



HIGHLAND
COMMUNITY COLLEGE
CONCURRENT INSTRUCTION



Highland Community College
Concurrent Adjunct Instructor
Handbook

785.292.6022 • concurrent@highlandcc.edu

*From here, you can
see anywhere!*

Welcome to Highland Community College!

Dear Concurrent Adjunct Instructor:

It is our pleasure to welcome you as a part 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
Director of Concurrent Instruction
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

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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.
- (3) “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 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

- (1) Courses administered through a Concurrent Enrollment Partnership shall be university/college catalogued courses with the same departmental id, course descriptions, numbers, titles and credits. 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. Below are the steps to follow:

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 hours in the discipline.
2. Contact HR Manager, Eileen Gronniger, at (785) 442.6010 or egronniger@highlandcc.edu to request an application packet.
3. Complete application packet and submit official transcripts for review.
4. Vice President of Academic Affairs will review all transcripts and approve adjunct instructors for instruction.
5. If approved, adjunct instructor is contacted by an HCC Director for more information and potential course assignment.

Concurrent Instructor Duties

Under direction and supervision of the Concurrent Instruction office, the adjunct instructor's responsibilities include:

1. Complete all required paperwork as requested by the Human Resources, Business Office, and Concurrent Instruction Department.
2. Distribute First Day Handout during the initial class meeting. A First Day Handout 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. (Template Appendix 1).

3. Provide activities to engage the student in the classroom or laboratory for the entire scheduled class time.
4. 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.
5. Remind students that the textbooks are rented from the Highland Community College 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.
6. 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*. Teaching and learning are not nearly as enjoyable when class becomes a monologue.
7. Complete an Appointment Letter each semester for each course section (see class roster policy). The instructor will sign, date, and return the document to the HCC Academic Affairs office for processing. (Template Appendix 2)
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. (Directions Appendix 3)

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 web page 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 concurrent instructors will utilize the standardized course syllabus. The course syllabus should be attached or incorporated into your first day handout.

All instructors shall create a First Day Handout for each section of each course she/he teaches. Each First Day Handout 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. 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" on our [Disability Services website](#).

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 being insubordinate to college authorities.

All instructors will state clearly in the first-day handout their policy on disruptive acts in the classroom. They will list examples of disruptive acts and state how such acts will be dealt with (not all acts of disruption can be anticipated and this list is not all-inclusive). Instructors will also send their first-day handout to the Concurrent Instruction office for review and acceptance.

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

Highland Community College faculty and students have the responsibility to maintain high academic standards. Academic dishonesty by students, which includes but 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.

All instructors will state clearly in the first-day handout their policy on academic dishonesty. They will list examples of academic dishonesty and state how such acts will be dealt with (not all acts of academic dishonesty can be anticipated and this list is not all-inclusive). Instructors will also send their first-day handout to the Concurrent Instruction office for review and acceptance.

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

Appointment Letter & 20 Day Rosters

Your Appointment Letter(s) will be distributed by the Academic Affairs office via your HCC issued email. You must complete one Appointment Letter per course section as defined by the class roster policy. The Appointment Letter determines your salary for each course, each semester. Each course can have different salary amounts, depending on credit hours and number of enrolled students. This is your semester contract. Return to the HCC Academic Affairs office as directed immediately upon completion.

The 20th-Day is reported to the Registrar’s Office on or about the 20th day of class. Please follow the directions by verifying the students listed as enrolled in the class and submit electronically via your MyHCC account. This roster determines the instructor salary. Salaries are dispersed on the 5th day in December and May.

Concurrent Section Division Policy

If two or more sections of the same course are being taught for concurrent credit at a high school, the enrollment is combined into one section if the total enrollment is less than 25. If the enrollment for the two sections totals 25 or more, the high school's class rosters should be used to divide the students into two sections for the course for the semester.

Final Grades

All instructors must submit their Final Grades online. Grades for traditional, regional, and online courses must be submitted by the end of the day on the first Tuesday following finals week. Concurrent class grades are due at the completion of the school semester.

Final grade reporting directions can be found in Appendix 3.

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. Appendix 4.

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.

Any student with questions about their final course grade, should communicate with their 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 communication must take place within 30 working days of the end of the term for which the grade was posted. The result of the communication will be to leave the grade as posted or raise the grade. If a grade change is necessary, the instructor submits a grade change request to the Registrar.

The 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: The student will notify their Regional Director or the Academic Affairs office within 30 working days of the date on which the grade was posted. The HCC office will outline the allowable criteria for appealing a grade (see above) and, if appropriate, provide the student with the grade appeal form and assist in contacting the instructor to begin the process.

Step 2: The student will communicate with the course instructor and document communication and the reason for the appeal (from above criteria) on the Grade Appeal Form. Communication must take place within 30 working days of the end of the term for which the grade was posted. If concerns are not resolved, the completed form is submitted to the Vice President of Academic Affairs. Along with the Grade Appeal form, the student must submit all documentation pertinent to the grade appeal. This will include copies of assignments and exams, documentation of absences due to college events, email communication, assignment feedback, 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 3: The VPAA (or designee) reviews all materials from the student and communicates with the instructor as necessary. Within 15 working days, emailed notification is sent to the student and instructor of the decision to uphold the grade as posted or raise the grade. If a grade change is necessary, the VPAA submits a grade change request to the Registrar.

Step 4: If the student chooses to appeal the Step 3 decision, he or she must notify the VPAA, by email, within 10 working days of the notification. A 3-panel review committee, composed of two instructors and an academic advisor, is then 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.

Observations

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

Observation

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 concurrent 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.

HCC Website, MyHCC & Email Account

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

Highland Community College 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.

Instructors may use MyHCC to check class rosters, record grades, post final grades, etc. To set up a MyHCC online account, contact your Concurrent Instruction office.

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

Upon accessing the account for the first time, instructors should change the temporary password to a personal password that they will remember. To change your password, click on the “My Profile” tab of the MyHCC home page. Then click on the “Account Information” link in the secondary menu bar, and then click “Password” from the left side of the 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 has an e-mail account through HCC. For instructors, the website is <http://www.highlandcc.edu>. After, successfully logging into your MyHCC account, choose e-mail 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.

Access Class Rosters

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.

Professional Development

Each school year, HCC hosts a professional development in-service for all concurrent 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 Highland Community College concurrent in-service per year.

Student Support Services & Reference Guide

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.

A Concurrent Student Reference Guide can be found on our website at <https://highlandcc.edu/pages/concurrent-program>.

Student Placement Testing

Placement testing is 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 conduct 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	*Composition I	College Algebra
ASSET Elementary Algebra		46
ASSET English	39	
ACT	18 English	22 Math
Accuplacer Sentence Skills	69	
Accuplacer Elementary Algebra		81
Compass Writing Sample	4	
Compass Math Algebra		61

*** In some circumstance, a 3.0 Junior English GPA may be considered.**

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.

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.

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 one of the below enrollment processes:

1. The Concurrent Instruction office distributes enrollment forms to the high school and then these are given to students along with instructions and payment information. The forms are then collected by the Concurrent Instruction office or high school counselor at a scheduled time at the school after the start of classes, or
2. The high school counselor assists student with online enrollment through their MyHCC account.

Following enrollment, HCC will confirm student eligibility, placement testing scores, and any prerequisite requirements to complete the enrollment process. Students with a hold on their accounts from previous semesters will not have their forms processed until the issue is resolved.

Enrollment is completed at the beginning of the fall and spring semesters or in some cases 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 is due at the time of enrollment for concurrent enrollment classes (August/September or January/February) or by the payment due date for students enrolling online. High school students are not eligible for federal financial aid until they have been granted a diploma. HCC offers a payment plan for all students.

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 Highland Community College. 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 should be sent to the principal, first, for authorization and signature and then forwarded to the Concurrent Instruction office for filing/documentation.

Textbooks

The book rental program is a service provided by HCC. For a nominal fee, textbooks are furnished to each student. 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.

Transferability of Courses

The Kansas Board of Regents has now approved over 60 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 KBOR website at http://kansasregents.org/transfer_articulation.

Highland Community College 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. HCC Transfer guides can be found at <http://highlandcc.edu/pages/transfer-guides>.

Adverse Weather

Highland Community College 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 Statement & History

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 as Highland University in 1858, making it the first college in Kansas. Through seven name changes (see below), the College has been providing higher education opportunities to the people of Northeast Kansas for over 155 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.

Approximately 3,200 students are enrolled on the main campus or at our 33 regional locations in our nine-county service area. The 33 locations are coordinated by regional centers in Atchison, Baileyville, Holton, Perry, and Wamego. HCC offers Associate degrees in 50 concentration areas and has 15 programs that are technical education degrees. The main campus is located in a small, rural Northeast Kansas community surrounded by agricultural land, and has 39 buildings, including 18 apartment-style residence halls, one being a living/learning center for Fine Arts students. The Technical College in Atchison merged with Highland in July of 2008, allowing HCC to enhance its technical education opportunities in its service area.

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

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 accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, and is authorized to operate by the Kansas Board of Regents.

Highland Community College is a member of the following:

- Kansas Association of Community Colleges
- Council of North Central Junior Colleges
- American Association of Junior Colleges
- American Council of Education
- Association of Colleges and Universities

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 & Service Area

Highland Community College is located in the rolling hills of Doniphan County, in the town of Highland, Kansas. The campus lies within a ten-mile radius of the Nebraska State Line and is 25 miles west of St. Joseph, Missouri on U.S. Highway 36.

Situated in a rural area, the college offers living suited to various lifestyles. It is located close enough to major cities, such as St. Joseph, the Kansas City metro area, Topeka, and Omaha to provide the advantages of those urban areas, while retaining for the student the wholesome friendly community life provided by a small town setting.

In August 1978, the Kansas State Department of Education divided the state into nineteen community college service areas. The service area assigned to Highland Community College includes the following counties: Atchison, Jefferson, Brown, Marshall, Doniphan, Nemaha, Jackson, and parts of Pottawatomie and Wabaunsee. On the following page is a map of the geographic area within the Highland Community College service area.

In January 2002, Highland Community College reorganized the region. The service area was divided into local regions with a full time director to facilitate services in each region. We now

have the following regions: Northwest, North Central, Northeast, Southwest, South Central, and Southeast.

In June 2014, Highland Community College opened a new regional center at Baileyville named the Western Center. Along with the inception of the Western Center, HCC has locations at Atchison, Highland, Holton, Perry, and Wamego.

Administration, Concurrent, Online & Regional Staff

Mr. David Reist	President
Mr. Randy Willy	Vice President of Finance
Dr. Eric Ingmire	Vice President of Student Services
Dr. Erin Shaw	Vice President of Academic Affairs

Sara M. Smith
 Director of Concurrent Instruction
 PO Box 204
 Frankfort, KS 66427
 (785) 292-6022
concurrent@highlandcc.edu
ssmith@highlandcc.edu

Atchison Regional & Technical Center
 Lucas Hunzinger, Director
 1501 W. Riley
 Atchison, KS 66002
 (913) 367-6204
atchison@highlandcc.edu
hccte@highlandcc.edu

Perry Regional Center
 Peggy Forsberg, Director
 203 W. Bridge
 Perry, KS 66073
 (785) 597-0127
perry@highlandcc.edu

HCC Online
 606 W. Main
 Highland, KS 66035
 (785) 442-6129
hconline@highlandcc.edu

Wamego Regional Center
 JD Koons, Director
 500 Miller Drive
 Wamego, KS 66547
 (785) 456-6006
wamego@highlandcc.edu

Western Center – Baileyville
 Cara Baker, Director
 313 Nemaha
 Baileyville, KS 66404
 (785) 336-2326
western@highlandcc.edu

Appendix

1) First Day Handout Template



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, percents, 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.).

Academic Integrity Policy:

Individual instructor's specific academic integrity policies (how the instructor will deal with plagiarism, copying, or other forms of cheating or academic dishonesty: e.g. first offense, second offense procedures, reporting offenses to administration, or penalties such as grade reduction, no credit, dismissal from class, etc.).

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. 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” on our [Disability Services website](#).

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.

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](#).

2) Appointment Letter

Highland Community College

Appointment Letter

By the authority of the Board of Trustees of Highland Community College and subject to all provisions of the laws of Kansas, the regulations, policies, minutes, and resolutions of the Kansas State Board of Education, and the rules, regulations, policies and adjunct faculty handbook of Highland Community College,

Name Social Security Number

Address

City/State/Zip

Is offered appointment as an adjunct instructor with Highland Community College for the following dates:

Date to ONLY.

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.

It is understood that this appointment carries with it no expectation of continuing employment, no consideration of tenure, nor do the standards of non-reappointment apply.

This appointment begins when confirmed and verified by the Vice President for Academic Affairs.

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

The instructor must abide by all policies and regulations of the College.

All Courses are to be taught using the HCC Standardized Syllabi.

Signature

To be completed by the Director:

Assigned Course

Credit Hours

Class Begins

Class Ends

Day

Course Code

Time

to

Location

Initial Class Enrollment

Date

Classes that do not meet the minimum number (7) of students will be PRORATED unless previously approved by HCC |

DIRECTOR'S INITIALS

To be completed by HCC:

Employment Location

1st Pay \$

On (Date)

2nd Pay \$

On (Date)

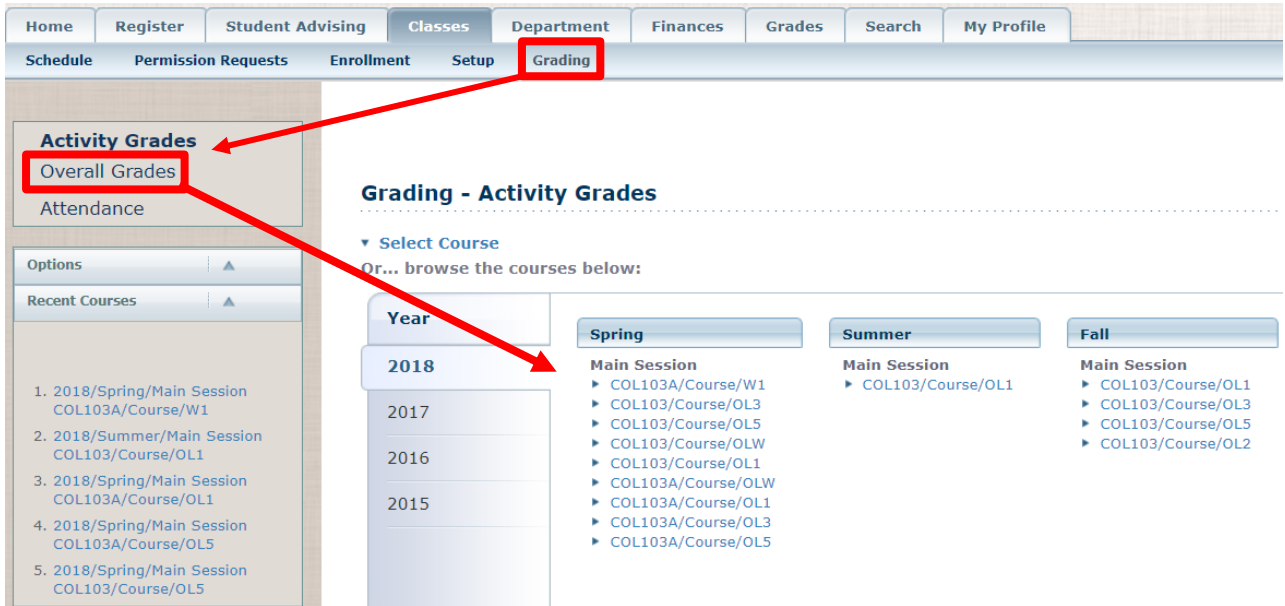
Budget Number

Vice President for Academic Affairs

3) Entering Final Grades in MyHCC

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.



4) Grade Change Form

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