



HIGHLAND COMMUNITY COLLEGE

CATALOG 2017-2019

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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 Highland Community College Technical Center is fully accredited by the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346 (770) 396-3898 or (800) 917-2018. Program specific accreditation by the Kansas State Board of Nursing, 900 SW Jackson St., Suite 1051, Topeka, KS 66612 (785) 296-4929 and the National Automotive Technicians Education Foundation, 101 Blue Seal Drive, Suite 10, Leesburg, VA 20175 (703) 669-6650.

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Highland Campus

606 West Main, Highland, KS 66035
785.442.6000
admissions@highlandcc.edu

Atchison Center

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913.367.6204
atchison@highlandcc.edu

Holton Center

430 South Arizona, Holton, KS 66436
785.362.6000
holton@highlandcc.edu

Perry Center

203 West Bridge St., Perry, KS 66073
785.597.0127
perry@highlandcc.edu

Technical Center

1501 West Riley St., Atchison, KS 66002
913.367.6204
hcctc@highlandcc.edu

Wamego Center

500 Miller Dr., Wamego, KS 66547
785.456.6006
wamego@highlandcc.edu

Western Center

313 Nemaha, Baileyville, KS 66404
785.442.6114
western@highlandcc.edu

Affirmative Action/Equal Opportunity Statement

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

Content and Disclaimer

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

Highland Community College expressly reserves the right to:

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

The electronic catalog is updated periodically and represents the current legal document, available at highlandcc.edu/pages/catalog_1.

Revision of Regulations

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

Photo and Videotape Policy

The HCC Office of Institutional Advancement takes photographs (still and video) of students throughout the year. These photographs often include students in classrooms, study areas, attending athletic events, etc. HCC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at HCC do so with

the understanding that these photographs might include their likeness and might be used in College publications, both printed and electronic, for recruiting and advertising purposes.

Academic Calendar

The academic calendar is located at highlandcc.edu/pages/calendar. This may be altered or changed to carry out the purposes and objectives of the College. Highland Community College retains the right to cancel or change events listed without notice.

Mission Statement

HCC, the first college in Kansas, provides lifelong learning opportunities and contributes to economic development to enhance the quality of life in the communities we serve.

Vision Statement

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

History of Highland Community College

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

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

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

Degrees and Certificates

Highland Community College offers associate degrees and certificates of achievement in specialized areas. The associate degrees are: Associate in Arts, Associate in Science, Associate in Applied Science, Associate Degree in Nursing, and Associate in General Studies. Students have a choice of over eighty programs, including technical certificates and degrees. Degree and certificate planning forms begin on page 20 of this catalog.

Concurrent

Highland's Concurrent Program provides high school students in the HCC service area the opportunity to expand their curriculum by enrolling in concurrent courses. Highland courses taught at the high school have the identical course content of courses offered on campus, online, and in regional centers. Classes are evaluated by the Director of Concurrent Enrollment and the Vice President of Academic Affairs before being implemented at the high school. The course instructor must meet the Kansas Board of Regents (KBOR) criteria prior to teaching a concurrent course.

The Kansas Board of Regents (KBOR) encourages high school students to take advantage of postsecondary educational opportunities by enrolling in college courses while still in high school. The statute is known as Concurrent Enrollment of High School Students in Eligible Postsecondary Institutions. Taking college classes in the high school setting is a great opportunity for high school junior and seniors in good standing to experience college while they are still in high school. Students who choose the Concurrent Program learn first-hand the demands of going to college. They experience the process of enrolling in college classes and get a feel for the costs associated with college: tuition, fees, and textbooks. The Concurrent Program experience eases a student's transition from high school to college and provides academic enrichment to students who are ready for the challenge of college course work. Highland classes are offered at affordable rates when compared to state universities, and students enjoy accessibility to instructors within small classroom settings.

Interactive Distance Learning (IDL)

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

Hybrid

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

Online

The College has an active online program which offers courses in 8-week and 16-week sessions. Several degree programs are available entirely online, offering students the

opportunity to pursue their educational goals, such as earning transfer credit or achieving personal and career growth. Online courses are an excellent option when attending college in a traditional classroom is not convenient. Courses taught in the online format meet the same competencies as those in a classroom, yet fit the student's schedule.

Regional

The College serves nine counties in Northeast Kansas. The five regional centers are: Atchison, Holton, Perry, Wamego, and Western Center in Baileyville. All administrative services for students -- advising, placement testing, and enrollment are available at each regional center and online. The College continues to offer college courses during the day, evening, and weekend at over thirty existing community sites, including high schools and community education centers.

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

The Highland Community College Adult Education Program offers free services to students 18 years of age and over and 16 and 17 year olds not currently enrolled in school (with a "Compulsory School Attendance Disclaimer" form) in Northeast Kansas.

New students may enter the program at appointed times throughout the year. Pre-tests are given to help determine the level at which students begin study. Further testing is used to determine when a student is ready to take the General Educational Development (GED) test. More information available at highlandcc.edu/pages/adult-education-programs.

Placement Testing

Highland Community College provides placement testing for incoming students who have no ACT or SAT scores to determine placement in English, reading and mathematics. HCC currently administers the Work Keys and Accuplacer. Students may contact any location to set up an appointment for assessment. Multiple attempts on assessments cost \$25.00 each. Work Keys Assessments are available at the Technical Centers for students applying for technical programs. The Work Keys assessments cost \$10.00 each for reading and mathematics.

Outcome Assessment

Assessment of student learning is a critical component of the College's mission. Students who graduate with the Associate in Arts (A.A.) or Associate in Sciences (A.S.) degree complete an assessment of general education competencies. Students who earn an Associate in Applied Science or Technical Certificate complete an exit exam specific to their program or discipline.

Student Handbook

Highland Community College annually publishes a Student Handbook with information about Student Conduct, Notification of Non-Discrimination, Campus Policies, Security, Sexual Harassment, Student Grievance, Directory Information and several other student related categories. Please consult the Student Handbook at highlandcc.edu/pages/handbook.

Student Accidents and Losses

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

Student Identification Cards

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

Admissions

Students who meet the requirements listed below may be admitted to Highland Community College. Admission to the College does not ensure entrance into a particular course or program of study. An application for admission can be found at highlandcc.edu/pages/online-application on the HCC website or by contacting the Admissions Office at (785) 442-6020.

Rights of the College

The College reserves the right to deny a student admission or readmission if considered detrimental to the best interests of the college community or if the College is unable to provide the services, courses or program(s) needed to assist the student in meeting educational objectives.

Regular Student Admission

Any applicant who has graduated from an accredited high school or has successfully passed the General Educational Development (GED) examination is eligible to enroll at Highland Community College. If the applicant meets neither of these requirements, admission as a special student should be sought.

All students applying for regular admission must:

- Complete an application for admissions at highlandcc.edu/pages/apply
- Submit a current high school or GED transcript and a complete official transcript upon graduation.
- Submit official college transcripts from each college attended.
- Submit ACT/SAT scores OR arrange to take appropriate placement test.
- Comply with Tuberculosis Screening Requirement (excludes online only students). See "Additional Admissions Requirement for Face-to-Face Classroom Settings."

Regular students are eligible to receive federal financial aid and may earn a certificate and or degree, and may be eligible to compete in intercollegiate athletics. International students are not eligible to receive federal financial aid.

Note: *Students not submitting all official transcripts from all previously attended institutions prior to completion of entering term will be changed to "Special Student" for the next term and not be eligible to receive federal financial aid.*

Special Student Admission*

A person may be admitted to Highland Community College as a special student if the student meets one of the following criteria:

- Is not seeking an approved certificate or degree from Highland.
- Is taking classes for personal enrichment.
- Is a high school/home school sophomore, junior or senior with permission from the high school/home school administrator.
- Is a high school/home school student enrolled in approved gifted program with permission from the high school/home school administrator.
- Is taking classes to transfer to another school.
- Comply with Tuberculosis Screening Requirement (excludes online only students). See “Additional Admissions Requirement for Face-to-Face Classroom Settings.”

**Special students are not required to submit transcripts, are not eligible for federal financial aid and most institutional aid, are not eligible to earn a certificate or degree from Highland, and are not eligible to complete in intercollegiate athletics. Student services will be available upon the student’s request. For purposes of placement, special students may be required to submit placement scores, college transcripts, or be assessed prior to enrollment. Special students taking face-to-face classes must comply with “Additional Admissions Requirement for Face-to-Face Classroom Settings.”*

Changing Status from Special Student to Regular Student

Concurrent Students and other Special Students who wish to change their status from special student to regular student must contact the Highland Campus Admissions Office at admissions@highlandcc.edu.

Transfer Students

A transfer student must meet all of the regular student admissions requirements. HCC reserves the right to determine which transfer courses will fulfill graduation or departmental program requirements. A maximum of forty-seven (47) credit hours may be transferred to HCC and applied toward a degree, including hours transferred from other institutions as well as qualifying CLEP test credits.

Prior to registration, students transferring to HCC are required to submit official transcripts of all credits earned at other institutions. The Registrar will evaluate successfully completed coursework from accredited institutions. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation and will be counted in the calculation of the GPA. A transfer student must complete sixteen (16) credit hours at Highland Community College to be eligible for graduation.

Repeating a Course

Highland Community College will transcript both the original and any repeated course. The highest will be used in computing the cumulative grade point average.

International Applicants

For purposes of admission, international applicants are defined as all persons who are not citizens nor permanent residents of the United States. An international applicant must meet ALL of the following requirements.

1. Submission of an HCC application for admissions **highlandcc.edu/pages/apply (at least two months prior to the beginning of the semester for which application is being made).**
2. Submission of official transcripts from all secondary schools and universities attended. Student must have a 3.0 minimum GPA on a 4.0 scale in secondary school.
 - a. If English translation is needed: Students must have their foreign credits evaluated by an accredited, independent agency such as: World Education Services (wes.org), Educational Perspectives (educational-perspectives.org), or Educational Credential Evaluators, Inc. (ece.org).
 - b. If English translation is not needed: Transcripts must be mailed, faxed, or emailed directly from the institution to HCC Student Services, 606 W. Main, Highland, KS 66035 Fax: 785-442-6106 or Email: admissions@highlandcc.edu
3. Submission of evidence of the ability to communicate in English, which will permit reasonable academic progress, through the following methods:
 - a. Completion of a minimum of 15 weeks in an approved Intensive Language Center OR
 - b. A score on the Test of English as a Foreign Language (TOEFL) of one of the following:
 - 500 (paper-based)
 - 173 (computer-based)
 - 61 (internet-based)
 - c. A score on the International English Language Testing System (IELTS) of 6.0
4. Submission of the affidavit of support form and a bank statement dated within 6 months of the start of the semester.
5. Payment of \$150 housing deposit and signed housing contract for HCC campus housing or provide written verification from a sponsor living within 30 mile radius of Highland campus or other HCC regional site the student is planning to attend.
6. Payment of \$100 I-20 processing fee, which is credited toward fees in the semester for which the I-20 is issued.
7. Provide a copy of current passport (photo identification).

Before receiving F-1 visa, student must pay the \$200 SEVIS fee for the I-901 document online at ice.gov/sevis/i901.

After Arriving at Campus

8. Provide proof of adequate health insurance, which includes coverage for medical evacuation, repatriation, and medical coverage while in US.
9. Provide copy of F-1 Visa to Student Services Office.
10. Students, who are not citizens of the United States and come from TB endemic countries as defined by WHO Global TB database, are required to have a TB skin test (known also as a PPD) upon arrival on campus.

International Student Admission-Special Student

International students whose I-20 is held by another college or university may take up to 9 hours per semester at Highland Community College and may be admitted as a Special Student after the following are provided:

1. Submission of an HCC application for admissions highlandcc.edu/pages/apply
2. Letter (on official letterhead) from the PDSO or DSO of the SEVP university or college holding the I-20, stating that the student is maintaining their immigration status.
3. Copy of the I-20 form.
4. TB test (if applicable). Special students taking face-to-face classes must comply with "Additional Admissions Requirement for Face-to-Face Classroom Settings."

Selective Admissions Policy

Admission to Highland Community College does not guarantee acceptance and/or enrollment in the following programs. Additional admissions requirements are required:

Practical Nursing (PN)

Students are required to be a CNA (certified nursing aide) and take the following hours prior to entering the PN Program:

- Human Growth and Development-3 credit hours
- Human Anatomy & Human Physiology with lab - minimum of 5 credit hours. (There is a 7 year expiration date. If over 7 years, please contact the Nursing Department.)
 - o BS104 Human Anatomy with lab- 4 credit hours
 - o BS105 Human Physiology with lab- 4 credit hours

PN students begin classes each August and finish in May. Application materials (Nursing Program Application; Test Results; Transcripts; etc.) are due by April 1 each year. Forty students are accepted into the PN program each year. Students should contact the nursing department to obtain an informational packet with comprehensive application requirements by emailing Nursing@highlandcc.edu

Applicant's file must contain the following in order to interview:

1. Application with correct major/program and semester (select practical nursing and fall.)
2. Teas V Test: Minimum average score of 58.7%. Bring photo ID, arrive 15 minutes prior to start time, plan on two plus hours, fee is \$65. Call (913) 367-6204, ext. 138 for open test dates

3. Work Keys Scores: Level 5 for Math and level 6 for Reading. Plan on two plus hours for these tests. Fee is \$12 for each test for a total of \$24.
4. CNA certification in Kansas or its equivalent if from another state. This must be current.
5. Proof of graduation from high school or completion of GED.
6. Letter of reference (form provided in information packet) from most recent employer that recommends applicant.
7. Transcripts verifying C or better grades for these college courses: Anatomy & Physiology (minimum of 5 credit hours with lab) and Human Growth and Development (3 credit hours).

The Selection Process is Point Driven:

An applicant's file is complete when items 1-7 are in his/her file. Applicants whose files are complete are scheduled for the group interview around April 1st. As part of the interview, applicants will be given points for punctuality, attire, and the writing sample. A point system is used to determine the best qualified applicants who are then sent letters of acceptance. These individuals must respond to their acceptance letter by the date indicated in the letter. Failure to return the acceptance by the date provided will result in the loss of a position in the class.

Additional Points Award for the following: CNA (<6 month), CMA, College English, College or Intermediate Algebra. All application materials must be in the nursing office by April 1. Applicants will be directed as to how to obtain a criminal background check and a drug screen in the acceptance letter. Nursing applicants must be 18 years old by graduation from the Practical Nursing Program and able to perform the physical and mental activities required of nurses.

LPN to RN Completion Program (Associate Degree in Nursing)

Must have an active LPN license. In addition, the following prerequisites are required:

- Human Growth and Development - 3 credit hours
- Human Anatomy and Human Physiology with labs - minimum of 5 credit hours. (There is a 7 year expiration date. If over 7 years, please contact the Nursing Department.)
 - o BS104 Human Anatomy with lab - 4 credit hrs
 - o BS105 Human Physiology with lab - 4 credit hrs
- General Psychology - 3 credit hours
- Microbiology with lab - minimum of 4 credit hours. (There is a 7 year expiration date. If over 7 years, please contact the Nursing Department.)
 - o BS 203 Microbiology with lab - 5 credit hours (BS 101 prerequisite)
- College English I - 3 credit hours
- College English II or Public Speaking or Oral Communications - 3 credit hours
- Computer Literacy Elective - 1 credit hour
- Humanities and Fine Arts Elective - 3 credit hours
- IV Therapy Certification
- CPR Certification - American Heart Association BLS for Healthcare Providers

Students must make application to the program by September 1 meeting all application requirements. Students should contact the nursing department to obtain an informational packet with comprehensive application requirements. The program begins in the spring semester and finishes after the summer semester. Twenty students are accepted to the program each year.

Kansas Army National Guard and Reservists

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

Generally, the Guard member must earn a minimum of sixty-three credit hours of which sixteen (16) hours must be in residency (on campus, regional site, or online) at Highland Community College. Guard members must earn the sixteen hours within two years of their graduation date.

Additional Admissions Requirement for Face-to-Face Classroom Settings

In compliance with Kansas Statute KSA 2009 Supp. 65-129, the College has instituted a tuberculosis prevention and control policy for students. All students applying for admission to Highland with classes in a classroom setting at Highland Community College or at one of its regional sites will be required to complete a Tuberculosis Screening Questionnaire. Very Important: A yes response to ANY of the five questions on the questionnaire will classify the student in a “high risk” tuberculosis category as defined by the Kansas Department of Health and Enrollment guidelines. These students will be required to complete a Tuberculosis Assessment at the local health department or medical clinic prior to attendance in a college classroom. Students who do not comply with this requirement will not be able to enroll in face-to-face classes.

Credit by Assessment

Highland Community College accepts College Level Examination Program (CLEP) credits by examination. The CLEP permits students of any age or education level to gain college credit, following satisfactory completion of CLEP examinations. Highland Community College serves as a testing center along with other community colleges, colleges, and universities around the United States.

College-Level Examination Program (CLEP)

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

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

Registering for CLEP Exams

1. Obtain a “Request for College Credit” form, from the Testing Coordinator.
2. Discuss taking a CLEP examination with the Registrar. If approved, then the Testing Coordinator and the Registrar must sign the “Request for College Credit”.
3. Schedule a date and time with the Testing Coordinator to take the test.
4. On test date, take the completed “Request for College Credit” form and two checks: One payable to CLEP for the amount of the exam(s) and one payable to Highland Community College for the amount of the administrative fee. Credit cards are accepted. (English Literature and American Literature ONLY require additional fees.)

HCC “CLEP” Policy Subject Examinations

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

Highland Community College will accept CLEP credit for the following courses (following page) if the scores meet the minimum score required for each course. Minimum scores are the credit-granting scores recommended by the American Council on Education. No more than sixteen (16) credit hours of CLEP credit will be accepted at HCC. A student’s transcript will designate all credits earned through CLEP.

See the following page for College-Level Examination Program (CLEP) Guidelines for Awarding College Credit for CLEP Subject Examinations

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

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

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

HCC READING PLACEMENT SCORES	ACT	SAT	Compass	Asset	Accuplacer
ENG095	0-12	0-209	0-53	23-34	0-34
ENG096	13-15	210-304	54-72	35-38	36-68
Adequate Reading Skills	16-36	305+	73-100	39-54	69-120

HCC WRITING PLACEMENT SCORES	ACT	SAT	Compass	Asset	Accuplacer
ENG095/ENG096	0-14	200-309	0-3	23-38	0-68
Composition I ENG101	15-36	310+	4-8	39-54	69-120

HCC MATH PLACEMENT SCORES	ACT	SAT	Compass	Asset	Accuplacer
Fundamentals of Math MAT090	0-15	200-420	0-25	23-29	0-39
Beginning Algebra MAT100	16-18	421-499	26-40	30-35	40-59
Intermediate Algebra MAT103	19-21	500-599	41-60	36-45	60-80
College Algebra or Higher MAT104	22-26	600+	61-100	46-55	81+

General Information

A normal full-time class load consists of twelve (12) to eighteen (18) credit hours. Students enrolled in fewer than twelve (12) are considered part-time students. Students may register for up to eighteen (18) credit hours per semester (or 12 credit hours over an 8 week summer session or 6 hours over a 4 week summer session). Students wishing to enroll in more than eighteen (18) credit hours must obtain approval. Visit the website at highlandcc.edu/pages/request-for-overload for the overload approval form. All tuition and fees are due at the time of registration.

Registration Procedure

Class schedules are located on our website at myhcc.highlandcc.edu/SelfService/Search/SectionSearch.aspx Dates and hours published are set by the College. Questions concerning enrollment should be directed to the Student Services, regional or online offices.

Enrollment is available when the class schedule is open and posted, to current students, in good academic standing; Available for new students that have submitted all required admissions documents; official transcripts, and have been accepted. Enrollment is available for all students on a first-come, first-serve basis.

Placement Testing

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

College Success and Orientation Classes

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

More facts about orientation:

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

Current Tuition and Fees

The HCC tuition and fees are in compliance with the laws of the state of Kansas and adopted by the Highland Community College Board of Trustees. These are subject to change at any time by the Board of Trustees. To determine the amount due from semester charges, Highland Community College will total all charges (tuition, all fees, room and board) and subtract verifiable financial aid (Pell, SEOG, loans, scholarships) and advance payments. If the student has a prior semester balance due that student will not be allowed to enroll until the prior semester's balance is paid in full. All tuition and fees are payable at the time of registration. Payment may be made with cash, check, or credit card (MasterCard, Visa, Discover). For the most current tuition and fees, please refer to the College website at highlandcc.edu/pages/tuition-costs.

Payment Plans

Highland Community College offers payment plans as yet another way to make college more affordable. This payment plan is administered by Nelnet Business Solutions. Students taking an HCC course may finance a portion of their tuition, fees and main campus Room/Board via one of the payment plans. There is a \$25 non-refundable fee due immediately to establish a payment plan for each semester.

Students may set up a payment plan in their name, or they may authorize a parent, guardian or another individual to set up a payment plan on their behalf. To set up a payment plan or for more information visit the website at highlandcc.edu/pages/payment-plans.

Third Party Payments

Payments made by a third party vendor will have the option of deferred billing. A student must submit a letter from the vendor on a letterhead indicating the total cost it will cover and attach a letter from the vendor indicating it will cover the cost of the amount due. The College will bill the vendor. Should the vendor not pay the account in full, the student is responsible for any balance remaining.

Billing

Students with outstanding balances will receive monthly statements indicating amount due.

Collections

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

Refunds and Withdrawals

1. If HCC cancels a course, the student will receive a full refund of tuition paid.
2. 100% refunds are given on student-initiated withdrawals within the first week of classes. (1st week is defined as

three hours of class time in a 3 hour class; five hours of class time in a 5 hour class; and one hour of class time in a 1 credit hour class.)

3. 50% refunds are given on student-initiated withdrawals within two weeks of the class beginning. (Two weeks is defined as six hours of class time in a 3 credit hour class; 10 hours of class time in a 5 credit hour class; and two hours of class time in a 1 credit hour class.)
4. 0% refunds are given at the beginning of the 3rd week of classes. (Three weeks is defined as attending seven hours in a 3 credit hour class; 11 hours in a 5 credit hour class; and three hours in a 1 credit hour class.)

Campus students should contact their Advisor, regional students must contact the Regional Center Director, and online students must send an email to hcconline@highlandcc.edu to process withdrawals. For students who receive financial aid, refunds will be determined according to Federal Financial Aid regulations. Highland Community College will use the institutional policy or the 'Return of Title IV Funds' formula issued by the U.S. Department of Education.

Housing and Food Service

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

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

The contract also includes paid utilities, cable television service, and Internet access.

Things to Remember

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

The Financial Aid Application Process

Follow these guidelines to make the application process easier:

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

Getting Access to Financial Assistance

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

Eligibility Requirements for Federal Financial Aid

As of July 1, 2011, all successful federal financial aid applicants, in addition to meeting institutional admission requirements, must have earned a high school diploma or recognized equivalent at the time of admission.

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

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

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

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

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

How to Apply for Federal and State Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA) electronically at fafsa.gov. When completing the FAFSA, it is important to indicate Highland Community College as the first school choice; the **HCC school code is 001921**. Depending on the method of application, the applicant should receive a response from the processor within two to six weeks.

The FAFSA is used for all federal, most state, and some independently funded financial aid programs. Provide the Financial Aid Office with:

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

Financial Aid Programs

Federal Work Study Program

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

Federal Pell Grant

Pell grants are federal funds intended to provide the basis for a student’s financial aid package. An eligible student may currently qualify for a maximum award of \$5,645.00

(2013 rate) a year, for full-time enrollment, to help cover the cost of tuition, fees, books, living expenses, and transportation. The actual amount of the grant will depend on hours enrolled and demonstrated need.

Supplemental Educational Opportunity Grant (SEOG)

Federal funds that supplement Pell grant awards for students with exceptional financial need. Students are offered these awards on a “first-come, first-served basis,” depending on certified eligibility, demonstrated need, and availability of funds.

Awards

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

Loans

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

Independent Funding Sources

Students who do not qualify for federal and state need-based programs are encouraged to inquire about possible referrals for other independently administered award, grant, and loan programs.

Veterans Educational Benefits

The Registrars office provides administrative assistance to obtain benefits for veterans enrolled at Highland Community College. Some of the programs eligible veterans may participate in at Highland Community College include: Benefits Sponsored by the Department of Veterans’ Affairs:

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

Eligibility requirements vary. The application is available on the GI Bill website at gibill.va.gov.

Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

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

Students in Good Standing

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

1. **GPA** - A minimum 2.0 GPA measured by semester and cumulative credit hours. All hours except for developmental and audit hours are counted in a student's GPA. Developmental hours are included as hours paid and passed, but are not calculated in the GPA. Audit hours are NOT considered for financial aid.
2. **Minimum Completion Rate**-Students must complete 66.67% or two thirds of all hours attempted. This will be measured by semester and cumulative hours. Completion rate is calculated as follows: hours completed/(divided by) hours attempted x (multiplied by) 100 = completion percentage.
3. **Maximum Time Frame 150%** - Two-year degree seeking students may not receive financial aid for more than 150% of the required hours to complete a degree. At HCC, students may not receive federal aid for more than 95 hours. Calculation: HCC degrees require students to complete 63 credit hours. $150\% \times 63 = 94.5$ (rounded to 95).

Warning Status

Students who have been in good standing, but fail to meet the minimum requirements stated above will be placed on warning for the following semester of attendance, but will continue to receive Federal Financial Aid. At the end of the warning semester, students must have a semester and cumulative 2.0 GPA and must have a 66.67% or two thirds cumulative completion rate. There is no Warning status for students who have exceeded the Maximum Time Frame of 150%. These students will go directly into suspension status.

Suspension Status

Suspension means that a student's eligibility for federal grants, direct loans, VA Benefits, and federal work-study has been suspended due to not making Satisfactory Academic Progress. Suspension from Federal Student Aid will occur if a

student on Warning or Probation does not meet the requirements for Good Standing. Suspension will also occur if a student has exceeded the Maximum Time Frame stated above. Students will be able to attend HCC if reinstated.

Reinstatement

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

1. **Appeal** - Students with documented mitigating or unusual circumstances may complete an online appeal form and submit appropriate documentation requesting reinstatement from the Satisfactory Academic Progress Committee. The decision of the committee is final. Students should submit their appeal form and documentation any time after receiving notice of suspension (or withdrawing) and no later than midterm of the semester before they want to re-enroll. Allow approximately three weeks for processing. SAP appeals will be approved only once per academic career.
2. **Self-Reinstatement** - If there is not an extenuating documented circumstance to appeal or if the appeal is denied, a student is placed on self-reinstatement. Any student with this status is eligible to re-enroll at Highland Community College but is not eligible for financial aid or VA Benefits. After a Self-Reinstatement semester, a student must reach Good Standing requirements to regain eligibility to financial aid. If a student owes a repayment of overpayment of Federal Student Aid, it must be taken care of before the student can regain eligibility for additional Federal Student Aid. Student account balances must be paid in full before financial aid can be reinstated. Students on suspension for Maximum Time Frame cannot appeal or self-reinstate, but must submit a separate reason for Attending 150% of Degree Program Form

Probation

Probation occurs when a suspended student submits an appeal form to the SAP committee and the appeal is granted. Probation students will be eligible for federal aid for one additional semester. After the probationary semester, students now meeting the required SAP standards will be placed back in Good Standing and will have their financial aid reinstated upon review. Students not meeting the required standards will no longer have the option to receive financial aid at HCC and will again be placed on Suspension..

Maximum Time Frame

Students who have exceeded the 150% Maximum Time Frame, as stated above, will need to submit a Pace Appeal Form. Students who do not have a 2.0 GPA or 66.67%, or two thirds, completion rate will not be considered for a Reason for Attending 150% of Degree Program. It will not be reviewed until all previous college transcripts have been received. Students must report all other colleges they have attended to the Financial Aid office. The Pace Appeal form will be reviewed in conjunction with the Registrar's office to determine hours needed for degree completion or transfer. Students may be funded for the number of hours needed at HCC to finish their degree or hours needed for the degree completion institution. If students take classes not needed for their degree or transfer degree, then they will not have enough financial aid to complete. If a student runs out of fundable hours OR it is determined that no hours are needed, then the student is not eligible for additional financial aid. There is no appeal once a student is out of fundable hours. Students will not be allowed fundable hours for repeated, failed, or withdrawn classes.

Repeated Coursework

Passed Courses

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

Transfer Credits

Transfer credits that count toward the student's current program will be counted as both attempted and completed hours when determining a student's GPA, minimum completion rate, and maximum time frame. Per federal regulations these hours must be counted regardless of whether the student received financial aid for those hours or not.

HCC Student Status Definitions for Continued

Attendance & Financial Aid Eligibility

Good Standing: Students who have a 2.0 semester and a cumulative GPA; have completed 66.67%, or two thirds of all attempted hours; and have not attempted more than 95 cumulative hours, will be eligible to receive financial aid.

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

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

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

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

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

b) have applied to be self-reinstated and agreed to take, pay for, and complete course(s) with the goal of getting back to the good standing student status. (Must pay for and complete all hours in which they are enrolled.) Students who are self-reinstated may enroll at HCC, but are not eligible to receive financial aid or VA Benefits.

Obligations to the College

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

Financial/Materials A properly authorized agent of the College may restrict a student who has failed to meet financial obligations or to return library or other materials to the College.

Judicial The Student Conduct Officer may suspend or place on disciplinary probation following due process a student who has failed to honor the Highland Community College Standards of Conduct on the College website at: highlandcc.edu/pages/handbook.

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

The Student's Program

Twelve semester hours are considered to be a minimum full-time load during fall and spring terms. Fifteen semester hours are the normal full-time program, and eighteen is the maximum. Twelve hours is considered to be full-time for the summer term. Students wishing to exceed the eighteen or twelve hour limits must apply for approval. The overload request form is at highlandcc.edu/pages/request-for-overload.

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

Highland Community College reserves both the rights to restrict a student's program to less than full-time and even to

assign a course. Such decisions may be based on a review of the student's previous academic record, on results of placement tests given at the time of registration, or on commitments outside of the College. The purpose of this restriction is to meet better the needs of each student. Students who are employed and attending college should consider carefully the number of hours they undertake in order to ensure that they have sufficient study time.

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

Responsibility of the Student

It is the student's responsibility to meet course prerequisites and graduation requirements. Students who plan to complete the admission and graduation requirements of a transfer institution should refer directly to the catalog of that institution and the transfer guidelines. In addition, students are encouraged to contact the Transfer Coordinator for assistance.

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

Academic Standards

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

Acts of disruption in the classroom will not 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. Please refer to the HCC Student Handbook and First Day Handouts for specific policy information. Please refer to the Student Handbook and First Day Handouts for specific policy.

Course Load and Credit Hours

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

Course Load and Credit Hours

Students may not normally register for more than eighteen (18) credit hours per semester (or twelve credit hours over an eight week summer session or six hours over a four week summer session). Those wishing permission to exceed these

credit-hour limits must apply and obtain permission. The request for overload form may be found under resources on our website at highlandcc.edu/pages/request-for-overload. Students uncertain about the course load appropriate to their particular circumstances are urged to speak with an Academic Advisor/ Regional Center Director.

Scholastic Honors

President's Honor List

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

Dean's Honor List

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

Standard Course Syllabus

The Standard Course syllabi's containing a description of a class, noting prerequisites, course content, number of hours, etc. are available on the website at highlandcc.edu/pages/course-descriptions_0. During the first week of class, the instructor will provide a first day handout which includes an outline of course goals, competencies, methods of instruction, course content, reading materials, grading practices, class policies and their attendance policy.

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

Grade Designations

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

Credit/No Credit

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

Incomplete

Students who have actively pursued a course, have earned a passing grade up to the final examination period, but have not completed the final examination and/or other specific course assignments because of illness or some other sufficient reason, may be issued a grade of "I" by the instructor. To remove an "I" grade, a student must make arrangements

with the instructor to complete the coursework and/or take the final examination within the first four weeks following the termination of the semester, except when an extension of time is granted by the Vice President for Academic Affairs and the instructor of the course. If the course work is not completed and given to the instructor by this deadline, the "I" grade will convert to an "F" grade. A student who has an "I" grade may not re-register in that course. However, if the "I" is changed to an "F", the student may then re-register for the course.

Withdrawal

W—Administrative Withdrawal

The College reserves the right to withdraw students from classes at any time during the semester.

W—Student Initiated Withdrawal

A student may withdraw from a course through the eighth week of the semester (or as posted for the Summer term). A student-initiated withdrawal must be requested on the College's official add/drop form, which may be obtained from the student's Academic Advisor/ Regional Center Director. The "W" appears on the student's permanent academic record, but is not used to calculate cumulative grade point average.

Academic Status

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

A student who has earned

1 credit hour to 29.5 credit hours = Freshman Status
30+ credit hours = Sophomore status

Final Examinations

Final examinations are scheduled during the last week of the semester. A required two-hour time period is scheduled for each class period during this week. The only courses which are exempt from a final examination are activity courses. Only in the case of extreme emergency and with the approval from the Vice President for Academic Affairs will a student be permitted to deviate from the announced final examination schedule. An administrative fee will be assessed for each deviation.

Grade Change Policy

In any course of instruction for which grades are awarded, the instructor of the course shall determine the grade to be awarded in accordance with the course syllabus and the grading designations listed above. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, incompetence, or caprice. The instructor of record may correct a grade given in error within one semester of the initial award of the grade. More information available highlandcc.edu/pages/handbook.

Privacy of Records

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

Transcripts of Academic Records

The Registrar's office will provide a transcript of a student's academic record upon request. All requests for transcripts must be in writing; either by letter or by completing the Transcript Request Form supplied by the Registrar's office. Students also may fax their written and signed requests for transcripts to (785) 442-6106. No transcripts will be released without the written permission of the student. Therefore, transcript requests by telephone or e-mail will not be honored at Highland Community College. The College reserves the right to withhold transcripts of persons who have past-due monetary obligations to the College, such as tuition, fees, or materials. Transcripts issued directly to the student will be marked 'Issued to Student.' Current students can log in to their MyHCC account to access an unofficial transcript. Official transcripts from other institutions cannot be released to any individual or institution.

Transfer Students

Prior to registration, students transferring to Highland Community College are required to submit official transcripts of all credits earned at other institutions. The College Registrar will evaluate successfully completed coursework from accredited institutions. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation and will be counted in the calculation of the GPA. A transfer student must complete sixteen (16) credit hours at Highland Community College to be eligible for graduation.

Grade Appeals

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as the term is used here, consists only of any of the following:

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

STEP 1 - The student should first discuss the course grade fully with the instructor of the course. This must be done within thirty calendar days after grades have been posted by

the College at the close of each semester. If the student cannot arrange such a meeting, he/she should contact the Vice President for Academic Affairs to arrange for such a meeting.

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

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

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

STEP 5 - The student may thereafter appeal to the Board of Trustees of Highland Community College by filing a written Notice of Appeal with the chairperson and the President or primary administrative officer as appropriate to be placed on the Board of Trustees' agenda. Such Notice of Appeal must be filed within ten (10) days of the notification of action by the President.

Upon the filing of a Notice of Appeal to the Board, the President shall cause the records of the case, including any written memorandum received during the consideration, to be promptly filed with the secretary of the Board through the Office of the President. The decision of the Board of Trustees will be final and binding upon all parties of the appeal. Students must begin the grievance procedure within thirty days of the publication of grades (and for grievances relating to spring semester grades, within thirty days from the beginning of the fall semester) by requesting a conference with the instructor. Please consult the Student Handbook, available at highlandcc.edu/pages/handbook.