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.

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.

The College reserves the right to sanction students for conduct that violates the Shared Performance Expectations. The following types of acts are examples of such violations and could result in serious disciplinary sanctions to include suspension or expulsion from Highland Community College.

1. Threatening the life or physical safety of others.
2. Conduct that violates the right of others to an educational atmosphere or interferes with the operations of the College.
3. Vandalism, theft, or willful destruction of property.
4. Violation of College policies or regulations.
5. Violation of federal, state, or local laws.
6. Insubordination to College authorities.

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 Discipline Adjudication Procedure is printed below.

Student Discipline Adjudication

The purpose of this Student Discipline Adjudication Procedure is to document the College's due process for responding to Student Code of Conduct violations including gender discrimination and sexual misconduct under Title IX.

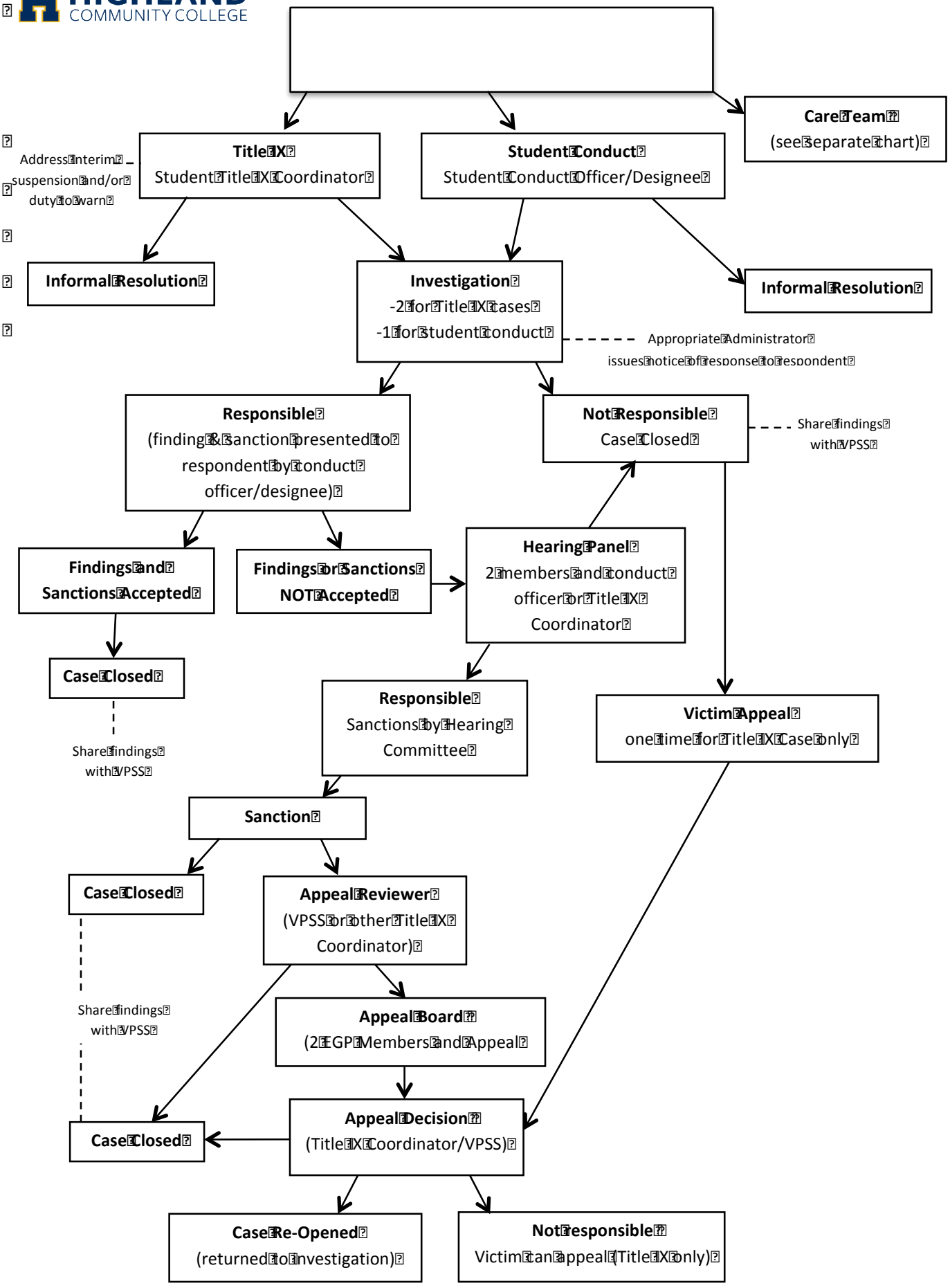
Official Communication & Policies

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.

HIGHLAND COMMUNITY COLLEGE

Student Conduct / Title IX Adjudication



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.
B. *Advisor* – 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 Board*– A team of two College officials designated to hear the appeal and make recommendations to uphold the Conduct Hearing Board decision or return the case for further review.
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. *College* – Highland Community College
F. *College Official* – Any person employed by the college
G. *Complainant* – The person filing a complaint
H. *Disciplinary Probation* – Disciplinary probation is a written reprimand for a violation of the Student Conduct Code. 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. Progressive disciplinary action will result, including suspension or expulsion, if repeat violations occur, 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.
I. *Disciplinary Suspension* – Disciplinary suspension temporarily terminates the student's enrollment and/or housing contract. The suspension may be for a specified period of time or for an indefinite period of time until stated conditions are met. If a student desires to be reinstated, the Vice President for Student Services must be notified in writing with evidence that any specified conditions for reinstatement have been satisfied.
J. *Educational Activities* – For educational purposes, mandatory participation in educational activities such as workshops, service learning, writing assignments, etc. may be imposed.
K. *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.
L. *Formal Resolution* – A meeting between a hearing panel and a student(s) or organization that has been accused of violating the Code of Conduct. This process allows the student(s) or organization the opportunity to respond to the concern, to contest the information within the reports if applicable, and to appeal the outcome of the hearing under certain criteria.
M. *Hearing*-A meeting taking place between the Student Conduct Officer/Title IX Coordinator within the Student Conduct/Title IX Adjudication Process.
N. *Hearing Panel* – A team of two EGP (Equity Grievance Panel) members designated to hear conduct cases and make recommendations of responsible or not responsible.
O. *Informal Resolution* – A meeting between a conduct officer and a student(s) or organization who has/have violated the Code of Conduct. The informal process is for students who have taken responsibility for their actions and are not disputing the facts of what occurred or the sanctions. 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 formal resolution process.
P. *Interim suspension*-The immediate termination of a student's privilege to attend the College and all of its related functions.

Q. *Investigator* – A College EGP member designated by the Title IX Coordinator or Student Conduct Officer to investigate cases of misconduct.
R. *Respondent* – Student responding to allegations of student misconduct.
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.
U. *Student* – Any person enrolled in credit bearing courses offered by Highland Community College, either full time or part time. This definition includes persons attending College orientation and enrollment events, signed athletes, and others on a direct path to becoming students.
V. *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.
W. *Title IX*- a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.
X. *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.
Y. *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 will be notified of the specific allegation(s) in writing via official College e-mail, U.S. 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 Conduct Hearing Panel and/or the Student Conduct Officer and/or the Title IX Coordinator. Should the student fail to appear at a hearing, the Conduct Hearing Officer and/or Panel may consider the evidence in the absence of the student and come to a decision. Being under the influence of alcohol and/or other drugs does not in any way excuse responsibility for a student's actions.
    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, U.S. Mail, and/or hand-delivered letter.
        c. Students are given the opportunity to participate in the investigation.
        d. Students may have a personal advisor present during the investigation. Advisors may be anyone other than individuals who may be called to provide witness testimony. The advisor 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 have the right to review summary reports concerning the alleged incident, in accordance with FERPA.
g. Students are notified of the results of the hearing in writing.
h. Students have the right to appeal the Conduct Hearing Panel's decision according to the Conduct Procedures below.
i. Students are responsible for reading and understanding the information provided in the Student Handbook, Housing Handbook, College Catalog, First Day Handouts, and Program/Team Handbook.
j. Students are responsible for reading the information provided in the letter scheduling conduct hearing and responding as indicated.
k. Students are responsible for responding to all reports and information presented.
l. Students are responsible for telling the truth with the intent of clarifying the incident for the investigators so that an informed decision can be made.
m. Students are responsible for reading and following the guidelines set forth in the "Notice of Sanction" letter.
n. Students are responsible for following the procedures for filing appeals as set forth in the "Notice of Sanction" letter.

B. Conduct Procedures

1) Student conduct cases will be reviewed by the Student Conduct Officer and/or the Title IX Coordinator or their designee. All student conduct cases will be triaged in one of the following four areas:
   a. First offense academic integrity cases will be handled in the classroom and by the Vice President for Academic Affairs (VPAA). The VPAA will enter integrity issues 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 for adjudication.
   c. All student conduct cases including multiple offenses of academic integrity will be referred to the Student Conduct Officer.
   d. All students violating three or more HCC policies will be referred to the Student Conduct Officer for adjudication.
   e. All gender discrimination and sexual misconduct under Title IX cases will be referred to the Title IX Coordinator.
   f. All CARE reports will be referred to the CARE Team.
2) In all cases other than gender discrimination and sexual misconduct, a student may choose between an informal resolution and the formal adjudication process. Some gender discrimination and sexual misconduct cases may be resolved informally at the purview of the Title IX Coordinator.
3) In all academic integrity issues, the VPAA will be notified.
4) 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 formal resolution process.
5) 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 report form, Campus Housing, Campus Security, Student Conduct Officer or with the Vice President of Student Services.
b. The written complaint shall contain a concise statement of the alleged violation/offense including dates, places, witnesses and others involved.
c. Gender discrimination and sexual misconduct cases under Title IX do not have a statute of limitations.
d. All gender discrimination and sexual misconduct violations should be reported to the appropriate HCC Title IX Coordinator.

6) The appropriate Title IX Coordinator or Student Conduct Officer or designee will perform an initial assessment of the alleged violation(s) and make a determination of how to proceed.
7) At the conclusion of the initial assessment, the Title IX Coordinator or Student Conduct Officer/designee will determine if the allegations(s) have merit.
   a. If the allegation(s) are found not to have merit, the complainant will be notified that the allegation(s) have been dismissed.
   b. If the allegation(s) are found to have merit, the Title IX Coordinator or Student Conduct Officer/designee will refer the matter to a set of assigned investigators.
      i. The Respondent will be notified of the following information:
         a) Initiation of the investigations, including the date of the incident being investigated.
         b) The nature of the alleged misconduct.
         c) Information regarding the student's rights and responsibilities in the conduct process.
         d) Possible outcomes/sanctions of the process, should the student be found responsible.
      ii. In cases of gender discrimination and sexual misconduct, the complainant and respondent will both receive the same, regular communication regarding the process of the investigation.
   c. Upon completion of the investigation, the results will be shared with the respondent. The respondent will be given the opportunity to accept or reject the findings. In cases of gender discrimination and sexual misconduct, both the respondent and complainant will be given the results of the investigation.
8) If the findings are accepted, the case moves to the sanction phase. If the findings are rejected, a hearing panel will convene to hear the case. The investigators will prepare a written statement to the hearing panel.
9) The Hearing Panel will make a decision based on a preponderance of the evidence (more likely than not standard).
10) The Hearing Panel will prepare a written report concluding the conduct process. This report will be submitted to the Student Conduct Officer/Title IX Coordinator and contain the following information.
    a. The report initiating the investigation, including the date of the incident.
    b. A copy of the investigative reports
    c. The nature of the alleged misconduct and the Code of Conduct violation
    d. The date, time and location of the hearing
    e. A concise summary of the hearing, including a review of the evidence used in making a decision
    f. Rationale for the decision regarding the student's responsibility
11) If the student is found responsible for violations of the Conduct Code, the Student Conduct Officer/Title IX Coordinator 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/Title IX Coordinator will follow up as necessary to ensure sanctions are completed in a timely manner.
12) The Student Conduct Officer/Title IX Coordinator will communicate the outcome of the hearing to the student via written notification ("Notice of Sanction" 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.

c. State expectations for future success within the College community.
d. Explain the appeal procedures.

13) The investigators, Hearing Panel, and Student Conduct Officer or Title IX Coordinator 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. Appeals 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.
   a. Refer to the Grade Appeal procedure for grade appeals.
3) Respondents have the right to appeal the decision to the appeal reviewer (VPSS or either Title IX Coordinator) by filing a written appeal within five working days after receiving notification of the decision. In cases of gender discrimination or sexual misconduct, both the Respondent and Complainant have the right to appeal.
   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?
   b. The assigned appeal reviewer will review the appeal and determine whether it should go to the appeal board.
   c. If the case is appealable, it will be referred to an appeal board to review the case and the appeal documents. The appeal board will then meet with the student(s) and may affirm, reverse, or remand the case for further proceedings. The appeal board will make a recommendation to the VPSS or either Title IX coordinator. A written decision shall be provided to each party via official College email. The decision of the Vice President or Title IX Coordinator will be 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 is 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.
3) The student shall be granted a hearing in accordance with these policies within five College working days of the interim suspension.

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 fine system is in force to promote campus safety and help protect your rights as an HCC student. This system affects all students at Highland Community College. All crimes committed on college property are subject to regulatory procedures of local, state, and federal laws.

HCC Fines and Habitual Violator (3 Strike) Policy

The following list of violations will be subject to fines. This is not an all-inclusive list of fineable offenses or general offenses. Student Code of Conduct violations at HCC are cumulative. Students accumulating three offenses will be considered a habitual offender and will be sent into the student conduct process. Please see the definitions of Category 1, 2, and 3 violations in the HCC Violation Chart for additional information. Example: First offense noise violation and first offense alcohol violation and first offense plagiarism violation constitutes a habitual offender and will be sent into the student conduct process. Some offenses, which are not fined, are subject to the habitual offender clause.

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, which includes being fined in accord with the schedule hereinafter set forth.

If there is a violation in a campus-housing unit, all students will be held individually accountable and in most cases, fines will be assessed to <u>all</u> the parties present. 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 student conduct code. 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.

Marijuana Violation Definition-Students in or on college owned property in the presence of marijuana, persons using marijuana, pipes with residue, bongs, 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.

Weapons on Campus
The HCC weapons policy is posted in its entirety online at https://highlandcc.edu/pages/handbook. 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	**Fine/Sanction**	**Category-Housing or Campus Wide (including housing and all regional centers)**
Category 1 Violations-Students receiving the third violation in this category will be subject to a disciplinary hearing.		
Empty Alcohol containers used for room decoration	$50	Housing
Pets in rooms	$50	Housing
Large amperage appliances	$50	Housing
Solicitation	$50	Campus wide
Using personal BBQ grills or open flame (candles, incense,) in room.	$50	Housing-exceptions are North Apartments and Brown/Blue House
Water guns, water balloons, and water balloon launchers	$50	Campus wide
Violating educational environment	$25	Campus Wide
Visitation Violations	$25	Housing
Improper trash disposal	$25	Campus Wide
Failure to pass a housing health and welfare check (after given the opportunity to clean apartment)	$25	Housing
College owned furniture found outside of apartments	$50 plus replacement costs if damaged	Housing
Unauthorized room change or entry into a room for which you do not have appropriate access. This includes giving someone your apartment key.	$25	Housing
Improper checkout of housing	$50	Housing
Failure to return furniture to original arrangement	$25	Housing
Trash Left from End of Semester check-out-small	$25	Housing
Trash Left from End of Semester check-out-medium	$50	Housing
Trash Left from End of Semester check-out-large	$75	Housing
Trash Left from End of Semester check-out-	$100	Housing

X Large		
First Offense Classroom Disruption	Student enters the classroom disruption process	
Category 2 Violations-These violations, depending on the severity, may go to disciplinary hearing on the first or second offense.		
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.)	$50	Campus Wide
Destruction of College property	$50 plus replacement and labor costs	Campus Wide
Disorderly Conduct including but not limited to public drunkenness, fighting, physical altercation, use of extremely obscene or offensive language, inciting a riot, etc.	$100	Campus Wide
Insubordination to College Authorities	$50	Campus Wide
Discharging a fire extinguisher, dismantling a fire alarm or tampering with an AED unit	$100 plus restitution	Campus Wide
Damaging, tampering with or removing a wireless router	$100 plus restitution	Campus Wide
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)	$200 or mandatory enrollment and completion of College approved smoking cessation course at the student's expense.	Campus Wide
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)	$250	Campus Wide
First Offense Alcohol Violation and/or Marijuana Violation (see definition of violations above).	$200 and completion of an alcohol/drug education program	Campus Wide
Failure to complete assigned alcohol/drug education program from first offense alcohol within 4 weeks	$100	Campus Wide
Second Offense Alcohol Violation and/or Marijuana Violation (see definition of violations above).	$250 and attend an 8 hour alcohol education program through the HCC campus counselor. Parents and/or guardians may be notified.	Campus Wide
First Offense Academic Dishonesty	Instructor sanctions as per first day handout	Campus Wide
Category 3 Violations-These violations will go to disciplinary hearing.		

The sale of alcoholic beverages or any illegal drugs	$250	Campus Wide
Use or possession of illicit drugs other than marijuana or alcohol.	$250	Campus Wide
Unlawful possession of Firearms	$200	Campus Wide
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.	$200	Campus Wide
Inappropriate storage of weapon.	$200	Campus Wide
Failure to attend alcohol/drug education program through campus counselor from second offense alcohol/marijuana within time allotted.	$200	Campus Wide
Third Offense Alcohol Violation and/or Marijuana Violation (see definition of violations above).	$250	Campus Wide
Multiple Academic Dishonesty violations	Enters student conduct process	Campus Wide
Multiple Classroom Disruption violations	Enters student conduct process	Campus Wide
Habitual Violator (3 strike policy-When a student has three violations of any type, they will be sent into the conduct process. Example, 2 academic violations and one housing violation, 3 alcohol violations, etc.)	Fines assessed in accordance with violations committed	Campus Wide

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
Warning-conduct unacceptable, don't do it again.	Disciplinary Suspension from class	Expulsion from college
Community Service	Mandatory counseling	Disciplinary suspension from housing
Letter of Suspicion issued indicates we are watching	Lose partial or all points on test, quiz, or assignments	Loss of Scholarship
Writing Assignment-i.e. letter of apology, research on topic of offense, instructor/coach/sponsor-assigned assignment, etc.	Restitution-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	No Trespass on College property

	damages incurred. Payment may take the form of appropriate service and/or monetary or material replacement.	
Assigned to attend educational workshops on campus	Referred to Social Services and/or support group i.e. Alcoholics Anonymous, Narcotics Anonymous etc. This may require transportation out of town.	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	
	Confiscation of banned items, temporarily or permanently	
	No Trespass Order from housing	
	Dropped from class	
	Fine	

HCC Sanctioning Chart

The examples below are not inclusive of all offenses or sanctions. The student conduct officer/Title IX coordinator/hearing 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 Title IX coordinator 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-1st violation	Low
Classroom disruption-2nd 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	
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-1st 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: • 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
2nd Offense Unlawful possession of weapons and/or significantly dangerous items	Medium to High
3rd Offense Unlawful possession of weapons and/or significantly dangerous items	High
Habitual Violator (3 strike policy-When a student has three violations of any type, they will be sent into the conduct process. Example, 2 academic violations and one housing violation, 3 alcohol violations, etc.)	Medium to High
Academic Violation (integrity, classroom disruption, etc.)-2nd 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	Medium

drug paraphernalia)-1st offense only	
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 2nd 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

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

Once the instructor confirms there have been no prior academic dishonesty violations in any course, the instructor will sanction first offenses according to his/her individual classroom policy. Instructors will send a notification of all offenses and resulting consequence to the Vice President for Academic Affairs, along with any relevant documentation.

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. 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.

First offense academic integrity appeals will be assigned to the VPAA. Subsequent offense 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 any and 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.

In order to be readmitted to class, the student must complete the online "classroom readmission form" and meet with the Vice President for Academic Affairs (or designee). 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, 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.

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. 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.

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

A grade of "W" will appear on the academic transcript if the student is removed from the class before or on the last withdrawal date for the semester. A grade of "WF" will appear on the academic transcript if the student is removed from the class after the last withdrawal date for the semester.

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 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. 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 conclusion 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 conclusion of each semester, all students will be evaluated to determine whether or not 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.

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, 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

Resource Guide

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, 2nd 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	Irvin Hall, 2nd floor
Disabilities Services	6159	
Doctor- see Medical Services		
EMERGENCY - AMBULANCE - FIRE	911	
Highland Police/City Hall	785-442-3212	220 W. Main, Highland, KS
Employment (Student)	6023	Administration Building, Student Services Office
Financial Aid	6023	Administration Building, Student Services Office
Foundation	6019	Administration Building, 2nd floor
Grades - see Student Records		
Housing	6188 or 6028	Wellness Center
ID Cards	6020	Administration Building, Student Services Office
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
Troy Family Medical Center	785-985-3504	311 W. Locust, Troy, KS 66087
Parking Permits	6140	Wellness Center Front Desk 8 am-5 pm
Paychecks (student)	6009	Bookstore/Mailroom
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, 1st floor Student Services Office-vpstudentservices@highlandcc.edu
Title IX Coordinator-Employee concerns	6010	Human Resources Manager-Administration Building, 2nd floor
Transcripts - see Student Records		
Tutoring - see Academic Difficulties		
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
To reach individual extensions, dial the main number, wait for the prompt, enter extension number listed below		
Academic Services	Ext. 152	hcctc@highlandcc.edu
Care Team		care@highlandcc.edu
Student Services	Ext. 123	hcctc@highlandcc.edu

Regional Site Resource Guide	Phone Number	Email Address
Atchison Center	913-367-6204	atchison@highlandcc.edu
Holton Center	785-362-6000	holton@highlandcc.edu
Perry Center	785-597-0127	perry@highlandcc.edu
Concurrent Classes	785-292-6022	concurrent@highlandcc.edu
Wamego Center	785-456-6006	wamego@highlandcc.edu
Regional Disabilities Coordinator	785-456-6006	disabilities@highlandcc.edu
Care Team	785-442-6016	care@highlandcc.edu
Online Classes Resource Guide	**Phone Number**	**Email Address**
Director	785-362-6000	hcconline@highlandcc.edu
Enrollment	785-442-6129	hcconline@highlandcc.edu
Concurrent (High School) Enrollment	785-292-6022	concurrent@highlandcc.edu
Online Disabilities Coordinator	785-456-6006	disabilities@highlandcc.edu

Accreditation

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

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. - 4:00 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 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.

Online Students - Online students are responsible for purchasing textbooks.

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. UPS service is available to students and employees for a $1.00 fee for handling plus the shipping charge. Other individuals will be charged a $2.00 fee for handling plus shipping. 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 2017-18 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 and place 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 www.highlandcc.edu.

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

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 as per the following chart and **may not park in any other area on campus**. Parking policy may be found on the website at www.highlandcc.edu.

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. Payment plans are offered for room and board charges on the Highland campus. The amount due for room and board minus any verified financial aid may be paid by one of the following options: (1) pay all of amount due on or before day of registration; or (2) pay 1/2 on day of registration and the remainder no later than November 1 (Fall semester) or April 1 (Spring semester). Those choosing option (2) will be assessed a service charge. No room and board payment plans are allowed for the summer terms. Highland Community College accepts MasterCard, Visa, and Discover.

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 campus-housing handbook that may be found online and is available from the Director of Student 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 housing handbook is available online at www.highlandcc.edu 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 6:00 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 housing personnel for a room inspection during designated check out times.
4. Turn in keys. Resident Assistants or other housing personnel will direct you to the designated key-drop site.
5. Complete and sign a forwarding address and checkout form.

At 6:00 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.

Disciplinary Process

Students in violation of their agreement with the College will be placed in the student housing disciplinary process and/or fined. Please consult the Student Rights and Responsibilities portion of this handbook for more information on the College policies and procedures for discipline.

Facilities and Furnishings

Storage space in the rooms is limited and the College is unable to provide additional storage.

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 Student Life immediately. A replacement fee will be charged for lost campus apartment keys. Replacement fees must be paid BEFORE receiving the new key(s).

Failure to Report

Failure to report violation(s) which 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 student code of conduct.

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 17 meals per week plans and includes a flex dollar plan. Meals will not carry over to a following week. 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. Hours are posted in the cafeteria.

Housing and Room Assignments

The Director of Student Life will make all housing assignments. Campus housing opens on registration day. The Director of Student 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.

Length of the Contract

The contract expires at 6:00 p.m. on the day you withdraw from the College or the date of your last 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 Student 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 $15.00.**

Maintenance

For routine maintenance, contact your Resident Assistant to fill out a maintenance request. **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 Student 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, Campus Housing 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 Student 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.