

Highland Community College Student Handbook

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.

Student Rights and Responsibilities

Highland Community College Code of Conduct

Students at Highland Community College are dedicated to growing both academically and personally. The HCC Community has defined six “Shared Performance Expectations” that are essential for all members of the community to exhibit in order to grow personally and academically. The College reserves the right to sanction students for conduct that violates the Shared Performance Expectations.

HCC Shared Performance Expectations

1. **Be Competent at your Work**-Know your area of work or study; consistently perform to expectations; use constructive feedback to improve.
2. **Communicate Effectively**-Demonstrate the ability to create and understand messages-in written, oral, or visual form.
3. **Respect Others**-Show respect for other people and the environment; be open to perspectives different from your own; treat people and the environment with courtesy.
4. **Make Good Decisions**-Apply critical thinking processes-examine assumptions, gather relevant and reliable data and information; make decisions based on evidence.
5. **Act Responsibly**-Within your role or roles at HCC, meet your commitments and be accountable for your own behavior and performance.
6. **Work Effectively in Teams**-Contribute productively-as a leader or member of a team.

Equal Opportunity, Harassment and Nondiscrimination

HCC’s full Equity Grievance Policy and processes associated with Equal Opportunity, Harassment, and Nondiscrimination may be found online at <https://highlandcc.edu/pages/handbook>. All students are required to review this policy. For your immediate information, the Student Conduct Process is printed below.

Student Conduct Process

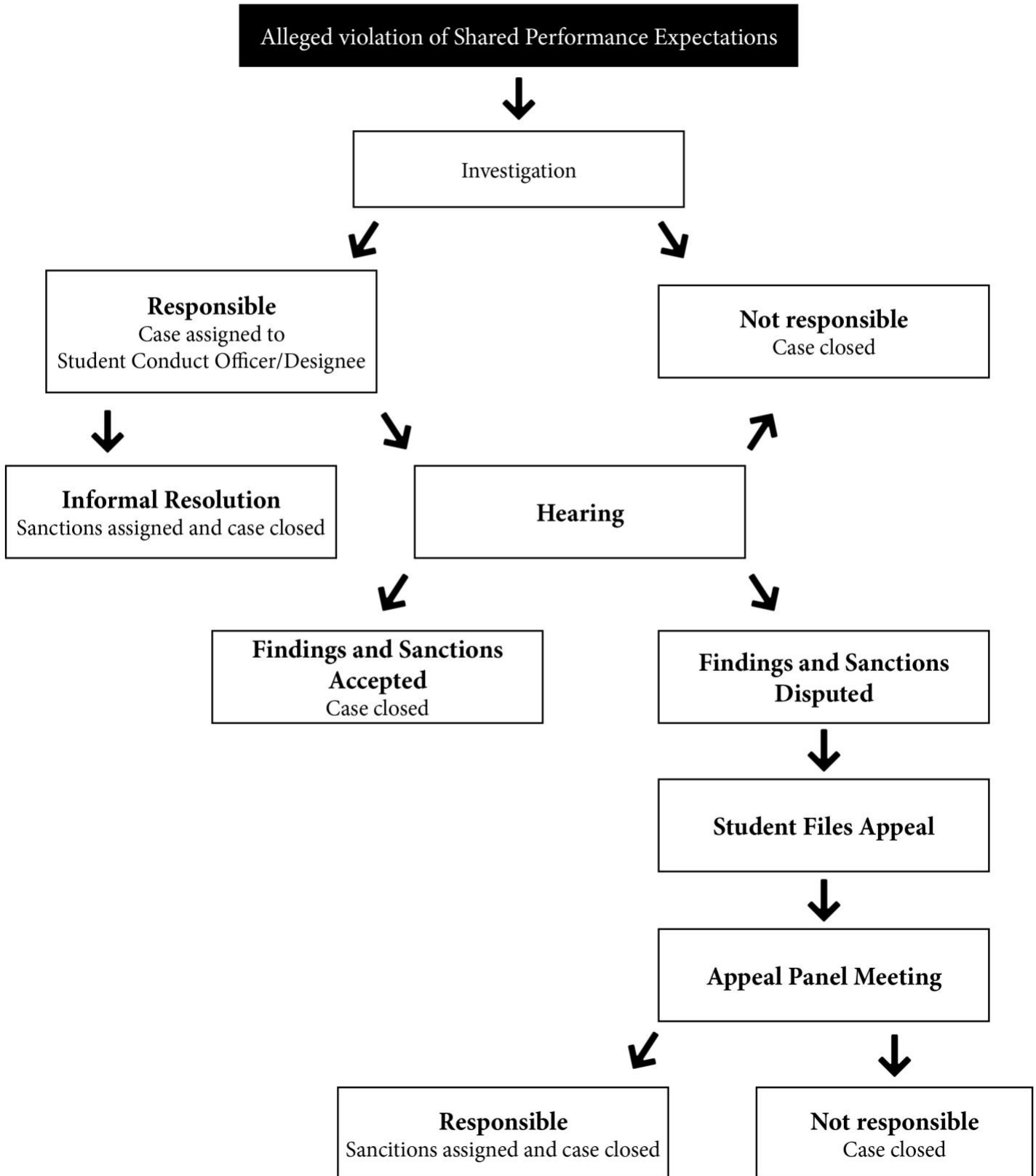
The purpose of the Student Conduct Process is to document the College’s due process for responding to Student Code of Conduct violations. Title IX violations follow the due process from *The Policy and Procedure for Civil Rights Equity Grievance Resolutions for All Faculty, Students, and Employees* at Highland Community College.

Official Communication & Policies

Email received at a student’s Highland CC email address is the official mode of communication at HCC for all matters.

Complete copies of HCC Policies referred to in this handbook, including the HCC Housing Handbook, may be found online at: <https://highlandcc.edu/pages/handbook>.

Student Conduct Process



Definitions under Student Discipline Procedure

- A. *Academic Integrity* -The moral code or ethical policy of academia. Students are expected to submit original work and give credit to other peoples' ideas. Maintaining academic integrity involves: creating and expressing your own ideas in course work; acknowledging all sources of information; completing assignments independently or acknowledging collaboration; accurately reporting results when conducting your own research or with respect to labs; and honesty during exams. See page 15 for more information.
- B. *Support Person* – Any person (other than an individual who may be called to provide witness testimony) who attends a discipline hearing to provide support or guidance to the student participant. The advisor is not allowed to participate in questioning or present information.
- C. *Appeal Panel*– A team of two designated College officials and the Vice President for Student Services that hears the appeal and make the final decision regarding a conduct case.
- D. *Campus* – All land, buildings, facilities and property in the possession of or owned, used or controlled by the College or the HCC Foundation.
- E. *Classroom Disruption* – 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. See page 16 for details.
- F. *College* – Highland Community College
- G. *College Official* – Any person employed by the college
- H. *Complainant* – The person filing a complaint
- I. *Disciplinary Probation* – Disciplinary probation is a written reprimand for a violation of the Student Code of Conduct. Probation is a period of observation and review of conduct during which the student must demonstrate compliance with HCC policies and procedures. Students placed on Disciplinary Probation are not considered to be in good judicial standing with HCC for the duration of the probationary period. Further violations of the Student Code of Conduct will result in further sanctions, including suspension or expulsion, especially during the probationary period. Terms of the probationary period will be determined at the time probation is imposed and will be confirmed in writing to the student.
- J. *Disciplinary Suspension* – Separation of the student from a class, program, activity, event, or any College-owned, College-operated, or College-utilized facility for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- K. *Educational Activities* – For educational purposes, mandatory participation in educational activities such as workshops, service learning, writing assignments, etc. may be imposed.
- L. *Expulsion* – Expulsion terminates a student's academic program and housing contact and right to future enrollment. The student may also be prevented from returning to HCC premises. Students who are expelled are responsible for all financial obligations at the College.
- M. *Hearing* – A meeting taking place between the Student Conduct Officer/Designee within the Student Conduct Process.
- N. *Housing Probation* – Housing probation is a written reprimand for a violation of the Student Code of Conduct. Probation is a period of observation and review of conduct during which the student must demonstrate compliance with HCC housing policies and procedures. Students placed on Housing Probation are not considered to be in good judicial standing with the HCC Residence Life Office for the duration of the probationary period. Further violations of the Student Code of Conduct or Residence Life Handbook will result in further sanctions, including suspension or expulsion from campus housing, especially during the probationary period. Terms of the probationary period will be determined at the time probation is imposed and will be confirmed in writing to the student.
- O. *Informal Resolution* – A meeting between a college official and a student(s) who has/have violated the Student Code of Conduct/SPEs. Informal resolutions are mutually agreed upon decisions and as such are

- not appealable. If a mutual decision cannot be reached by the conclusion of the informal resolution, the case will transfer to the hearing process.
- P. *Interim suspension* – The immediate termination of a student’s privilege to be on HCC property, attend the College, or specific functions as designated.
 - Q. *Investigator* – A College official designated by the Student Conduct Officer to investigate cases of misconduct.
 - R. *Respondent* – Student responding to allegations of violations of the Student Code of Conduct/SPEs.
 - S. *Restitution* – The student may be billed for loss or damages or requested to make payment to HCC or to other persons, groups, or organizations for loss or damages incurred. Payment may take the form of appropriate service and/or monetary or material replacement.
 - T. *Sanction* – A consequence issued as a result of being found responsible for violating the Student Code of Conduct/SPEs.
 - U. *Shared Performance Expectations (SPEs)* – The HCC Community has defined six “Shared Performance Expectations” that are essential for all members of the community to exhibit in order to grow personally and academically. The College reserves the right to sanction students for conduct that violates the Shared Performance Expectations. See page 10 for more information.
 - V. *Student* – Any person enrolled in courses, credit or non-credit, offered by Highland Community College, either full-time or part-time. Persons who are not officially enrolled for a specific term, but who have a continuing relationship with the College are considered students.
 - W. *Student Code of Conduct* – Behavioral expectations listed as HCC Shared Performance Expectations, Statements of Student Rights and Responsibilities, Academic Code of Conduct, General Code of Conduct, and behavioral expectations as communicated in Student Handbook, Housing Handbooks, Program Handbooks, Team Handbooks and on the college website.
 - X. *Title IX* – a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Title IX violations follow the due process from *The Policy and Procedure for Civil Rights Equity Grievance Resolutions for All Faculty, Students, and Employees* at Highland Community College.
 - Y. *Warning* – A warning is an official written or verbal notice to a student that such conduct is in violation of HCC policies and procedures. The continuation of such conduct or action may result in further disciplinary action.
 - Z. *Working Day* – Any day the College’s administrative offices are open.

Procedures

A. Students Rights and Responsibilities in the Student Conduct Process

- 1) When student misconduct is reported, and it is determined that disciplinary proceedings will be initiated, the student may be asked to meet with a college official to determine an informal resolution. If the student chooses not to meet with a college official, or if the misconduct does not warrant an informal resolution, the student will be notified of the specific allegation(s) in writing via official College e-mail, campus mail, and/or hand-delivered letter, and of the requirements to attend a conduct hearing. Once mailed, emailed and/or received in person, notice will be presumptively delivered. The responsibility for all decisions relative to the hearing, including the determination of responsibility and the imposition of disciplinary sanctions, if any, are the responsibility of the Student Conduct Officer/Designee. Should the student fail to appear at a hearing, the Student Conduct Officer/Designee may consider the evidence in the absence of the student and come to a decision. The decision made by the Student Conduct Officer/Designee in the absence of the student cannot be appealed.
- 2) Student disciplinary actions initiated by the College will adhere to the following due process considerations.
 - a. All HCC Students receive written notice of behavioral expectations via the Student Handbook – available online and in alternative formats by request. Additionally, students who are living in campus housing, members of teams, or enrolled in academic programs with additional standards receive housing/program/team handbooks with behavioral expectations included.
 - b. Students receive notification of the conduct proceeding and the nature of the alleged misconduct via official College e-mail, campus mail, and/or hand-delivered letter.
 - c. Students are given the opportunity to participate in the investigation/conduct process.
 - d. Students may have a support person present during the investigation/conduct process. Support persons may be anyone other than individuals who may be called to provide witness testimony. The support person is not allowed to participate in questioning or presenting information and is there purely in a support role.
 - e. Students may speak on their own behalf and to suggest witnesses to speak on their behalf during the investigation process.
 - f. Students are notified of the results of the hearing in writing.
 - g. Students have the right to appeal the hearing decision according to the Conduct Process below.
 - h. Students are responsible for reading and understanding the information provided in the Student Handbook, Resident Handbook, College Catalog, First Day Handouts, and Program/Team Handbook.
 - i. Students are responsible for reading the information provided in the letter scheduling a conduct hearing and responding as indicated.
 - j. Students are responsible for responding to all reports and information presented.
 - k. Students are responsible for telling the truth with the intent of clarifying the incident to college officials so an informed decision can be made.
 - l. Students are responsible for reading and following the guidelines set forth in the Resolution Letter.
 - m. Students are responsible for following the procedures for filing appeals as set forth in the Resolution Letter.

B. Conduct Process

- 1) Student conduct cases will be reviewed by the Student Conduct Officer/Designee. All student conduct cases will be addressed by one of the following areas:

- a. First offense academic integrity cases will be handled by the classroom instructor and will be entered into the database system for tracking of multiple academic integrity issues.
 - b. Conduct issues involving possible permanent dismissal from a class or program are automatically referred to the Student Conduct Officer/Designee.
 - c. All student conduct cases, including multiple offenses of academic integrity, will be referred to the Student Conduct Officer/Designee.
 - d. All gender discrimination and/or sexual misconduct cases will be resolved through the Title IX Process.
- 2) Informal Resolution
- a. Students may choose to resolve conduct issues through informal resolution with the following provisions:
 - i. The student admits to the misconduct
 - ii. The student agrees to the sanctions
 - iii. All parties understand that informal resolution is not appealable.
 - b. At any point in the informal resolution process, a student may choose to move to the hearing process.
- 3) Student-initiated report of misconduct: With the exception of gender discrimination and sexual misconduct violations, student code of conduct complaints must be initiated within 10 working days of the alleged violation/offense.
- a. The conduct complaint must be filed through the online incident report form or by reporting to a college official.
 - b. The written complaint shall contain a concise statement of the alleged violation/offense including dates, places, witnesses and others involved.
 - c. All gender discrimination and sexual misconduct violations should be reported to the appropriate HCC Title IX Coordinator.
- 4) After the investigation, the Student Conduct Officer/Designee will determine if the allegations(s) have merit.
- a. If the allegation(s) are found not to have merit, the student may be notified that the allegation(s) have been dismissed.
 - b. If the allegation(s) are found to have merit, the Student Conduct Officer/Designee may refer the case to an informal resolution with a college official.
 - c. If the case does not warrant an informal resolution, it will move to the hearing process.
- 5) If the student is found responsible for violations of the Student Code of Conduct at the hearing, the Student Conduct Officer/Designee will determine appropriate sanctions(s) based on the relevant College procedures and the case precedents, noting any institutional standards, as well as considering the student's prior relevant conduct (if any). The Student Conduct Officer/Designee will follow up as necessary to ensure sanctions are completed in a timely manner.
- 6) If the findings are accepted at the hearing, the case moves to the sanction phase.
- a. The Student Conduct Officer/Designee will communicate the outcome of the hearing to the student via written notification (Resolution Letter) through official College e-mail within five working days of the hearing. This notification will:
 - i. Explain the rationale for the decision regarding the student's responsibility.
 - ii. Review the required sanctions (if any) being imposed.
- 7) If the findings are rejected at the hearing, the student may file a written appeal within five working days. If no appeal is filed within five working days, the sanctions stand. Once the written appeal is received by the Student Conduct Officer/Designee, an appeal panel will convene to hear the case. See page 7 for the appeal process.
- 8) The appeal panel will make a decision based on a preponderance of the evidence (more likely than not standard).

- 9) The appeal panel will prepare a written report concluding the conduct process. This report will be submitted to the Student Conduct Officer/Designee and contain the following information.
 - a. The date, time and location of the appeal panel meeting
 - b. A concise summary of the appeal panel meeting, including a review of the evidence used in making a decision
 - c. Rationale for the decision regarding the student's responsibility
- 9) The Student Conduct Officer/Designee will communicate the outcome of the appeal to the student via written notification (Resolution Letter) through official College e-mail within five working days of the hearing. This notification will:
 - a. Explain the rationale for the decision regarding the student's responsibility.
 - b. Review the required sanctions (if any) being imposed.
- 10) The investigators, appeal panel, and Student Conduct Officer/Designee will document all steps of a case within a secure conduct tracking program.

C. Sanctions for Misconduct. When a student is found responsible for violating the HCC Student Code of Conduct, one or more of the sanctions listed in the sanctioning chart in the HCC Campus Fine, Consequence, and Sanctioning Information section of this handbook may be imposed.

D. Appeal Process

- 1) Conduct decisions may be appealed for the following reasons:
 - a. There were procedural errors made which significantly impacted the sanction or the findings.
 - b. The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.
 - c. New information is discovered that was not available at the time of the investigation that would significantly impact the sanction or the findings.
- 2) First offense academic integrity decisions may be appealed through the student conduct process. These decisions may be appealed for the same reasons as noted above in section D 1.
- 3) Students have the right to appeal the hearing resolution by filing a written appeal within five working days after receiving notification of the decision.
 - a. The following should be addressed in the appeal letter:
 - i. Were the procedures, as stated in the code of conduct/adjudication followed? If not, how did the process error affect the outcome of the case?
 - ii. Why was the severity of the sanction imposed not appropriate for the circumstance?
 - iii. What new information has been discovered, why was it not available at the time of the investigation, and how would it potentially affect the outcome of the case?
- 4) The appeal panel will review the student's letter to determine if it follows the above guidelines. The appeal panel will then meet with the student(s) and may or may not adjust sanctions. A written decision shall be provided to the student via official College email. The decision of the appeal panel is final.

E. Extenuating Circumstances – Interim Suspension

- 1) In certain circumstances, students may be placed on interim suspension from the College while the investigation and adjudication process are taking place. The Vice President for Student Services or designee will have the authority to place a student on interim suspension when it is determined such suspension is necessary to:
 - a. Maintain order on the campus.
 - b. Preserve the orderly functioning of the College.
 - c. Stop interference in any manner with the public or private rights of citizens on College- owned and controlled property or at College-sponsored activities.
 - d. Stop assault or battery.

- e. Stop actions that are destroying or damaging property of the College, its students, employees, guests, or the general public.
 - f. Deal with any violation of the Student Code of Conduct deemed to be serious or repetitive enough to warrant interim suspension.
- 2) A student who has been placed on interim suspension may not attend classes, may not participate in any College activities, and is excluded from all College property, including housing. The student's faculty will be notified of the suspension. Should the student ignore the conditions of this suspension, the College will take further action deemed appropriate. If a student is granted the opportunity to return to classes, the VPSS and the VPAA will work with faculty to reintegrate students to class and create alternative opportunities to complete course objectives.

F. Release of Disciplinary Information

- 1) Access to any student's disciplinary file shall be governed by provisions of the Family Educational Rights and Privacy Act (FERPA).
- 2) Only the student charged and those College officials who have a legitimate educational interest in disciplinary information may have access to the files.
- 3) All other inquiries, including but not limited to employers, governmental agencies, news media, relatives, friends, or local police agencies must have a written release from the student to gain access to College disciplinary files.
- 4) When cases involve any crime of violence, the results of the disciplinary proceedings will be released upon request to the victim(s).
- 5) In cases of Title IX sexual misconduct, the results of the disciplinary proceedings will be released to the victim(s).

Every effort will be made by the College to respect the privacy of the student. However, if the identity of the student(s) has been publicly disclosed in the news media, the College reserves the right to respond as it deems appropriate to describe fairly and accurately the disposition of disciplinary matters.

HCC Campus Fine, Consequence, and Sanctioning Information

The conduct process is designed to promote campus safety and help protect your rights as an HCC student. This process affects all students found to be in violation of HCC Shared Performance Expectations. All crimes committed on college property are subject to regulatory procedures of local, state, and federal laws. The following list of violations will be subject to fines. This is not an all-inclusive list of fineable offenses or general offenses.

Alcohol and Drugs on College Owned Property

Alcohol and drugs are not allowed on campus. (See HCC Drug and Alcohol Prevention Policy at <https://highlandcc.edu/caffeine/uploads/files/HCC%20Drug%20free%20schools%20policy%20for%20web.pdf> for more information.) All students in college-controlled housing and other property where alcohol and/or drugs are present will be held individually accountable and are subject to appropriate disciplinary action through the conduct process.

If there is a violation in a campus housing unit, all students will be held individually accountable and, in most cases, all parties present will be subject to the conduct process. Failure to report violation(s) that occur within one's own assigned housing unit, by other campus housing residents or non-campus housing residents, to proper College authorities is in and of itself a violation of the HCC Shared Performance Expectations. Students who are present and report campus violations for which they are not responsible or an active participant will not be fined or held accountable. Student reports will be kept as confidential as possible.

Alcohol Violation Definition-Students present in or on college owned property in the presence of alcohol, empty alcohol containers, or any evidence of alcohol are in violation of the HCC Drug and Alcohol policy and will be charged with an alcohol violation or complicity violation.

Marijuana Violation Definition-Students in or on college owned property in the presence of marijuana, persons using marijuana, pipes with residue, bong, marijuana stems or seeds, or any evidence of marijuana or marijuana use are in violation of the HCC Drug and Alcohol Policy and will be charged with a marijuana violation or complicity violation.

Weapons on Campus

The HCC weapons policy is posted in its entirety online highlandcc.edu/caffeine/uploads/files/HCC%20Weapons%20Policy.pdf. Please read the entire policy for definitions related to the legal possession of weapons on campus. Posted below are excerpts from the policy.

In order to promote a safe and secure community college and learning environment, HCC prohibits the possession or use of Weapons on Campus and at Off-Campus Activities, except as set forth below.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 et seq., as amended (the “Act”) and other applicable federal/state laws, it is permissible and will not be a violation of this Policy for the:

- i) Carrying of a concealed Handgun on Campus by legally qualified individuals, pursuant to Kansas law, and also in accordance with the Concealed Carry Restrictions set forth below,
- ii) Lawful carrying of a concealed Handgun by an employee performing College duties at an off-Campus Activity, when in accordance with applicable laws/policies for such location,
- iii) Lawful possession of a Handgun within a personal/non-College vehicle,
- iv) Lawful possession of Weapons as necessary for the conduct of College approved programs.

Safety Requirements: To reduce the risk of accidental discharge on Campus, when carrying a concealed Handgun on Campus (whether on the person or in a carrier,) the concealed Handgun is to be secured in a holster that completely covers the trigger and the entire trigger guard area. The holster should also secure an external hammer in an un-cocked position through the use of a strap or by other means. Handguns with an external safety are to be carried with the safety in the “on” position.

Storage: Handgun storage is not provided by HCC. Individuals may store a Handgun in the individual’s vehicle when the vehicle is locked and the Handgun is secured in a location within the vehicle that is not visible from outside the vehicle.

Individuals who legally reside in HCC Campus Housing may store a Handgun in an opaque (non-transparent), locked storage box inside a campus apartment when the apartment is locked and the Handgun is not visible from inside or outside the apartment. Handgun storage by any other means is prohibited.

Specifically, it is prohibited for any individual to store a Handgun: i) in a vehicle that is unlocked or when the Handgun is visible from outside the vehicle, ii) in an unattended backpack/carrier, iii) in any type of locker, iv) in a campus apartment that is not contractually assigned to the owner of the Handgun v) in a transparent, locked or unlocked storage container, vi) in an unlocked campus apartment, vii) in an unlocked storage container inside a campus apartment, or viii) in any other location and under any circumstances except as specifically permitted by this Policy and by state and federal law.

Even the lawful carrying of a concealed Handgun has its own risks. Any report of Weapons on an HCC Campus will be addressed by local law enforcement in coordination with HCC officials. The lawful carrying of a

concealed Handgun should not create concerns on Campus; however, anything other than lawful carrying of a concealed Handgun has the potential to create confusion and additional risk during police responses.

Enforcement: Any individual violating this Policy will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal from the premises and/or arrest. Enforcement of this Policy will be administered by HCC Officials.

HCC Violation Chart

Violation	Shared Performance Expectation violated <ol style="list-style-type: none"> 1. Be competent at your work 2. Communicate effectively 3. Respect others 4. Make good decisions 5. Act responsibly 6. Work effectively in teams
<i>Category 1 Violations-\$0-\$100. Some violations may be subject to additional sanctions.</i>	
Solicitation	SPE 3, 4, 5
Water guns, water balloons, and water balloon launchers	SPE 3, 4, 5
Violating educational environment	SPE 1-6
Improper trash disposal	SPE 3, 4, 5
First Offense Classroom Disruption	SPE 1-5
<i>Category 2 Violations-\$0-\$300. Some violations may be subject to additional sanctions.</i>	
Dangerous items or items used to inflict harm as determined by staff. Examples include but are not limited to sling shots, fireworks, archery equipment, paint ball guns, water guns, potato gun, air soft guns, knives less than 4 inches. (Kitchen knives not used as a dangerous weapon are excluded.)	SPE 3, 4, 5
Destruction of College property	SPE 3, 4, 5
Disorderly Conduct including but not limited to public drunkenness, fighting, physical altercation, use of extremely obscene or offensive language, inciting a riot, etc.	SPE 3, 4, 5
Insubordination to College Authorities	SPE 1-6
Discharging a fire extinguisher, dismantling a fire alarm or tampering with an AED unit	SPE 3, 4, 5
Damaging, tampering with or removing a wireless router	SPE 4, 5
First offense smoking or using any tobacco product on campus (including inside campus apartment, buildings, etc., and excluding inside personal cars legally parked on campus)	SPE 4, 5
Second offense smoking or using any tobacco product on campus (including inside campus apartment, buildings, etc., and excluding inside personal cars legally parked on campus)	SPE 3, 4, 5

First Offense Alcohol Violation and/or Marijuana Violation (see definition of violations above).	SPE 4, 5
Failure to complete assigned alcohol/drug education program from first offense alcohol within 4 weeks	SPE 1, 3, 4, 5
Second Offense Alcohol Violation and/or Marijuana Violation (see definition of violations above).	SPE 3, 4, 5
First Offense Academic Dishonesty	SPE 1-5
Category 3 Violations-\$0-\$400. Some violations may be subject to additional sanctions.	
The sale of alcoholic beverages or any illegal drugs	SPE 3, 4, 5
Use or possession of illicit drugs other than marijuana or alcohol.	SPE 3, 4, 5
Unlawful possession of Firearms	SPE 3, 4, 5
Unlawful possession of weapons and/or significantly dangerous items as determined by staff. Examples include but are not limited to pellet guns, explosives, martial arts weapons, knives longer than four inches (excluding kitchen knives), etc.	SPE 3, 4, 5
Inappropriate storage of weapon.	SPE 3, 4, 5
Failure to attend alcohol/drug education program through campus counselor from second offense alcohol/marijuana within time allotted.	SPE 1, 3, 4, 5
Third Offense Alcohol Violation and/or Marijuana Violation (see definition of violations above).	SPE 3, 4, 5
Multiple Academic Dishonesty violations	SPE 1-5
Multiple Classroom Disruption violations	SPE 1-5

HCC Sanctioning Chart

The examples below are not inclusive of all offenses or sanctions. The student conduct officer/appeal panel reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or intentional offensive behavior. Neither the conduct officer or hearing panel/appeals board will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Examples	Recommended Sanction(s) on first offense unless otherwise stated.
Threatening the life or physical safety of others	
Non-Consensual or forced sexual contact (where no intercourse has occurred)	Medium to High
Non-Consensual or Forced Sexual Intercourse	High
Sexual exploitation or Sexual harassment	Low to High
Stalking	Medium to High
Behavior that endangers self or others	Medium to High
Fighting on campus	Medium to High
Striking another individual-physical altercation	Medium to High
Name calling and/or bullying including cyber bullying.	Low to High
Verbal & Written Threats	Low to High
Dating Violence	Medium to High
Domestic Violence	Medium to High

Bomb Threat	High
Retaliation	Medium to High
Conduct that violates the rights of others to an educational atmosphere or interferes with the operation of the college.	
Classroom disruption-1 st violation	Low
Classroom disruption-2 nd violation	Medium to High
Excessive noise	Low
Interrupting a classroom from outside the room in the hallway	Low
Conduct that denies others of human Constitutional rights, including that which is motivated by racism, sexism, or other forms of discrimination	Medium to High
Making false reports concerning another individual	Low to High
Inappropriate use of Network including Learning Management System, disruption of network (i.e. viruses), illegal downloads of copyrighted material, gaining access to or using resources for which one does not have authorization, disrupting the work and/or use of the network by others, accessing inappropriate content such as sexually explicit material, etc.	Low to High
First Offense Academic Dishonesty	(As per instructor policy)
Second Offense Academic Dishonesty	Medium to High
Vandalism, theft, or willful destruction of property	
Slashing tires	High
Breaking windows	Medium to High
Damaging vehicles	High
Tampering with smoke detectors, other people's property	Medium to High
Discharging a fire extinguisher	Medium to High
Damaging or tampering with the wireless router	Medium to High
Intentionally breaking College furniture/appliances	Medium
Removing furniture/appliances from your apartment	Low to Medium
Theft	Medium to High
Theft of College Property	Medium to High-Police notified
Vandalism	Low to High
Violations of College Policies or regulations	
Unlawful possession of firearm on person or in campus housing or at any college activity (Firearm=handgun, rifle, shotgun) OR Second offense firearm in vehicle	High

Firearm in vehicle-1 st offense	Low to Medium
Unlawful possession of weapons and/or significantly dangerous items, as determined by housing staff, on person, in vehicle, or in campus housing or any part of campus or at any college activity. Examples include but are not limited to: <ul style="list-style-type: none"> • Pellet guns • Bows and Arrows • Potato guns • Explosives • Martial arts weapons Knives longer than 4 inches (not including cutlery when no intent to harm)	Low to Medium
2 nd Offense Unlawful possession of weapons and/or significantly dangerous items	Medium to High
3 rd Offense Unlawful possession of weapons and/or significantly dangerous items	High
Habitual Violator (When a student has many violations of any type, they will be sent into the conduct process. Example, 1 academic violations and 3 housing violation, 3 alcohol violations, etc.)	Medium to High
Academic Violation (integrity, classroom disruption, etc.)-2 nd Offense	Medium
Failure to report violations	Low to Medium
Failure to identify oneself to College officials	Low to Medium
Possession of a College key without authority	Medium to High
Failure to comply with hearing sanctions	Medium to High
Violation of Federal, State, or local laws	
Marijuana odor in car or room or on person	Low
Indication of drug use by individual (including positive drug test) or group, but no significant amount of marijuana (stems, seeds, residue, pipe, bong, wrappers, other drug paraphernalia)-1 st offense only	Medium
Significant Possession of marijuana or any amount of other illicit drug.	High
Indication of drug use including significant amount of marijuana or any illicit drugs on person or positively identified as belonging to respondent or 2 nd offense indication of drug use (see above).	High

Indication of drug sales (combination of scales, grinder, wrappers, residue, baggies, cash, odor and/or any amount of marijuana or any illicit drugs)	High
Possession and improper use of prescriptions	Medium to High
Insubordination to college authorities	
Failure to follow instruction from college staff	Low to Medium
Repeating behavior you have previously been sanctioned for	Medium to High
Failure to follow through on previous sanctions	Medium to High

HCC Sanctioning Rubric

The following rubric lists examples (not all inclusive) of sanctions that may be assigned for various violations of the student code of conduct. They are listed as low, medium and high consequence sanctions. Refer to the HCC Sanctioning Chart for examples of various violations and the level of consequence assigned.

Low Consequence	Medium Consequence	High Consequence
Verbal Warning	Disciplinary Suspension	Expulsion from college
Community Service	Mandatory counseling	Disciplinary suspension from housing
Written Warning	Lose all points on test, quiz, or assignments	Loss of Scholarship
Writing Assignment	Restitution	No Trespass on College property
Assigned educational workshops	Referred to Social Services and/or support group	Fine
Required Tutoring Hours assigned	Parents/guardian will be notified if appropriate for FERPA. (Can be done with health and safety issues including alcohol and drug use.)	
Suspension from Scottie Pause, Library, Wellness Center, Field house, sporting events, intramurals, campus activities	Disciplinary Probation	
Fine	Police Notification	
Losing partial points for an assignment/quiz	Confiscation of banned items, temporarily or permanently	
Required proctored testing	No Trespass Order from housing	
	Withdrawn from class with an F	
	Fine	
	No longer able to enroll in online classes	

In addition to or in conjunction with the disciplinary actions listed above, the following non-exhaustive list of sanctions may be imposed by the College as part of an interim action or disciplinary action: mandatory training, hold on student records, academic or personal counseling, attendance at the student assistance program, restitution and fines, required administrative meetings, medical certification/evaluation, execution of a behavioral agreement, modifications to the academic schedule, issuance of a no-contact order in relation to another individual, mandatory project or assignment (i.e. writing assignment), denial of privileges, emergency suspension, ban from HCC campus or activities and/or community service.

Academic Information

Attendance Requirements

Highland Community College has the expectation that students should be active participants in their coursework. Regular class attendance is considered a key element of participation and an essential part of the educational experience. Specific attendance requirements for individual classes must be communicated through the First Day Handout.

Technical Center Students Leaving Campus

High school students attending classes at the Technical Center who must leave campus during class time, must report to the main office to obtain and sign an off-campus pass. Upon returning to campus, students must return the pass to the main office before returning to class. High school students are not allowed to leave campus without permission from their parent or guardian.

Academic Integrity

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 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:

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

- a. There were procedural errors made which significantly impacted the sanction or the findings.
- b. The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.
- c. 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.

Classroom Disruptions

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

Every instructor will:

- State clearly in the first-day handout their personal policy about disruptive acts in accordance with their expectations of their students.
- List examples of disruptive acts and how those specific acts will be handled (not all acts of disruption can be anticipated and this list is not all inclusive).
- Send his/her policy (first-day handout) to the Vice President for Academic Affairs or appropriate regional 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 and the behavior continues, the student may be removed from that class session and directed to the classroom readmission process.

To be readmitted to class, the student must meet with the Director of Student Life or designee and complete the Classroom Readmission Form. 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 to the conduct officer 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 with an F. 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.

Technical Center Classroom Disruption and Program Removal

For disruptive acts that do not require immediate removal, instructors will send notification of the offense and relevant documentation to the conduct officer and the student will enter the Student Conduct Process on the first offense. A student may appeal all decisions of classroom disruption through the Student Conduct Process.

Technical Center 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 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.

Academic Problems

Feel free to talk with your instructor about any problems you may have with a course. It is usually best to make an appointment to see him/her in an office rather than trying to get an answer to a question or to take care of a problem between classes.

Faculty members are expected to provide information at the start of each semester on how the final grade will be determined. Faculty members are very conscientious about determining student grades, but if you feel an error has been made, talk with the instructor.

If you feel your concerns have not been addressed, you may speak with the Vice President for Academic Affairs on campus. Although, the practice is rare, a grade can be appealed. See the Grade Appeal Policy for more information.

Highland Campus Final Examination Schedule

All final exams will be given in the regularly scheduled classrooms. The time each exam begins is available from each instructor or from the Academic Affairs office on the Highland Campus. All exams are scheduled for two hours except activity-based courses. Final exams for all other scheduled instruction will be given during the last regular class period. Requests for exceptions to the final examination schedule should be directed to the Vice President for Academic Affairs. Only with appropriate documentation and approval from the Vice President for Academic Affairs will a student be permitted to deviate from the announced final examination schedule. Students will not receive approval for alternate finals based on conflicts with travel arrangements. Independent study, arranged courses, and evening class finals will be scheduled by the course instructor.

Changes and Class Cancellations

Highland Community College reserves the right to cancel, combine, or change the time, day, or location of any classes, and to change the instructor and/or instructional method. Tuition and fees may also be changed by the Board of Trustees without notice or obligation.

Institutional Awards/Scholarships

Students receiving institutional awards from Highland Community College are expected to maintain a minimum grade point average and pass at least 12 hours per semester or, in the case of athletics, the students must meet NJCAA eligibility guidelines.

Each award has different guidelines which students will receive when he or she signs the award agreement. At the end of each semester, students not meeting the guidelines will not have their awards renewed for the succeeding semester. There is not an appeal procedure or probationary period for HCC institutional awards. Please consult the website (www.highlandcc.edu) for specific institutional award guidelines.

Satisfactory Academic Progress Policy

At the end of each semester, all students will be evaluated to determine whether they are attaining satisfactory academic progress according to the Satisfactory Academic Progress (SAP) Policy. This policy may be found in the HCC Catalog and online at

[https://highlandcc.edu/caffeine/uploads/files/SAP%20Policy%20Changes%20effective%20Fall%202016\(1\).pdf](https://highlandcc.edu/caffeine/uploads/files/SAP%20Policy%20Changes%20effective%20Fall%202016(1).pdf).

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.

General Information

Student Right to Know - <https://highlandcc.edu/pages/student-right-to-know>

MyHCC-All HCC students are required to log in to their MyHCC account to view schedules, billing statements, transcripts, class assignments, and a variety of supplementary information. In addition, students are required to log into their Highland student email account to receive official HCC messages and communications. All students can easily access both of these accounts by going to the Highland website (www.highlandcc.edu) and entering their username and password in the box titled "MyHCC Login." **Student usernames will always be lastname.firstname@highlandcc.edu (for example: smith.john@highlandcc.edu). New students who do not have their password** will automatically receive this information by means of email correspondence sent from the Highland IT department directly to the student's personal email account given during the application process and/or during enrollment.

Highland Campus Resource Guide	Phone Number	Location
Campus Main Line	785-442-6000	Highland, KS
To dial an extension, dial 785-442- (add 4-digit extension number listed below)		
Academic Advisor Information	6159	Irvin Hall, 1st floor
Academic Assistance	6058	Irvin Hall, Student Resource Center
Activities & Clubs	6188	Wellness Center
Alumni Activities	6018	Administration Building, 2nd floor
Athletics (Intercollegiate)	6039	Allen Field House, Room 207
Athletic Trainer	6049	Allen Field House, Training Room
Billing	6001	Administration Building, Business Office
Bookstore	6009	Bookstore/Mailroom
Cafeteria (Great Western)	6095	Cafeteria
CARE Team		care@highlandcc.edu
Counseling Services	6016	Yost Hall, Lower Level
Disabilities Services	6159	Irvin Hall, 1st floor
Doctor- see Medical Services		
EMERGENCY - AMBULANCE - FIRE	911	
Highland Police/City Hall	785-442-3212	220 W. Main, Highland, KS
Employment (Student)	6135	Administration Building, Student Services Office
Financial Aid	6135	Administration Building, Student Services Office
Foundation	6019	Administration Building, 2nd floor
Grades - see Student Records	6025	Administration Building, Student Services Office
Housing	6028	Wellness Center
ID Cards	6140	Wellness Center
Information Technology Help Desk	6060	
Library	6054	Library
Lost and Found	6009	Bookstore/Mailroom
Mail Services	6009	Bookstore/Mailroom

Medical Services		
Highland Community Clinic	785-442-3213	415 W. Main, Highland, KS 66035
Parking Permits	6140	Wellness Center Front Desk 8 am-5 pm
Resident Assistant	785-850-1377	Wellness Center
Security	785-741-2206	Lower Floor, Heritage Hall
Student Records	6025	Administration Building, Student Services Office
Textbooks - see Bookstore		
Title IX Coordinator-Student concerns	6021	VP Student Services-Administration Building, 1 st floor Student Services Office- vpstudentservices@highlandcc.edu
Title IX Coordinator-Employee concerns	6010	Human Resources Manager-Administration Building, 2 nd floor
Transcripts - see Student Records		
Tutoring - see Academic Assistance		
Withdrawal from College	6020	Administration Building, Student Services Office
Work Study - see Employment (student)		
Tech Center Resource Guide	Phone Number	Email Address
Technical Center Main Line	913-367-6204	hcctc@highlandcc.edu
Academic Services		hcctc@highlandcc.edu
Care Team		care@highlandcc.edu
Student Services		hcctc@highlandcc.edu
Regional Site Resource Guide	Phone Number	Email Address
Atchison Center	785-442-6180	atchison@highlandcc.edu
Perry Center	785-442-6400	perry@highlandcc.edu
Concurrent Classes	785-292-6022	concurrent@highlandcc.edu
Wamego Center	785-442-6280	wamego@highlandcc.edu
Western Center	785-442-6240	western@highlandcc.edu
Regional Disabilities Coordinator	785-442-6280	disabilities@highlandcc.edu
Care Team		care@highlandcc.edu
Online Classes Resource Guide	Phone Number	Email Address
Director	785-442-6170	hcconline@highlandcc.edu
Enrollment	785-442-6171	hcconline@highlandcc.edu
Concurrent (High School) Enrollment	785-442-6141	concurrent@highlandcc.edu
Online Disabilities Coordinator	785-442-6280	disabilities@highlandcc.edu

Accreditation

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, (800) 621-7440/ (312) 263-0456. Program specific accreditations are available on file at Highland Community College Technical Center, Atchison, KS.

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.

HCC's Auto Technology Program is ASE Education Foundation (formerly NATEF - National Automotive Technician Education Foundation) certified.

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.

Bookstore

The HCC Bookstore is located in the lower level of the Library Student Union Building (LSU) on the Highland campus and is open weekdays from 8:00 a.m. - 4:30 p.m. Rental books and school supplies can be obtained through the Bookstore. College apparel, college souvenirs, and miscellaneous merchandise are also available.

Book Rental for non-technical school and online students - The mandatory book rental program saves money for HCC students. Book rental fees are published at www.highlandcc.edu. **The fee does not include workbooks or supplements required by instructors.** Books are distributed by the HCC Bookstore and must be returned at the end of the semester or upon dropping a course. Students who fail to return books by posted deadlines, will be assessed the current replacement cost of the book. Academic transcripts will be held until payment is received.

Technical Students - Students are responsible for purchasing necessary textbooks, tools, and/or other items required for each program.

Mail Room - The mailroom is located in the Bookstore on the Highland campus. Students living on the Highland campus have mailboxes located in the hallway outside the Bookstore. Students are required to present student ID when picking up packages. Packages should be secured with tape and properly labeled using a street address.

Lost and Found - Lost and Found is located in the HCC Bookstore on the Highland campus. Students attending other campuses should check in the main office of the attendance center.

Calendar

Please consult the online calendar at www.highlandcc.edu for all pertinent dates for the 2020-21 Academic Year.

Care Team

The Care Team is a team of student services personnel and other support staff trained to identify and assist high-risk students who are having difficulty being successful at HCC. Students may contact the Care Team to refer oneself or other students by emailing care@highlandcc.edu or completing the “Concerned About an HCC Student” form online at <https://highlandcc.edu/pages/concerned-about-an-HCC-student>.

Directory Information

Highland Community College designates the following student information as public or “Directory Information.”

- Name
- Address (local & permanent)
- Telephone number (local & permanent)
- Date of birth
- Major field of study
- Full or part-time enrollment status
- E-mail address
- Photographs
- Classification (freshman, sophomore)
- Dates of attendance
- Degrees
- Awards received
- Previous institutions attended
- Sports - height, weight, and picture
- Participation in recognized activities

Currently enrolled students may withhold disclosure of this information to institutional persons or organizations. To withhold disclosure, written notification must be received in the Office of the Registrar by the end of the first

week of each semester. This also will keep you out of the Campus Directory which is published each semester and which is available to anyone on request.

Emergency Procedures

HCC Emergency Procedures may be found online at <https://highlandcc.edu/pages/emergency-info>.

Equal Opportunity Statement

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

Inclement Weather Closing Alerts

It is sometimes necessary for various campuses to close due to inclement weather. All students may sign up to receive RAVE Alerts, a free messaging service that alerts students in various campus locations to announcements about campus closings, emergencies, or other announcements.

Notifications of campus closings may also be sent to the following radio, television, and social media outlets for broadcast:

- KAIR, 1470 AM/93.7 FM (Atchison)
- KNZA, 104 FM (Hiawatha)
- 94 Country Radio
- WIBW Channel 13 (Topeka)
- KQ-2, Channel 2 (St. Joseph)
- @highlandcc Twitter Account
- Highland Scotties Facebook Account
- HCC Engage application
- HCC main website (highlandcc.edu)

Missing Student Notification

In compliance with the Higher Education Opportunity Act of 2008, this policy sets forth procedures for the reporting, investigating and making emergency notifications regarding any currently-enrolled student who is believed to be missing.

A student will be presumed to be missing when his/her absence, of 24 hours or more, is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained.

Reporting a Possible Missing Student:

Any member of the college community, including both employees and students, who is concerned that a currently-enrolled student may be missing should immediately contact the Vice President for Student Services at 785-442-6020. Any college employee who receives a report of a possible missing student must immediately refer such report to the Vice President for Student Services. The Vice President for Student Services shall investigate all reports and determine whether a student is missing. If the Vice President for Student Services determines that a student is missing, he/she shall notify the President and the Doniphan County Sheriff's Department, and/or other appropriate law enforcement agencies, as necessary.

Missing Person Emergency Contact:

Students are able to designate a “Missing Person Emergency Contact” on the application for student housing. If a student is determined to be missing, the Vice President for Student Services shall notify the designated Missing Person Emergency Contact not later than 24 hours after the student is determined to be missing. This contact information is considered confidential and will only be accessible to authorized college or law enforcement personnel.

Parent/Guardian Notification for Students under 18 years of age:

If a student is under 18 years of age (and not emancipated) and is determined to be missing, the Vice President for Student Services shall notify a custodial parent or guardian not later than 24 hours after the student is determined to be missing.

Law Enforcement Notification:

If a student is determined to be missing, the Vice President for Student Services shall notify the Doniphan County Sheriff’s Department, or other appropriate law enforcement agency, not later than 24 hours after the student is determined to be missing.

Parking

Students, staff, and faculty are required to register their vehicles and display parking permits when parked in campus parking lots. Students living in campus housing will be assigned parking according to their housing assignment and **may not park in any other area on campus**. Parking policy may be found on the website at <https://highlandcc.edu/pages/parking-registration>.

Payment Information

Student housing at Highland Community College is owned and operated by the College on a self-supporting basis. The College reserves the right to increase rates before or during the school year due to increased cost of services.

Payments of all HCC tuition and fees are made on a semester basis and must be paid in full by registration day or scheduled on a payment plan. Please see <https://highlandcc.edu/pages/payment-plans> for more information.

Silent Witness

If you are concerned about students committing campus violations or criminal actions on campus and would like to report it to campus security, please fill out the Silent Witness form at <https://highlandcc.edu/pages/silent-witness>. Your identity cannot be found by submitting this form. If you need an immediate response please call 911.

Smoking

Smoking and use of all tobacco and tobacco products including e-cigarettes is prohibited across campus. Use of tobacco inside of vehicles legally parked in campus parking lots is allowed. See the HCC Tobacco Use Policy on the website at <https://highlandcc.edu/pages/handbook> for details.

Student Insurance

HCC provides secondary insurance for injury for students enrolled in and attending industrial classes, health classes, and/or for student athletes. This insurance serves as a secondary policy.

Vehicle Entry

The College reserves the right to search students' vehicles parked on College property if there is a suspected health and safety violation or violation of College policy, housing policy, or law. HCC Security, Campus Housing Staff or the Vice President for Student Services may conduct vehicle inspections. Law enforcement officials and/or canines, used for the detection of illegal substances or unlawful possession of weapons, may accompany HCC officials during inspections.

Campus Owned Housing Information

Residents of campus housing are required to read and understand the Residence Life Handbook that may be found online and is available from the Director of Residence Life. The guidelines below are included in the Student Handbook to provide a general overview.

Housing on the Highland Campus

On-campus apartment-style housing is a unique part of the educational experience on the Highland campus. Like any student housing option, whether it is school or privately owned, there are terms and conditions to the lease students sign. The lease outlines those guidelines for HCC housing. Students are responsible for knowing this information and following it. The Residence Life Handbook is available online at [https://highlandcc.edu/caffeine/uploads/files/Housing%20Handbook%20T%20Stoldt%20Edit%20April%202018\(1\).pdf](https://highlandcc.edu/caffeine/uploads/files/Housing%20Handbook%20T%20Stoldt%20Edit%20April%202018(1).pdf) and is reviewed at the required housing orientation held at the beginning of each semester. Students are responsible for all information contained therein and for sharing that information with all off-campus guests that may visit campus housing.

Check Out Procedure

In order to be eligible for a refund of the \$150.00 deposit, students are required to complete the following steps by 10:00 p.m. on the last day of the contract, which is the last day of the semester or on the day of a student's withdrawal from College.

1. Clean room completely: remove all trash, sweep and mop the floors, dust, vacuum carpeted areas, clean bathroom and kitchen areas thoroughly, including the oven and refrigerator. Be sure beds are bunked in all rooms (if applicable).
2. Remove all personal belongings.
3. Contact the Resident Assistant or other Residence Life personnel for a room inspection during designated check out times.
4. Turn in keys. Resident Assistants or other Residence Life personnel will direct you to the designated key-drop site.
5. Complete and sign a checkout form.

At 10:00 p.m. on the final day of the contract, the College reserves the right to dispose of personal property remaining in housing units without liability to itself or its personnel.

Facilities and Furnishings

Each resident will be held responsible for breakage, damage, and cleaning that is beyond the normal wear of the facility and its furnishings. Damage to student rooms and its furnishings will be assessed to the occupants at the time the damage is discovered.

The College is not liable for the loss or damage of any kind to personal property of a student – the protection of personal property is the individual’s responsibility. Students are encouraged to obtain insurance on property and possessions.

Report lost housing keys to the Director of Residence Life immediately. A replacement fee will be charged for lost campus apartment keys and will be added to the student’s account.

Housing/Meal Costs per Semester

A refundable \$150 damage deposit is required with the contract. The deposit will be refunded at the end of the academic year if there are no damages to the room or its contents, and if you have no outstanding debts to the College. The deposit may be transferred to the following academic year if you plan to return to housing. Single rooms are an option only if space is available. Current housing and meal prices are available on the College website.

Students living in campus housing must purchase a meal plan. HCC offers an 18 meals per week plan and includes a flex dollar plan. Flex dollars will carry over from fall semester to spring semester. All unused flex dollars will expire on the last day of the meal plan in the spring semester.

The cafeteria serves breakfast, lunch, and dinner Monday through Friday, plus Saturday and Sunday brunch and Sunday dinner. Hours are posted in the cafeteria.

Housing and Room Assignments

The Director of Residence Life will make all housing assignments. Campus housing opens on registration day. The Director of Residence Life must authorize all room changes in advance of a move. There is a two-week room freeze after students check into their room. Room changes will not be accepted until September 1. Students will be compensated and/or charged for differences in room rates. Students making unauthorized room changes will be fined.

The College reserves the right to change room assignments in the interest of health, discipline, or the general welfare of a student and/or students. The College reserves the right on a case-by-case basis to deny housing rights to those who have criminal records. The College also reserves the right to conduct background checks on all students applying for campus housing.

Length of the Contract

The contract expires at 5:00 p.m. on the day you withdraw from the College or 10 p.m. on the date of your final examination. Housing units are closed during Winter break. Only those students required to remain on campus during the break (i.e. for an athletic event or a performance) will be allowed to occupy student housing during break periods. Students with special circumstances may contact the Director of Residence Life to make any necessary arrangements. A daily rate will be charged to those receiving permission to stay.

Mail

Each student has his or her own mailbox located in the basement of the Student Union. Students will be assigned a key for his or her box. Students may have their mail addressed to: Student Name, Apartment, 606 West Main, Highland, KS 66035. **Replacement cost for lost mailbox key is \$30.00.**

Maintenance

For routine maintenance, contact your Resident Assistant to fill out a maintenance request or email maintenance@highlandcc.edu. **When you make the request, you authorize maintenance personnel to enter your room to perform any necessary work.** For maintenance emergencies, contact your resident assistant. If he or she is unavailable, contact Security or the Director of Residence Life.

Quiet Hours

Quiet hours are from 9:00 p.m. - 8:00 a.m. daily. During quiet hours, no noise (voices, television, radio/stereo) may leave your room. At all other times, keep in mind that you are living with and near others. City of Highland quiet hours begin at 9:00 p.m. daily and will be enforced by local officials.

Resident Assistants

Students serving as Resident Assistants live in campus housing. Resident Assistants serve several purposes:

- Answer questions about housing policies or procedures
- Direct students to the campus or community resources that may be needed to address or solve a problem
- Conduct regular room inspections and inform student of activities, intramural events or anything which may be of concern to dorm residents.
- Help address personal problems
- Assist with conflict resolution
- Help the College maintain an educational environment
- Respond in emergency situations
- Resident Assistants are considered to be College officials. Any insubordination directed at them will be treated in the same way as that directed at other College staff members.

Room Entry

The College reserves the right to enter students' rooms in the interest of health and safety, or when a violation of College policy, housing policy, or law is apparent or probable cause is given. Your assigned Resident Assistant, Residence Life Staff, or the Vice President for Student Services may conduct room inspections. HCC campus security, law enforcement officials and/or canines, used for the detection of illegal substances or unlawful possession of weapons, may accompany HCC officials during inspections.

Visitation

Room visitation hours for all campus housing are from:

9:00 a.m. - 1:00 a.m. Sunday through Thursday, and

9:00 a.m. - 2:00 a.m. Friday and Saturday.

The Director of Residence Life must approve all overnight guests of students living in campus housing prior to the stay. Residents who have unapproved guests will be subject to disciplinary action.

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Highland Community College receives a request for access. A student should submit to the registrar, Vice President for Student Services, or Dean of Instruction a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Highland Community College to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Highland Community College decides not to amend the record as requested, Highland will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Highland Community College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Highland Community College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by Highland Community College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Highland Community College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority

that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))