooks or any other instructional needs. Concurrent instructors will use equipment supplies at the high school where teaching.

Course Syllabus & First Day Handout

All course syllabi used in Concurrent Instruction have been reviewed and approved by the appropriate campus departments. They are on file at the HCC website www.highlandcc.edu. If you have trouble locating a syllabus, please contact the Concurrent Instruction office.

All academic areas utilize a standardized course syllabus. All instructors will utilize the standardized course syllabus. The course syllabus should be attached or incorporated into your FDH and submitted to the Director of Concurrent Instruction.

All instructors shall create a FDH for each section of each course she/he teaches. Each FDH shall contain the following information and use the template found in the Appendix:

1. Course name, number and section
2. Instructor's name and contact information
3. Scheduled day and time of class meetings
4. Key dates for students to remember (obtained from Concurrent Instruction office)
5. Explanation of exam policies and procedures
6. Explanation of assignment (homework) policies and procedures
7. Explanation of grading and final grade assignment procedures
8. List of prerequisites
9. List of Course Competencies (obtained from Standard Course Syllabus on website)
10. Academic Dishonesty Policy
11. Americans with Disabilities Act (ADA) instructions

The following information is highly recommended for the benefit of both the instructor and the students but is not required:

12. Outline of the topics in the order they will be covered in class
13. Dates of exams and/or student presentations during the semester
14. Lists of assigned homework sets
15. Due Dates of assignments and/or major projects
16. Dates of field trips (if any)

Americans with Disabilities Act

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services.

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Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “[Disabilities Self-Identification Form](#)” at [Disability Services](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

*Concurrent Instructors may state, “**The USD Student Handbook policies and procedures will be followed.**”

Classroom Disruption Policy & Academic Integrity

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:

1. State clearly in the FDH their personal policy about disruptive acts in accordance with their expectations of their students.
2. List examples of disruptive acts and how those acts will be handled (not all acts of disruption can be anticipated, and this list is not all inclusive).
3. Send his/her policy (FDH) to the Vice President for Academic Affairs or appropriate Regional Center Director for review and acceptance.

First Offense

For disruptive acts that do not require immediate removal, instructors will warn the student on the first offense to discontinue the offending behavior in all future class sessions. After the instructor has given warning, if the behavior continues, the student may be removed from that class session and directed to the classroom readmission process. The instructor will send a notification of the offense and relevant documentation through the Maxient conduct system. To be readmitted to class, the student must go to the Office of Academic Affairs. The student will meet with the Vice President for Academic Affairs/designee and complete the Classroom Readmission Form with the VPAA/designee. The student should not be allowed back into the classroom until the instructor has received the Classroom Readmission Form or direct communication from the VPAA, VPSS, or Director of Student Life. The instructor is not obligated to allow the student to make up any work that is missed after removal from a class session and before readmission.

Second Offense

When an instructor observes a second incident of classroom disruption (possible immediate removal from class), the instructor will send a notification of the offense and relevant documentation through the Maxient conduct system and the student will enter the Student Conduct Process. The student will not be allowed to return to class until the Student Conduct Process is completed.

Incidents of classroom disruption recorded in the student conduct system are cumulative; multiple or repeated incidents of classroom disruption will ordinarily result in a medium-level

sanction which may include removal from the course and forfeiture of any remaining points. However, repeated or severe violations may result in high-level sanctions, such as a loss of scholarship or expulsion from the College.

Immediate Removal

Situations that demean, embarrass, sexually harass, or threaten the life or physical safety of others will not be tolerated. If this happens in the classroom, the instructor will immediately ask the student to leave the classroom and the instructor will forward an incident form to the Student Conduct Office for entry into the Student Conduct Process. The student will not be allowed to return to the classroom until the process has been completed. This offense will result in a medium to high consequence which may include removal from the course with an F.

A student may appeal all decisions of classroom disruption through the Student Conduct Process.

*Concurrent Instructors may state, “**The USD Student Handbook policies and procedures will be followed.**”

Highland Community College (HCC) faculty and students have the responsibility to maintain high academic standards. Academic dishonesty by students, including cheating, fabrication, plagiarism, or facilitation of academic work, is reason for disciplinary action. This includes but is not limited to giving, receiving, or using unauthorized help on individual and group academic exercises through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and College electronic devices.

Examples of plagiarism include but are not limited to: representing or turning in someone else’s work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else’s work in any form. Students should submit their own academic work. Faculty should not allow or leave unreported academic dishonesty by the student.

Cheating affects more than just the cheat; it frustrates the honest efforts of other students, degrades the learning environment, and reflects poorly on any institution that tolerates it. At HCC, a record of cheating does not go away at the end of the course or semester. Integrity violations become part of the violator’s record. Multiple violations may result in more serious penalties, including possible dismissal from HCC.

Every instructor will:

1. State clearly in the FDH his/her personal policy about academic dishonesty and the consequences for such actions.
2. 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).
3. Send his/her policy (FDH) to the Vice President for Academic Affairs or appropriate Regional Center Director for review and acceptance.

First violations of academic integrity will generate sanctioning by the classroom instructor and will be entered into the database system for tracking of multiple academic integrity issues.

Subsequent violations will generate an institutional response via the student conduct process.

Additionally, a meeting with the instructor is required for first offense academic integrity violations. After more than one academic integrity violation, the student must also meet with the Vice President for Academic Affairs.

Incidents of academic dishonesty recorded in the student conduct system are cumulative; multiple or repeated incidents of academic dishonesty will be turned over to the Conduct Officer and ordinarily result in a medium-level sanction, which may include removal from the course with an F. However, repeated or severe violations may result in high-level sanctions, such as loss of scholarship or expulsion from the College.

A student may appeal decisions of academic dishonesty for the following reasons:

1. There were procedural errors made which significantly impacted the sanction or the findings.
2. The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.
3. New information is discovered that was not available at the time of the investigation that would significantly impact the sanction or the findings.

Academic integrity appeals will go through the Student Conduct Process.

*Concurrent Instructors may state, “**The USD Student Handbook policies and procedures will be followed.**”

Memorandum of Understanding (MOU)

Your MOU will be distributed by the Academic Affairs office via your HCC issued email. You must complete an MOU your first semester of employment. The MOU determines your payment – to the district, school, or adjunct instructor (Doniphan County instructors do not receive payment). Each course can have different salary amounts, depending on credit hours and number of enrolled students. Return MOU to the HCC Academic Affairs office as directed immediately upon completion.

Observations

HCC will observe all instructors in the Concurrent Instruction program. The purpose of instructor observation is to improve the quality of instruction at HCC. In keeping with this purpose, the following instructor observation procedures have been established.

A minimum of one eWalkthrough observation will be completed by HCC. These will be scheduled in advance and will last approximately 15-30 minutes each. The instructor will receive feedback via email. New instructors will be observed each semester and course they teach the first year of instruction. Data reported from observations will guide professional development topics.

Professional Development

Each school year, HCC hosts a professional development in-service for all adjunct instructors. Contact the Concurrent Instruction office about future in-service offerings. Kansas Board of Regents requires all concurrent instructors to attend at least one HCC concurrent in-service per year.

Class Rosters & 20th Day Roster

To gain access to your class rosters, before or during the semester, select the tab labeled “Classes” from the secondary menu bar “Enrollment”. Choose the year and term, and then select the course section for the class you want to view. From the menu on the left side of the screen, you can choose to print, download, or e-mail the students.

The 20th-Day is reported to the Registrar’s Office on or about the 20th day of class. Instructors receive information via email to complete this process. This roster determines the instructor salary. Salaries are dispersed in January and June for district and school paid employees. Adjunct paid employees receive ½ payments in October and December for fall courses, and March and May for spring courses.

HCC Website, MyHCC & Email Account

The college website is www.highlandcc.edu. In addition to general information about the college, nearly every document in this packet is available on the website.

For more information on the Concurrent Program for High School Students please visit: [HCC Concurrent Program](#). There you will find an overview of our concurrent program, how to get started as a student, information on eligibility and prerequisites, tuition and payments, important dates for the semester, the student handbook, and much more. This website will be a helpful resource to the school counselor, building representative, students, and parents. We encourage that persons participating in concurrent programming visit this site as it was created as a resource for those needing questions answered about this program.

HCC utilizes an online interface for both students and instructors to view course information. The online system is called MyHCC. Students may use MyHCC to enroll, drop, and add concurrent (if instructed to do so), online, regional and on-campus classes, check grades, and pay tuition and fees.

Instructors use MyHCC to check class rosters, record grades, post final grades, etc. If an instructor needs assistance setting up a MyHCC online account, please contact the Concurrent Instruction office.

Students will log in to the homepage and enter the user name and temporary password in the HCC Login Box. The first-time user will be required to verify identity with the HCC User ID number and birthdate before accessing their MyHCC account. Upon successful verification, a “Congratulations” screen opens, and the account is ready for access.

Upon accessing the account for the first time, students should change the temporary password to a personal password that they will remember. To change your password, click on the “My Profile” in the HCC myLogin page. Please be sure to read and follow the password guidelines listed and enter your old and new passwords, and then click on save. For assistance, contact the Concurrent Instruction office or the college IT Help Desk at 785-442-6060.

Every student and instructor are issued an e-mail account through HCC. For instructors, the website is <http://www.highlandcc.edu>. After successfully logging into your HCC account, choose the e-mail application from the option screen.

Your e-mail address is lastname.firstname@highlandcc.edu. It is a good idea to check this account periodically as it is the college issued email account. All college information will be sent to this address.

Textbooks

The book rental program is a service provided by HCC for a nominal fee (Doniphan County students do not pay textbook rental). This does not include consumable books such as workbooks. Books are distributed by the Concurrent Instruction office and must be returned at the end of the semester.

Any student who fails to return books in accordance with this policy will be assessed the current replacement cost of the book(s). All academic transcripts will be held until payment is received.

Student Placement Testing

Placement testing may be required for College Algebra and Composition I. Proper placement ensures that students have the best chance of successfully completing the course work. HCC encourages all prospective concurrent enrollment students to complete the ACT test during the spring semester of their sophomore or junior year and have the results sent to HCC. This helps to ensure accurate reporting and provides the necessary placement data for the courses.

The ASSET test is a pen and paper placement test created by the ACT Corporation and used by HCC Concurrent Instruction for placement testing of students who have not completed an ACT test or who need to test for a higher score equivalent. The Concurrent Instruction office conducts these tests by appointment and schedule testing at their respective high schools at least once a year for those needing to be tested to meet placement score requirements. Students are allowed to test twice prior to the semester enrollment to qualify for placement. There is no fee for these two test sessions; additional testing sessions may require a \$25 testing fee. There is a minimum two-week wait between tests. The Concurrent Instruction office may test for other institutions; however, there will be a \$25 per test charge for that service.

Students may also schedule an Accuplacer placement test at our main campus or regional centers.

Students must have one of the following minimum scores:

TEST/GPA	Composition I	College Algebra	Trigonometry	^Calculus
GPA	≥3.25 CUM GPA or ≥3.0 CUM GPA + ≥3.0 Junior English GPA	≥3.25 CUM GPA or ≥3.0 CUM GPA + Algebra II completion with a "C" or higher	NA	≥3.75 CUM + Algebra II completion with a "C" or higher^
ASSET	39 Writing	46 Elementary Alg.	NA	NA
ACT	18 English	22 Math	23 Math	25^ Math
Accuplacer NextGen	255 (SS)	263 (QR)	260 (AAF)	276^ (AAF)

^Also requires High School Trigonometry/Pre-Calculus with "C" or higher.

Placement Testing for Students Requesting Accommodations

Both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act require that tests be administered in a manner that does not unlawfully discriminate against individuals based on disability. Under the ADA and Section 504, accommodations are designed to neutralize the effects of the individual's disability.

Common accommodations for students during placement testing are extended time for testing, not to exceed time and one-half, or distraction-free testing. Appropriate testing accommodations are determined based on a student's disability and individual needs. However, an institution is not required to provide any academic adjustments that would lower standards, fundamentally alter the nature of the program, or impose an undue burden on the college.

Updated July 2021

Students requesting accommodation during placement testing must request such accommodation by completing the HCC online form and provide appropriate documentation from the student's Individual Education Plan (IEP). The form and documentation must be submitted to HCC one week prior to testing. The Concurrent Instruction office will then work with the school to schedule appropriate testing conditions for the student.

If a student does not notify HCC that accommodations are needed or the accommodations have not been verified, the student may need to schedule an ASSET testing appointment off site at a time convenient for the student and the Concurrent Instruction office.

HCC is making positive changes to impact student enrollment. To view the full placement score chart, please visit [HCC Placement Score Requirements](#). Virtual placement testing will also be available via Zoom. If you need to schedule a virtual Accuplacer test, please visit [Placement Test Scheduling Form](#).

Student Enrollment & Payment Policies

The Concurrent Instruction office or the high school counselor initiates concurrent enrollment in college classes. Each high school has specific procedures, but generally, they will follow the following enrollment process:

1. The high school counselor assists student with online enrollment through their MyHCC account. The student will first fill out the High School Application for Admission. The student will then receive an acceptance email from admissions that will allow them to log into a personal HCC email and website account. From their HCC account the student will be able to register for classes, view a statement of fees they owe, set up payment plans, and email Concurrent Instruction with questions or concerns. The student will also receive an email from Concurrent Instructions with instructions to set up their courses for the semester.

Following enrollment, HCC will confirm student eligibility, placement testing scores, and any prerequisite requirements to complete the enrollment process. Concurrent Instruction may ask for assistance from the high school counselor/ building representative to obtain ACT scores, transcripts, or set up a testing time for the student to try and obtain the prerequisite. Students with a hold on their account from previous semesters will not have their forms processed until the issue is resolved. Possible holds on the account could be due to missing account information or unpaid tuition and fees.

Enrollment is completed at the beginning of the fall and spring semesters or at the end of the previous semester. Some courses, such as science lab classes, may be taught the entire academic year with tuition and fees collected during the spring semester enrollment. The student must complete enrollment and submit payment in a timely manner to ensure college credit for the courses.

Payment for concurrent enrollment classes is typically due mid-September for the fall semester, early February for the spring semester or by the payment due date for students enrolling online through their MyHCC account. High school students are not eligible for federal financial aid until they have achieved a high school diploma. HCC offers a payment plan for all students.

Payment plans are another way HCC makes college more affordable. Payment plans are set up to be made in 3-5 payments throughout the current semester. There is a \$25 non-refundable fee plus 10% of

the total anticipated balance due immediately to establish a payment plan for all fall and spring semesters.

Guidelines for Use of Payment Plans

1. Students must be paid in full or signed up for the Payment plan by **registration day** each semester.
2. Students who have not signed up for the plan or paid in full by close of business on registration day may be dropped from classes.
3. Students may finance 90% of their semester bill and must *pay 10% of their semester bill upon signing up for the payment plan.
4. Students defaulting on payments may be dropped from classes.
5. Students defaulting on payments may not be allowed to access the payment plan for subsequent semesters.
6. There will be no fee assessed for a payment plan set up to charge via ACH (bank account). There will be a 2.75% service fee for a payment plan set up to charge your Debit or Credit Card
7. A \$30 late fee will be charged for every payment missed.
8. Balances more than 90 days past due may be sent to collections.

If a student is unable to make a payment to their payment plan on time, they should contact Trey Collins in HCC Financial Services at (785) 442-6001. Visit [Payment Plans](#) to review payment plan options and directions for establishing a payment plan.

Dependents of full-time HCC employees are eligible for a waiver of fees. The employee must complete the Dependent Waiver of Fees form with the President's office each semester to confirm eligibility. The waiver is then forwarded to the Concurrent Instruction office to be attached to the student's completed enrollment form.

Principal Authorization

Each semester the Concurrent Instruction office will send a Principal Authorization Letter to each high school participating in the concurrent course program through HCC. The letter should include a Principal Authorization Form and a listing of all students at that high school enrolled for concurrent credit. The listing may be included on the Principal Authorization Form to be signed or may be an attached spreadsheet roster of students.

The student listing and request for principal authorization should be done each semester after the 20-Day Rosters have been completed to confirm the students enrolled. The letter is first sent to the principal for authorization and signature, and then forwarded to the Concurrent Instruction office for filing/documentation.

Concurrent Section Division Policy

If two or more sections of the same course are taught for concurrent credit at a high school, the enrollment is combined into one HCC section. Once enrollment exceeds 25, additional salary will be calculated based upon the prorated salary scale.

Final Grades

All instructors submit their Final Grades online through their MyHCC account. Grades for campus, regional, and online courses must be submitted by noon on the first Monday following finals week. Concurrent class grades are due at the completion of the school semester.

Grade Change

If you record a student grade incorrectly in MyHCC, you must submit a Change of Grade Form to the Registrar's Office to request the change. Grades cannot be changed online once they are saved in MyHCC. Please see Appendix for form.

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 consistent 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 documented performance in the course;
2. The assignment of a grade to a particular student by applying 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: A student who wishes to appeal a course grade must notify the Vice President for Academic Affairs' (VPAA) office within 30 working days of the date on which the grade was posted. The VPAA's office outlines the allowable criteria for appealing a grade (see above) and, if appropriate, provides the student with the grade appeal form and assists in contacting the instructor to begin the process.

Step 2: The student meets with the instructor to review assignment grades, attendance, and any other factors that affected the final grade. The instructor should check all calculations and ensure that any assignments accepted for credit have been posted and included. This meeting must take place within 30 working days of the end of the term for which the grade was posted. The result of the meeting will be to leave the grade as posted or raise the grade. The instructor will notify the VPAA's office of the result of the meeting. If a grade change is necessary, the instructor submits a grade change request to the Registrar with a copy to the VPAA's office. The VPAA's office will notify the student of the decision via email.

Step 3: If the student is unsatisfied with the decision from step 2 and wishes to file a formal grade appeal, the student must notify the Vice President for Academic Affairs within 10 working days of the decision. The student and the instructor will receive an email from the VPAA requesting all documentation pertinent to the grade appeal. This will include copies of assignments, documentation of absences due to college events, tests, and any other material that is relevant. These materials must be received by the VPAA's office within 10 working days of the date of the request.

Step 4: The VPAA (or designee) reviews all materials from the student and instructor. Within 10 working days, emailed notification is sent to student and instructor of the decision to uphold the grade as posted or change the grade. If a grade change is necessary, the VPAA submits a request to the Registrar.

Step 5: If the student chooses to appeal the Step 4 decision, he or she must notify the VPAA within 10 working days of the notification. A 3-panel review committee, composed of two instructors and an academic advisor/regional director, is convened to review the appeal. This committee may decide to uphold the grade as posted or raise the grade; the committee must send its decision to the VPAA within 15 working days of being convened. The decision is emailed by the VPAA's office to the student, instructor, and Registrar (if a grade change is required). The decision of the committee is final and may not be appealed.

Academic Advising

Academic advising is available to HCC concurrent students in order to make the transition from high school to college. Academic advisors help students explore careers, learn about college majors, and obtain information regarding course prerequisites, graduation requirements, and course load limits. Please contact the Concurrent Instruction office if you need assistance.

Degree Planning & Course Selection

You can find Associate Degree and General Education Requirements in the Appendix. Degree planning can be difficult so we encourage students, even those in high school, to look at our degree planning sheets so they can choose the classes that best fit their goals for the future. Please visit [Degree Planning & Course Info](#) for more information on course descriptions, syllabi, and a full list of the academic disciplines offered at HCC. With the help of HCC, high school students have the opportunity to complete anywhere from their general education requirements to an associate degree while obtaining their high school diploma.

Transferability of Courses

The Kansas Board of Regents has now approved over 90 courses for guaranteed transfer among all Kansas public postsecondary institutions. A student who completes these courses at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other public institution in Kansas in pursuit of a degree or credential.

[Course Equivalency Guides](#) can be found at the Kansas Board of Regents website.

HCC has developed transfer guides to assist HCC students in making the smoothest possible transition to other institutions of higher learning. In transferring, nothing will substitute for sound planning. Students should consult closely with their advisor and the college they are transferring to ensure they enroll in courses that transfer. More information can be found at [HCC Transfer & Credit for Prior Learning](#).

Tutoring

Student Support Services offer tutoring on campus Sunday through Thursday during the regular college semester. Students who are taking courses on campus are the ones most likely to utilize these services, but students not taking courses on campus are welcome to call Student Support Services for assistance during office house, 8:00 AM- 5:00 PM, Monday through Friday. Tutoring

sessions are available by Zoom video connections for student not located near the HCC Campus. Students services can be arranging by appointment by calling (785) 442-6058.

Student Support Services & Reference Guide

A [Concurrent Student Reference Guide](#) can be found on the [HCC Concurrent Program](#) webpage.

Adverse Weather

HCC concurrent classes will follow the high school administration's decisions for adverse weather cancellations. Students should refer to their high school handbook.

HCC Mission, Vision, History & Equal Opportunity

MISSION STATEMENT

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.

Vision Statement

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

History

Highland Community College began in 1858 as Highland University, making it the first college in Kansas. After eight name changes, the college has now provided higher education opportunities to the people of Northeast Kansas for more than 160 years. The college has traditionally prepared students to continue their studies at baccalaureate institutions. Studies conducted at the Regents universities in Kansas show that students who begin their college careers at HCC and then transfer do as well or better academically as all other students who transfer to those universities and those who start there. In 2007, the College expanded its technical offerings when it merged with Northeast Kansas Technical College in Atchison.

Approximately 3,000 students are enrolled on the main campus in Highland, Kansas, at one of HCC's four regional locations in our nine-county service area, or online. Highland Community College offers associate degrees and 18 certificates of achievement in specialized areas. The following associate degree options are available: Associate in Arts (AA), Associate in Science (AS), and Associate in General Studies (AGS), as well as Associate in Applied Science (AAS) degrees in Accounting; Agribusiness; Business Administration; Commercial Photography; Criminal Justice; Graphic Design; Medical Coding; Nursing; Personal Fitness Trainer; Precision Agriculture; or Technical Programs. Certificates are available in Automotive Collision Repair, Automotive Technology, Business Technology, Computer Support Technology, Construction Technology, Diesel Technology, Early Childhood, Electrical Technology, Engineering Graphics & Technology, Enology, HVAC & Plumbing, Industrial Welding Technology, LPN to RN Completion Program, Medical Coding, Medical Office Assistant, Practical Nursing, Precision Agriculture, and Viticulture.

Whether as a conduit to a four-year degree, technical training, professional enhancement, or personal development, the College has continued its mission to provide affordable access to higher education to the citizens of Northeast Kansas.

The college is governed by a six-member Board of Trustees elected from Doniphan County and is coordinated by the Kansas Board of Regents.

Equal Opportunity Statement

Highland Community College is an equal opportunity institution and does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the College's compliance with its nondiscrimination policies or Title IX may be referred to the Vice President for Student Services or Human Resources Manager at 785-442-6000, 606 West Main, Highland, KS 66035. Inquiries concerning the College's compliance with Section 504 and its policies may be directed to the Vice President for Academic Affairs at 785-442-6000, or 606 West Main, Highland, KS 66035.

Philosophy of the Institution & Accreditation

Highland Community College practices an open-door admissions policy and believes it must provide high quality, comprehensive programs that respond to the needs and desires of many different individuals and groups within the service area. Because we are an open-door institution, we serve a wide variety of students: recent high school graduates, nontraditional students, students completing their junior or senior year of high school, and other residents of our service area for which we provide educational and cultural opportunities.

Highland Community College is authorized to operate by the Kansas Board of Regents and is regionally accredited by the Higher Learning Commission (HLC). HLC offices are located at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, hlcommission.org, (800) 621-7440/(312) 263-0456. We are authorized by the U.S. Department of Education to participate in the Title IV, HEA programs listed in our Program Participation Agreement available on file in the Financial Aid Office at Highland Community College, 606 W Main, Highland, KS 66035. Program specific accreditations are available on file at Highland Community College Technical Center, Atchison, KS. HCC's Auto Technology Program is ASE Education Foundation (formerly NATEF - National Automotive Technician Education Foundation) certified. HCC Nursing Programs are approved by the Kansas State Board of Nursing (KSBN). The curriculum for both the LPN - RN Program and the PN Program support the statewide alignment as outlined by the Kansas Post-Secondary Technical Education Authority (TEA) under the auspices of KBOR as approved by KSBN. The associate degree nursing program at Highland Community College at the Highland Community College Technical Center located in Atchison, KS is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.com/accreditedprograms/programsearch.htm>

The college is approved by the Veterans Administration for the training of veterans and veterans' children.

Highland Community College is listed in the United States Office of Education Directory Part 3: Higher Education. The College is also authorized by the Immigration and Naturalization Service to admit non-immigrant students.

Location & Delivery Methods

Highland, Kansas, is a rural Northeast Kansas community surrounded by agricultural land and is an easy drive to several large metro areas including St. Joseph, Missouri, Kansas City, and Topeka. The Highland campus is home to over 500 students with 22 apartment-style residence halls, 14 competitive athletic programs, and an active student life including numerous student clubs, music and theatre performances, intramurals, and campus events. The majority of classes are taught by full-time faculty members in a face-to-face setting with a 17:1 student to teacher ratio.

The College serves nine counties in Northeast Kansas. HCC operates Regional Centers in Atchison, Perry, Wamego, and the Western Center is in Baileyville, Kansas. All administrative services for students — advising, placement testing, and enrollment are available at each regional center and online. Regional Centers offer day, evening, and weekend class options to meet our students' schedules.

The IDL system allows students to complete courses being taught at other HCC sites without having to travel to that location. Through a TV, camera setup, and microphone, students are able to physically attend class at one location and fully participate and interact with the instructor and classmates located at other sites. Instructors utilize lecture, board work, videos, and computer sharing to provide a high-quality learning environment.

Hybrid classes combine face-to-face classroom learning with computer-assisted online learning. Time in a hybrid course is divided between classroom learning activities and online classroom participation in the HCC Online platform. Students benefit from the quality instruction delivered through different modes and the flexibility of both the online and classroom learning environments through independent and collaborative work.

The College has an active online program which offers courses in 8-week and 16-week sessions. Several degree programs are available entirely online, offering students the opportunity to pursue their educational goals, such as earning transfer credit or achieving personal and career growth. Online courses are an excellent option when attending college in a traditional classroom is not convenient. Courses taught in the online format meet the same competencies as those in a classroom yet fit the student's schedule.



Contact Information

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Ms. Sharon Kibbe	Dean of Instruction	skibbe@highlandcc.edu
Mr. Lucas Hunzinger	Dean of Technical Education	lhunzinger@highlandcc.edu

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Erin Carlson

Online Student Services Specialist/Advisor
(785) 442-6171
ecarlson@highlandcc.edu

Highland Main Campus

Admissions (Campus Visits)

(785) 442-6106
admissions@highlandcc.edu

Student Services (Applicants)

(785) 442-6020
admissions@highlandcc.edu

Business Office (Payments)

(784) 442-6001
payments@highlandcc.edu

Registrar (Transcripts)

(785) 442-6025
registrar@highlandcc.edu

Bookstore

(785) 442-6009
bookstore@highlandcc.edu

IT HelpDesk (MyHCC Account)

(785) 442-6060
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Jennifer Gay

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perry@highlandcc.edu

Appendix



First Day Handout

Course Prefix, Number, and Title
 X Credit Hours (Specify Lecture or Lab)
 Prerequisites: Course Prefix and Number
 Term and Year
 Specify Location or Online
 Instructor Name and Contact Information

Department:

Copy exactly from standard course syllabus.

Course Description:

Copy exactly from standard course syllabus.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Copy exactly from standard course syllabus.

Course Content:

- A. Copy from standard course syllabus (can be more specific, if needed).

Course Schedule:

Tentative Course Schedule (specific dates for lecture topics or other activities, due dates for assignments, quizzes, exams, extra credit work, final exam, etc.).

(Add disclaimer: *Course schedule subject to change.*)

Learning Assessments:

State specific assessment methods and grading procedures (points, percentages, assignment weights, grading scale, etc.).

Instructional Methods:

List the instructional methods that will be used (lecture, video recordings, observations, discussions, group work, demonstrations, IDL, Internet, handouts, etc.).

Instructional Materials:

List textbooks and other materials needed.

Course Policies:

Individual instructor's specific course policies (late work, use of cell phones or laptops in class, class disruption or other behavioral issues, etc.).

Classroom Disruption Policies:

List policies.

Academic Integrity Policies:

List policies.

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).



ADJUNCT INSTRUCTOR MEMORANDUM OF UNDERSTANDING

I understand that an Adjunct Instructor appointment carries with it no expectation of continuing employment, no consideration of tenure, nor do the standards of non-reappointment apply.

I understand that Highland Community College reserves the right to cancel any scheduled class or activity when minimum enrollment is not obtained or for actions taken by the governing body or for any reason.

I understand that an appointment begins when confirmed and verified by the Vice President for Academic Affairs.

I understand that I must submit the necessary employment forms to complete my employment or that they are currently on file with Highland Community College and will provide updates as requested.

I understand that I must abide by all policies and regulations of the College.

I understand that all courses are to be taught using the HCC Standardized Syllabi as found on the HCC website.

By signing this document, I certify that I have read, fully understand and accept all terms of the foregoing statements.

Signature: _____ Date: _____

Print Name: _____

ENTERING FINAL GRADES

Directions:

Classes tab – Grading – Overall Grades – Select Course. Enter final grades for each student. Click Submit. If a student fails the course, please contact the Director of Concurrent Instruction for attendance reporting per Title IV Policy.

The screenshot shows a web application interface for entering final grades. The top navigation bar includes tabs for Home, Register, Student Advising, Classes, Department, Finances, Grades, Search, and My Profile. The 'Grading' tab is selected. Below this, there are sub-tabs for Schedule, Permission Requests, Enrollment, Setup, and Grading. The 'Grading' sub-tab is active. On the left sidebar, under 'Activity Grades', 'Overall Grades' is highlighted. The main content area is titled 'Grading - Activity Grades' and features a 'Select Course' dropdown menu currently set to '2018'. Below the dropdown, there are three columns for 'Spring', 'Summer', and 'Fall' sessions. Each column contains a 'Main Session' header and a list of course options, such as 'COL103A/Course/W1' for Spring and 'COL103/Course/OL1' for Summer and Fall.

HIGHLAND COMMUNITY COLLEGE
REGISTRAR'S OFFICE
606 WEST MAIN
HIGHLAND, KANSAS 66035

GRADE CHANGE FORM

A grade was given in error for the following student:

Student's Name

Social Security Number

Course Number

Course Name

Grade Given

Grade Changed to

Instructor Signature

Date Changed