



**2022-2023**  
**Student Handbook**

## Handbook Version

Highland Community College (HCC) makes a digital copy of this handbook available to all students, faculty, staff members, and community members by way of its website (<http://www.highlandcc.edu>). This digital version will be published at the beginning of the fall and spring semesters each year.

Inasmuch as policies pertaining to student conduct evolve and adapt to a variety of changing factors (e.g., global pandemics) HCC reserves the right to adjust, alter, amend, edit, suspend, and or remove any of the policies found in this handbook (not governed by law) as necessitated by changing circumstances. HCC will endeavor to update the online digital copy of this handbook as often as circumstances permit.

Major changes to policies, temporary or permanent, will be communicated to students (and applicable staff) through official methods of communications (see Official Communication Policy below).

For the most up-to-date edition of this handbook visit the office of the Vice President for Student Services.

# About Highland Community College

## Vision Statement

Highland Community College is recognized as the college of choice for Northeastern Kansas.

## 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.

## Shared Performance Expectations

Students, faculty, and staff at HCC are expected to grow both academically/professionally and personally in their ability to work and associate with other members of the HCC Community. HCC has defined six “Shared Performance Expectations” (see below) that are essential for all members of the community to exhibit in order for HCC and all its community members to realize their full potential.

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

## Equal Opportunity 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.

## Equal Opportunity, Harassment, and Nondiscrimination Grievance

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.

## Official Communication Policy

For all college business, HCC will use email (@highlandcc.edu) as the official/primary mode of communication with students, faculty, and staff. While the College may utilize other means of communication (e.g., print, social media, radio, TV, etc.), based on the nature of the communication, all students, faculty, and staff are expected to check, read, and reply (when applicable) to emails from @highlandcc.edu accounts. Those who are experiencing difficulty accessing their @highlandcc.edu account should contact HCC’s IT Help Desk (785-442-6060 or [helpdesk@highlandcc.edu](mailto:helpdesk@highlandcc.edu)).

## Accessibility

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>

## Accreditation

Highland Community College is authorized to operate by the Kansas Board of Regents and is regionally accredited by the Higher Learning Commission (HLC). HLC offices are located at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, (800) 621-7440/ (312) 263-0456. Program-specific accreditations are available on file at Highland Community College Technical Center, Atchison, KS.

HCC Nursing Programs are approved by the Kansas State Board of Nursing (KSBN). The curriculum for both the LPN - RN Program and the PN Program support the statewide alignment as outlined by the Kansas PostSecondary Technical Education Authority (TEA) under the auspices of KBOR as approved by KSBN.

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

We are authorized by the U.S. Department of Education to participate in the Title IV, HEA programs listed in our Program Participation Agreement available on file in the Financial Aid Office at Highland Community College, 606 W Main, Highland, KS 66035.

## General Information

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

MyHCC-All HCC students are required to log in to their MyHCC account to view schedules, billing statements, transcripts, class assignments, and a variety of supplementary information. In addition, students are required to log into their Highland.edu 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](http://www.highlandcc.edu)) and entering their username and password in the box titled "MyHCC Login." Student usernames will always be lastname.firstname@highlandcc.edu (ex. 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 email account given during the application process and/or during enrollment.

### HCC Office Phone Directory

Highland Campus Resource Guide	Phone Number	Location
Campus Main Line	785-442-6000	Highland, KS
To dial an extension, dial 785-442- (add the 4-digit extension number listed below)		
Academic Advisor Information	6159	Library
Academic Assistance	6058	Library, Student Resource Center
Activities & Clubs	6188	Irvin Hall, Lower Level
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	Irvin Hall, Lower Level
Cafeteria (Great Western)	6095	Cafeteria
CARE Team		care@highlandcc.edu
Counseling Services	6016	Yost Hall, Lower Level
Disabilities Services	6159	Library
Doctor- see Medical Services		
<b>EMERGENCY - AMBULANCE - FIRE</b>	911	
Highland Police/City Hall	785-442-3212	220 W. Main, Highland, KS
Employment (Student)	6135	Administration Building, Student Services Office
Financial Aid	6135	Administration Building, Student Services Office
Foundation	6019	Administration Building, 2nd floor
Grades - see Student Records	6025	Administration Building, Student Services Office
Housing	6028	Library and Student Union (LSU), Lower Level
ID Cards	6140	Wellness Center
Information Technology Help Desk	6060	helpdesk@highlandcc.edu
Library	6054	Library
Lost and Found	6009	Bookstore/Mailroom
Mail Services	6009	Bookstore/Mailroom
<b>Medical Services</b>		
Highland Community Clinic	785-442-3213	415 W. Main, Highland, KS 66035
Parking Permits	6140	Wellness Center Front Desk 8 am-5 pm
Resident Assistant	785-850-1377	Irvin Hall, Lower Level
Security	785-741-2206	Heritage Hall, Lower Level
Student Records	6025	Administration Building, Student Services Office
Textbooks - see Bookstore		
Title IX Coordinator-Student concerns	6021	VP Student Services-Administration Building, 1 <sup>st</sup> floor Student Services Office <a href="mailto:vpstudentservices@highlandcc.edu">vpstudentservices@highlandcc.edu</a>

Title IX Coordinator-Employee concerns	6010	Human Resources Manager-Administration Building, 2 <sup>nd</sup> floor
Transcripts - see Student Records		
Tutoring - see Academic Assistance		
Withdrawal from College	6020	Administration Building, Student Services Office
Work-Study - see Employment (student)		
<b>Tech Center Resource Guide</b>	<b>Phone Number</b>	<b>Email Address</b>
Technical Center Main Line	784-442-6180	<a href="mailto:hcctc@highlandcc.edu">hcctc@highlandcc.edu</a>
Academic Services		<a href="mailto:hcctc@highlandcc.edu">hcctc@highlandcc.edu</a>
Care Team		<a href="mailto:care@highlandcc.edu">care@highlandcc.edu</a>
Student Services		<a href="mailto:hcctc@highlandcc.edu">hcctc@highlandcc.edu</a>
<b>Regional Site Resource Guide</b>	<b>Phone Number</b>	<b>Email Address</b>
Atchison Center	785-442-6180	<a href="mailto:atchison@highlandcc.edu">atchison@highlandcc.edu</a>
Perry Center	785-442-6400	<a href="mailto:perry@highlandcc.edu">perry@highlandcc.edu</a>
Concurrent Classes	785-442-6141	<a href="mailto:concurrent@highlandcc.edu">concurrent@highlandcc.edu</a>
Wamego Center	785-442-6280	<a href="mailto:wamego@highlandcc.edu">wamego@highlandcc.edu</a>
Western Center	785-442-6240	<a href="mailto:western@highlandcc.edu">western@highlandcc.edu</a>
Regional Disabilities Coordinator	785-442-6280	<a href="mailto:disabilities@highlandcc.edu">disabilities@highlandcc.edu</a>
Care Team		<a href="mailto:care@highlandcc.edu">care@highlandcc.edu</a>
<b>Online Classes Resource Guide</b>	<b>Phone Number</b>	<b>Email Address</b>
Director	785-442-6170	<a href="mailto:hcconline@highlandcc.edu">hcconline@highlandcc.edu</a>
Enrollment	785-442-6171	<a href="mailto:hcconline@highlandcc.edu">hcconline@highlandcc.edu</a>
Concurrent (High School) Enrollment	785-442-6141	<a href="mailto:concurrent@highlandcc.edu">concurrent@highlandcc.edu</a>
Online Disabilities Coordinator	785-442-6280	<a href="mailto:disabilities@highlandcc.edu">disabilities@highlandcc.edu</a>

## Bookstore

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

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

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

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

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

## Calendar

Online calendar located at [www.highlandcc.edu](http://www.highlandcc.edu) for all important dates.

## 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 themselves or other students by emailing [care@highlandcc.edu](mailto:care@highlandcc.edu) or completing the "Concerned About an HCC Student" form online at <https://highlandcc.edu/pages/concerned-about-an-HCC-student>.

## Directory Information

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

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

Currently, enrolled students may opt to withhold disclosure of their directory information. To withhold disclosure, written notification must be received in the Office of the Registrar by the end of the first week of each semester. If a student opts to withhold disclosure of their directory information HCC will not include said information in the Campus Directory which is published each semester and which is available to anyone on request. However, directory information may be shared with applicable HCC staff members using said information in relation to their assigned duties.

All other information (e.g., grades, social security numbers, student schedules, etc.) may not be released without the written consent of the student, except to applicable HCC staff members using said information in relation to their assigned duties. HCC staff members should NEVER release (non-directory) student information over the phone. Any questions concerning FERPA may be referred to the Office of the Registrar.

## Emergency Procedures

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

## 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)
- Twitter @highlandcc
- Facebook, @highlandscotties
- HCC's main website (highlandcc.edu)

## Missing Student Notification

In compliance with the Higher Education Opportunity Act of 2008, this policy sets forth procedures for 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.

### Emergency Contact, (Missing Person):

Students can designate an "Emergency Contact" on their admissions application (who may not be the student's parent or guardian, see next section). If a student is determined to be missing, the Vice President for Student Services shall notify the designated Emergency Contact no 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 no 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. Students may not park in areas that are designated for employee parking as posted. Violation of parking signage will be addressed in accordance with the Student Conduct Process (See Conduct Violations).

<https://highlandcc.edu/pages/parking-registration>.

## Housing Payment Information

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

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

## Silent Witness

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



## **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/Search**

The College reserves the right to search vehicles parked on College property if there is a suspected health and safety risk or violation of College policy, housing policy, or the law. HCC Security, Campus Housing Staff, or the Vice President for Student Services may conduct vehicle searches. In the event of a vehicle search, HCC staff will first seek (written) consent from the person exercising ownership/control over the vehicle. Except for instances where the preservation of life or property requires HCC staff to act without consent: if the owner (or person exercising control) of the vehicle refuses to give consent to a search, HCC may remove the vehicle from college property by way of a local towing service. If a vehicle is towed, HCC assumes no liability for any damage done to the vehicle in the towing process and or any costs incurred—the owner will be liable to pay the cost of towing.

## Student Code of Conduct

The student Code of Conduct is a collection of policies built upon the Shared Performance Expectations (see below).

### Jurisdiction

The HCC code of conduct may be enforced as it applies to students' conduct on or in any property owned or substantially controlled by HCC (or one of its officially recognized organizations); and conduct that occurs off of HCC-owned or controlled property when that conduct is shown to have a direct and or significant effect upon the operation of the college and or its members' ability to access HCC's educational programs. As a result, depending on the facts, a student may be charged with a violation of policy even if the incident from which charges arise occurred "off-campus."

### Shared Performance Expectations

Students, faculty, and staff at HCC are expected to grow both academically/professionally and personally in their ability to work and associate with other members of the HCC Community. HCC has defined six "Shared Performance Expectations" (see below) that are essential for all members of the community to exhibit in order for HCC and all its community members to realize their full potential.

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.

### Working With Law Enforcement

While HCC does not have any formal agreement with local law enforcement agencies, HCC does work with law enforcement agents as needed (or required by law), as determined by the appropriate HCC staff members, in consideration of the totality of facts for a given situation. HCC staff may elect to contact law enforcement agents for assistance in dealing with the conduct of students, faculty, staff, and/or other community members. Still, HCC does not do so with the express purpose of acting as agents of the police and/or not for the purpose of bringing criminal charges, though criminal charges may arise from HCC engaging law enforcement agents.

In some cases, HCC will cooperate with law enforcement agents, including cooperation with the investigation and/or prosecution of criminal activities; HCC, however, will cooperate only within the confines of legal and ethical boundaries respective to individual rights and protections under both the U.S. and Kansas State Constitutions. In all cases, HCC will maintain its autonomy, acting as its own agent in the interest of the institution's mission/purpose and with regard to the needs and rights of its students.

## Academic Conduct

### Academic Probation & Suspension

HCC wants you to succeed and encourages you to make responsible academic choices. Therefore, your course load will be appropriately limited as defined in the course load policy (found in the College Regulations section of the HCC catalog). In addition, you must maintain at least a 2.00 Cumulative Grade Point Average (CGPA) to remain in good standing.

### Academic Standings:

#### Initial Standing

The student has attempted fewer than 9 cumulative credit hours with a CGPA => 2.00 for all classes attempted.

#### Good Standing

The student has attempted at least 9 cumulative credit hours and has a CGPA => 2.00 for all classes attempted.

If your CGPA drops below 2.00, HCC will place you in one of the following categories to encourage you to improve:

**Academic Alert** – You have a CGPA lower than 2.00 after attempting 9 credit hours or fewer. You may continue to enroll in classes after you meet with your academic advisor to discuss a plan for academic improvement.

**Academic Probation** – You have a CGPA lower than 2.00 after completing 9 or more credits at HCC. You may continue to enroll in classes after you meet with your academic advisor to discuss a plan for academic improvement and provided you earn higher than a 2.00 Term GPA (TGPA) in the next full semester.

**Continuing Academic Probation** – You have a CGPA lower than 2.00 for all courses completed in residence and the last term GPA is 2.00 or higher.

### Academic Suspension

If a student on academic probation earns a TGPA of less than 2.00 for all classes attempted, the student will be suspended and will not be allowed to enroll for the next term, excluding summer term (as summer term may not be used as a “suspension term”).

A student that earns a TGPA of 0.00 for all classes attempted will be suspended and will not be allowed to enroll for the next term.

### Suspension Rules

Summer term may not be used as a “suspension term.”

Summer term may be used to improve the GPA. If a student wishes to enroll for the summer term after being suspended, the student will need to apply for an exception to enroll.

Initial suspension is for one term, excluding the summer term.

A second suspension is for two terms, excluding the summer term.

If a student who has served the suspension time for initial suspension or second suspension wishes to return, he or she will be allowed to re-enroll only after meeting with an academic advisor. The student will be placed on academic probation.

A third suspension is for two full years or four academic terms, excluding summers.

If a student who has served the third suspension time of two years wishes to return, the student must meet with an advisor to get the suspension hold removed.

Note: Academic probation/suspension is different from financial aid warning/probation/ineligibility. Please see Financial Aid SAP policy for information about this topic.

## Academic Appeal

You may appeal an academic decision only if you believe it was based on illegal discrimination or arbitrary and capricious actions. For more information about illegal discrimination, refer to the Grievance Process, which you can find online or in hard-copy form in the Student Services Office. For information about arbitrary and capricious actions, contact the Office of the Vice President for Student Services.

## Attendance Requirements

Highland Community College expects each student to actively participate 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 can be found in the First Day Handout.

## Academic Engagement Policy

Highland Community College requires academic engagement for a student to remain enrolled in a course. Academic engagement is defined by the Department of Education as “active participation by a student in an instructional activity related to the student’s course of study”. Students who do not attend and engage in an enrolled class by the below definitions will be designated as a “no show” by their instructor and will be dropped from the course by the Registrar’s office.

The Higher Learning Commission defines attendance in an online course by the submission of classwork, therefore, a student must submit gradable coursework to attend and behave engaged. Gradable coursework includes uploading an assignment, posting to a discussion board, or completing a quiz or exam. Logging into an online course, but not submitting coursework, does not qualify as having engaged in the course.

In a face-to-face classroom, being physically present when the course is in session and led by the instructor is documented as attended and engaged.

Instructors will report “no show” students on the final day of the posted 50% refund period for the enrolled session. See the HCC website for a listing of dates. Students who are dropped for nonattendance and nonengagement will be refunded course tuition and fees. Course material consumable items are non-refundable if not in new, unused condition. Financial aid awards will be adjusted.

A student may appeal to be reinstated into the course, within two business days of being dropped as non-attended, by making written email contact to the HCC Registrar’s office at registrar@highlandcc.edu.

## Attendance Requirements for Students Enrolled in Technical Programs

Students who do not attend by the end of the second week, will automatically be dropped from the program in which they are enrolled.

In order to develop the discipline and workplace habits required of workers successful in the world of work, students are expected to attend class. Students are required to take responsibility for providing instructors advance notice of any absence and are responsible for making up any work they have missed.

Full Time Student Attendance Policy - Students attending a technical program full time are in session 6.24 hours per day. Full-time students missing 62 hours in one semester will be dropped from the program. Students dropped before the last day to withdraw from classes will receive a “W” on their transcript. Students dropped after the last day to withdraw from classes will receive a “F.”

Part Time Student Attendance Policy - Students attending a technical program part time are in session 3.12 hours per day. Part-time students missing 31 hours in one semester will be dropped from the program. Students dropped before the last day to withdraw from classes will receive a “W” on their transcript. Students dropped after the last day to withdraw from classes will receive a “F.”

Students will be informed about poor attendance at three intervals during the semester. These intervals are:

- After 24 hours of absence for full time and 12 hours of absence for part-time students the instructor/and or student services personnel will meet with the student to provide verbal warning.
- After 48 hours of absence for full time and 24 hours of absence for part-time, student services personnel will meet with the student to provide written notification.
- After 62 hours of absence for full time and 31 hours of absence for part-time, student services personnel will meet with the student to complete withdrawal forms.

Any student, attending full or part time, absent for five (5) consecutive days may be dropped from the program, once the situation is evaluated.

High school students are not allowed to leave class without notification to the Center's main office. The high school and/or parent/guardian may be notified of absences, late arrivals, or early dismissal.

## 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 a reason for disciplinary action. Students should submit their own academic work based on their instructor's written directions (see First-day Handouts). All faculty are expected to respond to and document any known cases of academic dishonesty, including referral to the Student Conduct Process (see Student Conduct Process).

Cheating and other forms of academic dishonesty affect more than just the student who engages in cheating, plagiarism, etc. It frustrates the honest efforts of other students, degrades the learning environment, and reflects poorly on any institution that tolerates it. Ultimately tolerance of academic dishonesty degrades the value of the education, degree, credits, that a student receives from HCC. Academic dishonesty violations become part of the student's record. Multiple violations of the Academic Integrity policy may result in more serious penalties, including possible suspension or expulsion from HCC.

## Electronic/Online Testing

HCC makes use of electronic/online testing platforms/programs (e.g., Assessment Technologies Institute® [ATI] & Canvas®). Unless otherwise specified, in writing by the instructor, HCC expects students who participate in electronic/online examinations to only use and interact with the testing platform during their exam. This means HCC faculty/staff will consider exiting the testing screen, splitting a computer/tablet/other device display with the testing screen and other programs, and or accessing resources (e.g., phones, books, persons, etc.) not explicitly allowed by the instructor as a form of academic dishonesty.

## Classroom Disruption

A student who disrupts the classroom environment (in-person or virtual) will be held accountable for the disruption. Classroom disruption for the purpose of this Handbook will be any behavior that objectively and substantially interferes with or prevents others from participating in a given class/course. Disruptive behavior is not limited to in-person classroom interactions. A student may also be considered in violation of this policy if their behavior in a virtual classroom (e.g., Zoom, Canvas, etc.) has the same effect of interfering with or limiting others' ability to participate in the class/course.

Examples of classroom disruption may include, but are not limited to threats of violence (in person or via electronic media), tardiness (excessive or repeated), creating distractions within the classroom (e.g., talking, use of electronic devices, music, etc.), and more.

It is the responsibility of each faculty member to explicitly state any specific forms of classroom disruption not included above or to make permissible any activity or behavior that is listed above. If a faculty member does not provide such direction, in writing, within the first-day handout (or in some other written communication to their class), the definition above will be used when considering allegations of classroom disruption.

**NOTE:** see HCC's policy for "Peaceful Assembly & Protest," below in Appendix B

## Immediate Removal from Class

In extreme cases, a student may be removed from and denied access to their classroom if their behavior is objectively severe in its disruption of the classroom. In such cases, the student may not return to class until their case is reviewed and or resolved. After a student is removed from the class (severe disruptions) the student receives written communications/notifications per the Student Conduct Process.

Examples of removable behavior include but are not limited to: engaging in or encouraging a fight a clear and direct threat of violence against a person, group, or property (whether or not the object of the threat is present) failure to comply with reasonable requests made by class instructor or other behavior that severely interferes with or limits the business of the class.

## **(Faculty) Academic Support**

Students have a right to speak to their instructor(s) regarding their performance/progress/success within a given course. A student should feel free to speak to their instructor about any problems there are experiencing within the context of that course. Instructors should provide students with opportunities to engage the instructor individually, outside of regular class periods. It is recommended that students arrange meetings with faculty in advance. Furthermore, it is recommended that students utilize their HCC Student email account for such communications.

A student may also utilize HCC's other supports services (see directory above).

If a student believes their faculty has not adequately responded to their concerns or has not responded entirely, the student may contact the Dean of Instruction to address their concerns.

## **Grade Changes (Appeal)**

In rare instances, where there are no related allegations of academic dishonesty against the student, a student may appeal grades for a particular assignment/exam/course. These appeals are submitted, in writing, to the Dean of Instruction. 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. The grade appeal procedure is NOT a review of the faculty's grading method. The review will only seek to determine if the faculty's grading method was applied consistently.

Capricious grading, as the term is used here, consists 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. Applying more stringent or demanding standards than were applied to other students in the course
3. A substantial departure from the instructor's previously stated (written) standards.

## **Highland Campus Final Examination Schedule**

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

Finals for regional courses will be administered during the last scheduled class period. Finals for online and independent study courses will be scheduled by the course instructor during the last week of the course.

## **Changes and Class Cancellations**

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

## **Institutional Awards/Scholarships**

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

Each award has different guidelines which students will receive when he or she signs the award agreement. At the end of each semester, students not meeting the guidelines will not have their awards renewed for the succeeding semester. There is no appeal procedure or probationary period for HCC institutional awards.

Please consult the website ([www.highlandcc.edu](http://www.highlandcc.edu)) for specific institutional award guidelines.

## Satisfactory Academic Progress Policy

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

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

## General Conduct

### Policy (Violations)

The following list provided students with information regarding violations of policy, with a brief definition/explanation of what constitutes a violation, the severity (i.e., low, medium, or high), and links or references to additional information for that specific policy.

### Policy Violation (Definitions, Severity, and additional information)

***Aggravated Assault (high-level violation).*** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or means likely to produce death or great bodily harm. (Law Enforcement will be contacted.)

***Alcohol-possession/presence/consumption (low to high-level violation, based on facts).*** Alcoholic beverages (e.g., liquors, spirits, wines, malts, beers, etc.) are not permitted on the HCC campus, including empty containers. (See HCC Drug and Alcohol Prevention Policy for more information.)

<https://highlandcc.edu/caffeine/uploads/files/HCC%20Drug%20free%20schools%20policy%20for%20web.pdf>

Any student found present or believed to have been present in an HCC-owned or controlled property wherein alcoholic beverages and or empty containers thereof are also found or determined to have been present— each student involved will be held individually accountable for their participation.

Furthermore, Kansas law prohibits the possession of alcoholic beverages by persons under the age of 21, except under lawful circumstances (*KSA 41-727*), therefore, HCC reserves the right to contact local law enforcement agencies when addressing possible violations of Kansas law.

***Alcohol-Sale or Illegal Distribution (medium to high-level violation, based on facts).*** Students may not sell or distribute alcoholic beverages; or host, facilitate, or permit the consumption of alcoholic beverages in/on any HCC-owned or controlled facility/property.

Additionally, Kansas law prohibits the furnishing of alcoholic beverages to minors and or hosting the consumption of alcoholic beverages by minors in one's residence, except as allowed by law.

***Arson (high-level violation).*** The willful or malicious burning or attempting to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property or another, etc.

***Bomb Threat (high-level violation).*** Threats involving bombs, explosives, or similar items, whether a hoax or intended to induce fear and/or disrupt the normal college business; or legitimate threats to the HCC campus/community will be vigorously addressed. With all due respect to individual rights of expression, HCC will however hold students, faculty, or staff responsible for statements that may be reasonably understood as threats of violence against persons or property, regardless of whether the threat is readily actionable or regardless if the object of the threat is immediately present.

***Bullying (low to high-level violation, based on facts).*** Bullying is a broad and widely defined word with varying applications. For the purpose of this handbook, HCC will rely on the State of Kansas' Statute (*KSR 72-6147. Bullying ...*, [http://ksrevisor.org/statutes/chapters/ch72/072\\_061\\_0047.html](http://ksrevisor.org/statutes/chapters/ch72/072_061_0047.html)) definition.

In summary, bullying may take the form of a "gesture or any intentional written, verbal, electronic or physical act or threat ... that is sufficiently severe, persistent or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment" based on what "a reasonable person, under the circumstances, knows or should know will have" the aforementioned affect.

***Burglary (high-level violation).*** The unlawful entry of a structure to commit a felony or theft.

***Dating Violence (high-level violation).*** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.



***Destruction of Property/Vandalism (low to high-level violation, based on facts).*** The willful and or reckless damage/defacement to/of property such that the property is rendered destroyed, inoperable, or unusable, and or substantively devalued due to the damage/defacement. Students found responsible for this violation may be required to make reparations including but not limited to community service or monetary repayment.

***Disrupting the Educational Environment (low to high-level violation, based on facts).*** The educational environment extends beyond the interactions between faculty and students, within the classroom space. The educational environment, therefore, affects every aspect of HCC's operations. Consistent with this understanding, students may violate the educational environment, and thus incur a charge for behavior that is not specifically defined in the other items in this section.

For the purpose of this policy, however, HCC will consider any activity, behavior, communication, deed, expression, etc., not already defined in this handbook, which substantively and objectively blocks, delays, denies, disrupts, impedes, interferes with, obstructs, prohibits, HCC or any of its faculty, staff, students, and or community members from accomplishing (doing) their normal/regular activities, business, duties, objectives, etc., as they relate to the function and operation of the college, shall be held in violation of this policy.

If what a student is saying/doing— based on what a reasonable person in like circumstances would consider disruptive—that student will be held accountable for their words/deeds if such is disrupting another person's access to HCC's offerings.

**NOTE:** see HCC's policy for "Peaceful Assembly & Protest," below in Appendix B

***Domestic Violence (high-level violation).*** A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim
- By a person with whom the victim shares a child in common
- By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner

***Failure to Complete/Comply with Sanctions (medium to high-level violation, based on facts).*** Applies to students who fail to complete an assigned sanction (e.g., writing assignment, community service, education program, etc.) and or who fail to comply with a sanction such as restricted access, fines, removals, or other specific terms of a sanction.

***Fighting, Actions, or Words (medium to high-level, based on facts).*** For the purpose of this policy fighting shall be defined as including any act or action, expression, gesture, or words that a reasonable person in like circumstances would understand to be encouraging, inciting, perpetuating, supporting, and or welcoming of a physical engagement (fight) between two or more persons, which engagement would likely result in the inflicting of physical harm/injury to persons involved. Also, the actual participation in the fight itself shall be included in the above definition.

HCC will consider, whether a bystander/noncombatant was reasonably contributing to, encouraging, or in some other way supporting the initiation and or continuation of the fight (or not) based on what a reasonable person in like circumstances may do. Based on the specific facts of the case a person who is present, but not physically participating in the fighting, may or may not be held responsible for this violation.

***Hazing (low to high-level violation, based on facts).*** Any activity that is for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization (i.e., "rite of passage"), which requires participants to engage in activities that are illegal, prohibited by HCC policy, reasonably dangerous or harmful to person or property, and or which subject the participant to unreasonable emotional/mental harm vis embarrassing or humiliating rites are prohibited. A person's willingness and or consent to participate in an activity shall not be a defense. Both the initiate and the initiator, as well as spectators, may be held responsible for violations of this policy.

***Illegal Drugs-Sale or Illegal Drug Distribution (high-level violation, based on facts).*** Providing others with direct or indirect access to, or facilitating/hosting others engaged in the distribution/sales of illegal drugs; whether or not a transaction of money, goods/services, or other mediums of exchange were involved is prohibited on or in any HCC owned or controlled facility/property.

Also, the illegal distribution of medically prescribed pharmaceuticals will be included under this policy.

***Inappropriate Use of Information Technology (low to high-level violation, based on facts).*** Activates, such as tampering with, disabling, hacking, or “hijacking,” destroying, removing, HCC information technology equipment (e.g., access ports, routers, cables, computers, printers, etc.) and or programs installed on HCC devices; as well as activities such as illegal use of copyrighted intellectual properties (e.g., pirated music, films, or software) are expressly prohibited. For the complete IT Policies and Procedures see the link below.

<https://highlandcc.edu/caffeine/uploads/files/HCC%20IT%20Policy%20and%20Procedure%20Manual.pdf>

***Marijuana and Other Controlled Substances-possession/presence/consumption (low to high, based on facts).***

Marijuana or *Cannabis sativa* is illegal in Kansas. Though neighboring states have legalized and or decriminalized marijuana to various degrees, HCC does not permit any form of marijuana or part of the marijuana plant as defined by Federal Kansas Statute (see <https://www.dea.gov/drug-information/drug-scheduling>, <http://www.kslegislature.org>)

on or in any property owned or controlled by HCC. This prohibition also includes hotels and or other spaces controlled by HCC that fall in a jurisdiction where marijuana (medical or recreational) is legal.

For the purpose of this policy, the odor of marijuana alone will not be sufficient evidence to hold a student responsible, however, the odor of marijuana may be used as probable cause to conduct a search of a student’s (HCC-owned) residence and or vehicle (as legally permitted). Furthermore, the odor of marijuana may be considered evidence if considered with other supporting evidence such as the presence of paraphernalia and or photo or video evidence of consumption.

Also, consistent with Kansas law HCC prohibits all substances defined by Federal or Kansas Statute as controlled substances (see <https://www.dea.gov/drug-information/drug-scheduling>, <http://www.kslegislature.org>).

Prescription drugs when not found in the proscribed container and or not in the possession of the person for whom the drug was proscribed, are also a violation of this policy.

Paraphernalia, is defined as all equipment and materials of any kind that is used, or primarily intended or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance (see <http://www.kslegislature.org>).

In the context/presence of an illegal drug, anything may become paraphernalia, therefore for the purpose of this policy if an item may be reasonably considered paraphernalia– based on what a reasonable person in like circumstances would consider as paraphernalia– that item may constitute a violation of this policy the same as if the illegal substance were found.

HCC will also consider the possession, presence, and or consumption of other illegal drugs as violations of this policy. Moreover, inasmuch as certain illegal drugs/substances have a greater relative risk of harm to both the user(s) and or those who may inadvertently come into contact with said drug/substance (e.g., fentanyl, heroin, etc.): should a student be found responsible for the possession, presence, and or consumption any illegal drug, HCC will evaluate the severity of the violation and therefore the appropriate sanctions to be applied, based on the relative danger a particular drug/substance poses, compared to less harmful substances (in addition to other factors).

***Multiple or Repeated Violations (medium to high, based on facts).*** This charge applies when a student is alleged to have violated the same policy or policies over the course of multiple incidents and or if a student has been alleged to have violated multiple different policies over the course of multiple incidents. This charge shall not be applied in cases where a student is charged with multiple violations arising from the same incident unless one of the above conditions also applies.

***Non-Compliance (low to high-level violation, based on facts).*** When a student deliberately disregards, delays, and or ignores complying with reasonable instruction from a college employee or representative acting within the scope of their duties, that student will be considered in violation of this policy. Also, this policy may apply to signs posted by College officials, official college organizations, and or entities contracted by the college to provide goods or services (e.g. Great Western Dining, cafeteria policies)

***Obscenity (low to medium level violation, based on facts).*** HCC will use the three-pronged test established by the Supreme Court of the United States of America, as follows:

1. whether the average person applying contemporary community standards would find the work, taken as a whole, appeals to the prurient interest;
2. whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and

3. whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

**NOTE:** if for any allegedly obscene expression, speech, and or communication, one or more of the statements above are NOT true, no obscenity will be found.

***Parking (low to medium level violation, based on facts)*** HCC campus parking lots are, with some exceptions, NOT open to the public. HCC Issues parking permits to students, and faculty/staff for designated parking lots. Failing to adhere to posted parking signs and or parking in locations not designated for parking may result in immediate citation, assessment of fines, and or removal of vehicles at the owner's expense.

Additionally, idling or parking a vehicle in such a way as to obstruct traffic (vehicular or otherwise) can in some cases be considered a more severe violation. For example, obstructing the path for emergency vehicles (even if one is not present). NOTE: Typically a single parking citation will NOT result in a student having to resolve the violation through the Student Conduct Process; however, a student who repeatedly violates parking policy and or who engages in other prohibited behavior concurrent to receiving a parking citation (i.e., threatening or non-compliant behavior) will be reported to the College for resolution through the Student Conduct Process.

***Pornography-Child or Other Illegal Pornographic Content (high-level violation)***. Any photo or video of a minor (under 18 years of age) wherein the minor is engaged in sexual activity or where the minor is posed in a sexually explicit position. Videos or photos of sexual acts or nudity wherein one or more of the subjects have not provided express consent to the capture/recording of the images/video and or its distribution.

Students suspected of this violation will also be referred to local law enforcement agents for criminal investigation.

***Providing False Information (low to high-level violation, based on facts)***. When there is evidence to show that a student or group of students has/have knowingly withheld relevant information and or knowingly provided false information.

***Robbery (medium to high, based on facts)***. The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and or by putting the victim in fear.

***Smoking, Tobacco Use, and or Vaping (low to medium violations, based on facts)***. The use of any tobacco and or tobacco products including smoking and or e-cigarettes is prohibited across campus. Use of tobacco inside of vehicles legally parked in campus parking lots is allowed. Unlit cigarettes and cigars, or other unopen tobacco products, unless stored in a personal vehicle legally parked may be confiscated and destroyed.

***Tampering with Safety or Security Equipment (medium to high-level violation, based on facts)***. Abusing/Misusing, tampering with, disabling, impeding, blocking, covering, destroying, removing, etc., any HCC safety and or security device, mechanism, and or system (e.g., doors, locks, cameras, fire extinguishers, smoke detectors, etc.) is a serious violation of HCC policy. Students who violate this policy are not only risking their safety and security but the security and safety of others.

***Theft (low to high-level violation, based on facts)***. The intent of permanently depriving the owner of possession, use of, and or benefit of their property or services. Theft may occur with or without the knowledge of the person affected. Theft may be accomplished by deception or threat. For the purpose of this policy, theft will also include accessing dining facilities or services at HCC without having paid and or without following the established protocol for showing payment of said services.

For example, if a student does not provide their student ID or a student provides another student's ID or attempts to circumvent the cafeteria payment station in an effort to access the dining facilities or services.

Also, if a person who has not paid for Housing in HCC facilities or who was previously removed from HCC Housing facilities, if that person is found residing in Housing facilities, will violate this policy.

***Unauthorized Entry or Use (low to high-level violation, based on facts)***. Intentionally (or in some cases unintentionally) entering into space or use of services and or equipment— with or without force and or with or without deception— without legitimate right or purpose of presence in the space and or use of the service/equipment.

For the purpose of this policy, as it relates to HCC Housing facilities, a student (or non-student) may not enter or stay in a space to which they are not assigned, if the assigned resident is not present, even if the assigned resident has consented to the entry. For example, it would be a violation of this policy if a student or a guest were found present in a residential space to which they are not assigned, without an assigned resident present. Accordingly, lending out an assigned key or leaving a door unlocked so that those not assigned to a space may access that space is included in this policy.

*Violations Motivated by Bias (medium to high-level violation, based on facts, added to the severity of the base level violation).* This charge applies when an alleged violation is believed to be motivated by a malicious bias against another person's or group's real or perceived membership in a particular racial group, gender, gender identity, religion, sexual orientation, ethnicity, age, marital status, paternal status, disability, or veteran status.

*Weapons and Other Dangerous Items (low to high-level violation, based on facts).* In addition to the weapons as defined in the HCC policy below (see appendix a), HCC reserves the right to prohibit and even confiscate (as allowable by law) any items (not already identified in this Handbook) that a reasonable person in like circumstances would consider a dangerous item, which has no legitimate or legal use on the HCC campus. As items of this nature can be improvised and or made from normally harmless items, HCC does not intend to create an exhaustive list of items that may be deemed dangerous; however, for example, HCC prohibits items such as (but not limited to) air-powered BB/pellet guns, "airsoft" items, water bead or gel ball shooting items, and water guns.

## Housing Conduct

The following policies apply to ALL residents (students who reside in HCC Housing), non-resident students, guests, faculty, and staff (unless otherwise stated herein or permitted based on employee/employment policies) who are present in or around HCC Housing facilities.

***Guest or Other Visitation Violations (low to high-level violation, based on facts).*** This policy intends to prevent subletting or the facilitation of unauthorized room changes.

ALL HCC residents (and students generally) are responsible for the actions and behavior of their guests.

For the purpose of this policy, a guest is defined as any person (except authorized employees acting within the scope of their duties) present in a housing space, who is not assigned to live in that space. Consequently, other students and or residents may be guests when visiting buildings/apartments/rooms to which they are not assigned. Also, HCC employees, when not acting in the scope of their duties may be considered a guest and subject to this policy.

A host is defined as a person assigned to a living space who has expressly and or willfully invited or permitted a guest to visit/remain in their assigned living space. Therefore, a guest may have multiple hosts and a host may not ultimately be the person who invited the guest into a particular space, but a resident who willingly accepts a guest or guests in their living space becomes a host to said guest(s). No guest(s) may be left without a host (see definition above) in a space to which they are not assigned to live.

**Residents may host guests within their assigned living space under the following conditions:**

- All persons in an assigned living space (i.e., apartment) must accept the guests
- All residents have the right to NOT accept a guest in their living space, for any reason without explanation
  - If a guest is not acceptable to all assigned residents (even if the resident is not present) the guest must depart immediately
- All residents who accept a guest in their living space become hosts thereto and are responsible for the guest's actions/behavior
- Guest may only visit between the hours of
  - 9:00 AM to 1:00 AM (Sunday Morning through Thursday night)
  - 9:00 AM to 2:00 AM (Friday night through Saturday night)
- No person previously banned/trespassed from HCC Housing (or campus) may be hosted
  - Residents are responsible for knowing if their guest is permitted or not; ignorance will not be a suitable defense
- Persons under the age of 18 (except accompanied by their legal parent/guardian; or who are current HCC residents) are NOT permitted
- Babysitting/Caretaking/Watching persons under 18 or who are not legally capable of self-care (e.g., elderly or disabled) on or in HCC Housing Facilities is not permitted, regardless of family relationship and or compensation

***Health and Safety Inspection Failure (low to medium level violation, based on facts).*** Each semester residents in HCC Housing will be subject to a Health and Safety Inspection. Inspections primarily ensure rooms are clean and well maintained, to prevent the attraction of pests from excessive trash and other refuse, and to ensure that residents comply with other HCC policies. Typically, an apartment and resident will be provided with directions if their living space fails an inspection. If a student fails to remedy issues identified during their inspection, within a reasonable time frame, that room/student will be marked as failing the inspection and subject to fines and or additional sanctions based on the severity of the items that fail the inspection and or the severity of the student non-compliance.

***Improper Check-in/-out (low to medium level violation, based on facts).*** HCC expects all residents to follow and comply with established processes for checking into and out of their assigned living space. Students will be provided with information regarding the proscribed check-in/-out process each semester. Students who fail to comply with check-in/-out processes will be subject to fines and additional sanctions based on the severity of the non-compliance.

***Improper Disposal, Trash/Cooking Grease/Other Waste (low to medium level violation, based on facts).*** Residents are expected to collect and dispose of trash and other refuse items in a way that does not cause excessive or damaging messes. Allowing trash and other waste to build up inside a living space may contribute to health and safety hazards for the person(s) neglecting to dispose of the trash and for others living in proximity to the waste. Leaving trash around

entry/exit ways, on or under stairways, and or in other common spaces that impede movement, can cause a serious hazard in the case of an emergency.

Improper disposal of grease or other oils (i.e., pouring into drains or on the ground) can cause permanent and costly damage to the college infrastructure which may result in loss of utilities and other inconveniences to the person(s) improperly disposing of waste and for other affected by repaints or outages.

Also, flushing items down a toilet drain beyond human waste, flushable wipes, and toilet tissue may similarly cause damage and other inconvenience. Students found responsible for such behavior will automatically be subject to fines and required to pay any costs associated with cleaning, repairing, or replacing damaged or destroyed property. If the responsible person is not identified fines and costs may be assessed to all residents respective to the scope of the damage.

***Misuse of HCC Housing Equipment/Furnishings (low to medium level violation, based on facts).*** Residents are provided with a variety of furnishings, depending on the unit to which they are assigned. A resident may rearrange the placement of non-fixed furniture within their assigned room. If the room is shared all arrangements must be agreeable to those who share the space within a given room (i.e., bedroom, common living room/kitchen). However, a resident may not remove or relocate furniture between rooms or from one room to another. Residents may NOT remove any furniture from their assigned apartment and furniture that is provided for indoor spaces may NOT be used outdoors.

Residents are responsible for the furnishing provided in their living space. If damage or destruction of college furniture is found, all residents who share a living space may be held accountable if the responsible party is not identified. For example, a broken table in the living room area: all residents of the apartment may be charged if none of the residents accept responsibility (or the responsible party is not found or accountable to HCC authority, such as a non-student guest).

***Misuse of Windows and Other Exits (low to medium level violation, based on facts).*** Except for bonified emergencies (e.g., fire, tornado, active shooter, etc.) no person should use a window for an entrance and or exit into or out of any HCC facility. Similarly, except for an imminent emergency, doors marked as exits are NOT to be used for entrances.

In addition to those who violate this policy by using a window as an entrance/exit or those who enter an exit-only door, persons who facilitate these activities (e.g., propping, holding open, leaving unlocked, helping down/out, etc.) may be also held in violation of this policy.

***Noise and Quiet Hours (low to medium level violation, based on facts).*** Students are expected courtesy in the amount of noise (e.g., talking, music, games, videos, playing, etc.) they generate. At any time of the day or night, on any day of the week, throughout the school year: if a student is generating noise that reasonably would disrupt other students and the student who is making the noise is asked to reduce the volume of the noise, HCC expects that student to comply. Between the hours of 9:00 PM and 8:00 AM each night (Quiet Hours), all noise must be reduced and maintained at a reasonably low volume, regardless if a request is made to do so or not.

**NOTE:** Beginning at 8:00 PM the night before the first Final Exam and ending at 7:00 PM the night of the last final exam a 23-Hour Quiet Hours take effect. During 23-Hour Quiet Hours, students are expected to adhere to the policy governing Quiet Hours (see above) for the entire 23-hour period each day, until Final Exams conclude. For the one-hour period between 7:00 PM and 8:00 PM, each night students may “let off steam” so long as the noise generated does not become unreasonably loud.

***Open Flame or Other Fire Hazards (low to high-level violation, based on facts).*** Candles, incense, Bunsen burners, and flames produced by burning alcohol, butane, propane, or other flammable liquids inside or immediately surrounding housing facilities are prohibited. This also includes charcoal and liquid propane-powered grills (or other forms of flame grills), which must be used only in an approved location and not immediately next to buildings. Housing staff may confiscate items that appear to be lit or have evidence of recent use.

***Prohibited Appliances and Other Items (low to high-level violation, based on facts).*** HCC permits residents to bring/keep a wide variety of personal appliances and electronic devices and other items in their assigned living space. However, some items/devices present an unreasonable (fire) hazard or place an unreasonable electrical load on the college’s infrastructure. Examples of prohibited appliances or devices include heaters and or air conditioning units (beyond those installed in each unit), refrigerators or freezers larger than 6 cubic feet in volume, smoke machines or other like items, or any item that reasonably presents a hazard or electrical burden. NOTE: the practice of connecting one extension

cord and or power strip to another extension cord and or power strip (sometimes called daisy-chaining) is an extreme hazard and is thus prohibited. HCC encourages students to use UL<sup>®</sup> listed devices and power strips.

*Solicitation or Business Operations (low to high violations, based on facts).* Students residing in HCC Housing facilities are permitted to conduct private (legal) transactions that arise out of spontaneous activities with those they host in their living space during approved visitation hours (see Guest or other Visitation Violations below) such as exchange of goods and or services for money or other goods or services. However, a student may not promote, advertise, solicit, or otherwise operate a business (or business-like enterprise) on or in any HCC Housing facility. For example, a resident may host a guest in their living space and the guest may give the host money in exchange for goods (e.g., food) or services (e.g., haircut), but the host may not promote or invite “guests” solely to conduct the said transaction.

*Unauthorized Animals (low to medium level violation, based on facts).* HCC prohibits the housing, watching (babysitting), keeping, etc. of animals in or on any Housing facility, except authorized emotional support animals (ESA) and service dogs (or miniature horses). While a service animal as defined by the Americans with Disabilities Act (ADA) permits service dogs (and miniature horses) to accompany the person for whom it provides service, an ESA must be approved in writing before arrival (ESAs approved by Student Support Services only, not Housing) and is only authorized within the residence (and outdoor spaces) assigned to the person for whom the animal offers support. An ESA may not accompany the person into laundry, dining, classroom, or other college facilities. An ESA may not be kept, watched, or housed in any other residence other than that assigned to its person.

An ESA’s (or its person’s) behavior may affect the continued authorization of the animal in Housing facilities. Like a human guest, an ESA’s host is responsible for the behavior and actions of the ESA. If an ESA damages or destroys HCC property, the owner may be held liable for the damage. If an ESA presents threatening or dangerous behavior it may be removed. If the owner of the ESA fails to adequately care for the need of the ESA, the animal may be removed.

*Unauthorized Room Change (low to medium level violation, based on facts).* Students may not change their housing assignments (i.e., bed space, bedroom, apartment, or building) without written authorization from the Director of Housing or their designee. Students must also comply with all check-in/-out procedures related to a change in housing assignment. For this policy, sharing keys, allowing another resident to reside in one’s assigned living space, and similar activities will be considered a violation of this policy.

**NOTE:** an RA and or another staff member such as an athletic coach may NOT authorize any room changes or alterations to a student’s living arrangements, only the Director of Housing or their designee (or the VPSS) may authorize room changes.

## Reporting Possible Violations of HCC Policy (or Student of Concern, see below)

### Ways to Report

HCC wishes to encourage members of its community (i.e., students, faculty, staff, guests, neighbors, etc.) to report possible violations of HCC policy— certain employees are required to report specific crimes per federal and state laws (see Campus Security Authorities)— to the appropriate HCC employees. Except for HCC’s Professional Counselor (when acting as such), all employees are expected to report crimes and major violations of policy.

**NOTICE:** HCC will aggressively pursue allegations of retaliation against those who report information to HCC staff members (see Notice Regarding Retaliation below).

HCC also encourages its community members to notify staff HCC members when they are concerned for the health and or safety (mental or physical) of a student, regardless if they suspect any violation of policy. These reports are sent to the HCC C.A.R.E. Team, comprised of faculty, staff, and senior administrators (see CARE Team below).

*The following methods of reporting are available to all students, faculty, staff, and others:*

#### In-person/Email/Phone.

**Students** may report potential policy violations to a number of employees including but not limited to (housing) Resident Assistants, the Director of Housing, the Vice President for Student Services, or Campus Security. While all employees are encouraged to report crimes and or violations of HCC policy, only certain employees are required to report; however, ALL staff members are expected to treat a report and the sensitive information therein with professionalism and only share said information with those needed to resolve the matter.

**Faculty and staff** may report to their direct supervisor and or the employees listed above as well as the Director of Human Resources.

Online Reporting Forms. HCC makes a number of online reporting forms available to all through its website.

- Silent Witness Form- This form is primarily for the purpose of anonymously reporting (in-progress) incidents/violations, allowing the reporter to bring the issue to the attention of HCC staff members. (IMPORTANT: in the event of an emergency always call 911 first!)  
<https://highlandcc.edu/pages/silent-witness>
- General (Incident) Report Form- This form may be used to report incidents that have already transpired. Reporters can submit this form as an FYI (for your information) to provide documentation of incidents that have already been resolved; for reporting concerns about a student or students health and safety (for the CARE Team); for instances of bias-motivated sexual misconduct (also see below); for academic misconduct; and all general misconduct or conduct when the reporter is not sure if it is a violation or not.  
[https://cm.maxient.com/reportingform.php?HighlandCCKS&layout\\_id=7](https://cm.maxient.com/reportingform.php?HighlandCCKS&layout_id=7)
- Discrimination, Harassment, Gender-Based Misconduct Reporting Form- While a reporter may use any of the forms above to report instances of violations or misbehavior motivated by sex, race, religion, etc., this form is specifically designated for these types of allegations (see Discrimination, Harassment, Gender-Based Misconduct Violations below).  
[https://cm.maxient.com/reportingform.php?HighlandCCKS&layout\\_id=1](https://cm.maxient.com/reportingform.php?HighlandCCKS&layout_id=1)

### Campus Safety Authorities

As noted above certain HCC employees are designated as Campus Safety Authorities (CSA). A CSA at HCC is defined as:

- Campus Security Officers
- Employees who have responsibilities for security including Housing staff (RAs), building administrators/directors
- Employees with significant responsibilities for student and campus activities

CSAs are required to report certain crimes such as murder, rape, robbery, arson, alcohol/drug violations, dating violence, etc.



## CARE Team.

The CARE Team (Campus Assessment Recommendation and Evaluation Team) is comprised of members of the campus community (i.e., faculty, student support staff, administrators) with the purpose of responding to reports regarding students of concern. A student of concern could be anyone.

When another member of the HCC community notices a student is struggling or showing signs of mental or physical distress, or if a student is noticed varying from their normal routines that student may be referred to the CARE Team. The CARE Team will evaluate the information provided and determine how best to support the student of concern. In some cases the CARE Team may contact that student and offer support or guidance or direction (or mandate treatments); in other cases, the team may need to gather additional information before proceeding; while in other cases, the team may determine that no action is needed.

**NOTE:** The CARE Team is NOT a part of the Student Conduct Process, though a student who is being assessed by the CARE Team may also be involved in the Student Conduct Process (see below). **ALSO**, if the CARE Team determines that a student should undergo an evaluation with HCC's Professional Counselor and or the CARE Team determines that the student should regularly visit with HCC's Professional Counselor– if that student fails to comply with the CARE Team's direction that student may be charged with non-compliance of a college official.

## The Student Conduct Process

The Student Conduct Process is built upon the HCC Shared Performance Expectations. Within the Student Conduct Process, students have a number of rights and responsibilities intended to balance the integrity of the institution and the dignity of the student.

### Student Rights and Responsibilities in the Student Conduct Process

- A student has a RIGHT to access HCC policies and procedures related to student conduct and behavior via <http://www.highlandcc.edu>.
- A student has the RIGHT to receive written notice of the Conduct Process, including alleged charges, formal or informal resolution options, findings of responsibility or not, applicable sanctions, and availability of appeals.
- A student has the RIGHT to participate in the Conduct Process and speak for themselves.
- A student has the RIGHT to request an advisor (support person) to attend meetings. An advisor may not be any person directly involved in the case as another complainant, respondent, witness, etc. The advisor may not speak for the student or participate in the process beyond support and advice.
- A student will retain the RIGHT to appeal only if they elect to pursue the Formal Resolution process; if the student however elects to pursue an Informal Resolution process they may NOT appeal the findings and or sanctions. Also, if the student fails to respond to or participate in the Student Conduct Process they forfeit their right to appeal all findings and sanctions.
- A Student has the RESPONSIBILITY to read and know HCC policies and procedures as found in the Student Handbook, Resident Handbook, College Catalog, First Day Handouts, Program/Team Handbook, etc.
- A student has the RESPONSIBILITY to monitor, read, and respond to all (applicable) communications from HCC. Email shall be the primary means of communication for the Student Conduct Process.
- A student has the RESPONSIBILITY to provide accurate and truthful information. It is a significant violation of HCC policy to knowingly provide false information to HCC personnel.
- A student has a RESPONSIBILITY to comply with direct instructions, including sanctions provided to them as part of the Conduct Process. Failing to comply with the Student Conduct Process may in and of itself be a violation of HCC's Student Code of Conduct.
- A student has the RESPONSIBILITY to submit all appeals consistent with the formatting and criteria provided them in this document and the written instructions received during the Conduct Process.

### Release of Disciplinary Information

Access to any student's disciplinary file shall be governed by provisions of the Family Educational Rights and Privacy Act (FERPA).

Only the student charged and those College officials who have a legitimate educational interest in disciplinary information may have access to the files.

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.

When cases involve any crime of violence, the results of the disciplinary proceedings will be released upon request to the victim(s).

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.

### NOTICE REGARDING RETALIATION:

HCC will not tolerate attempts to affect the outcome of a conduct process by way of coercion, "peer pressure," extortion, bribery, deception, threats, intimidation, and or retaliation.

Retaliation occurs when one person or several persons targets a person or number of persons involved (or perceived as being involved) with the Student Conduct Process (i.e., reporters, alleged victims or violators, witnesses, or staff members) in an attempt to affect a person's or persons' participation (or perceived participation) in the Conduct Process; and or if a person or persons are targeted merely for their participation (or perceived participation) in the Conduct Process, regardless of any intent on the part of the retaliation person or persons to affect the outcome of the Conduct Process.

Retaliation can be direct or indirect.

Retaliation is a high-level violation of HCC policy in and of itself and will result in a separate conduct case for each alleged occurrence.



## STUDENT CONDUCT PROCESS

### **ALLEGED VIOLATION OF THE CODE OF CONDUCT (AN INCIDENT) OCCURS**

**Examples:** cheating, alcohol/drugs on campus, fighting, failing to comply with a college authority



### **INCIDENT REPORT**

A written Incident Report of any alleged violation is submitted using HCC's Conduct Management system Maxient<sup>®</sup> and a case file is created



### **CASE ADJUDICATION/RESOLUTION**

Depending on the facts of the alleged violation (i.e., where/when the incident occurred, which policies were allegedly violated, who is involved, and if there are similar or related cases already in progress or past) will determine how and by whom the case is adjudicated/resolved.

#### **Examples:**

- First-time allegations of academic (classroom) dishonesty/misconduct may be resolved by the class/course instructor (instructors may elect to refer 1st-time cases to Student Services)
  - Allegations of minor Housing Policy may be resolved by the Director of Housing
- Medium to severe allegations of academic or non-academic violations are adjudicated by Student Services
- HCC's Title IX Coordinators manage allegations of sexual misconduct (student or employee respectively)

**With the expectation of allegations of first-time academic dishonesty, minor Housing violations, or parking citations the adjudication process will include the following:**

- Notice to the alleged students about the alleged violation(s) and an invitation to participate in the process
  - Notice of the resolution (formal or informal) path, if the student participates in the process
    - Notice of the decision of responsibility (or not) for allegations
    - Notice of any applicable sanction



### **\*RIGHT TO APPEAL FINDINGS OF RESPONSIBILITY AND OR SANCTIONS\***

A student may submit a written appeal regarding the decision(s)/sanction(s) in their case

**\*RESTRICTIONS APPLY\***

### **HIGHLAND COMMUNITY COLLEGE SHARED PERFORMANCE EXPECTATIONS**

- |                             |                             |
|-----------------------------|-----------------------------|
| ◇ BE COMPETENT AT YOUR WORK | ◇ MAKE GOOD DECISIONS       |
| ◇ COMMUNICATE EFFECTIVELY   | ◇ ACT RESPONSIBLY           |
| ◇ RESPECT OTHERS            | ◇ WORK EFFECTIVELY ON TEAMS |

## Student Conduct Process (expanded explanation)

### *Incidents*

For the purposes of HCC's Conduct Process, an incident can be (but is not limited to) any event, happening, occurrence, situation, etc., in which a violation of HCC's policies may have occurred. Examples of incidents include (but are not limited to):

- Cheating on an assignment or exam
- Parties in which illegal drugs or alcoholic beverages are present
- Fights
- Failing to provide identification, such as when entering a dining facility
- Failing to comply with a college employee's reasonable direction

All incidents that may result in any form of disciplinary action (e.g., loss of points or no points, fines, warnings, probation, suspension, expulsion, etc.) should be reported using HCC's Incident Reporting Form (see link below).

[https://cm.maxient.com/reportingform.php?HighlandCCKS&layout\\_id=7](https://cm.maxient.com/reportingform.php?HighlandCCKS&layout_id=7)

HCC encourages all members of its community (i.e., students, faculty, staff, and guests) to report potential violations. Certain HCC employees are required to report any suspected violation of policy, for example, Resident Assistants must report all potential violations of HCC policy.

For the purposes of the Conduct Process, an incident will not typically include students failing to complete certain administrative/clerical tasks related to the check-in/-out process for HCC Housing, unless there are additional policy violations. In such cases (i.e., improper check-in/out) a fine is assigned automatically based on the HCC Housing Lease Contract between the student and the college.

### *Allegations*

All students alleged to have violated HCC policy are presumed not responsible until the preponderance of the evidence indicates otherwise. Allegations typically arise from incidents in which a member of the HCC community (e.g., other students, faculty, staff, etc.) reports behavior that at first glance (*prima facie*) appears to violate HCC policy. An allegation is not in and of itself an indication that a student has violated policy, but it will be taken as sufficient reason to proceed with the Conduct Process.

*(Temporary Measures.)* Occasionally, when a significant incident occurs and the alleged violations are sufficiently severe, HCC staff may be required to take immediate actions to mitigate imminent, obvious, and possibly ongoing threats to the health and safety of the HCC campus community. In such cases, a student may be notified verbally at the scene of the incident or immediately thereafter of limited restrictions placed upon them until the allegations of misconduct are resolved through the Conduct Process. For example, a student who is alleged to have committed an aggravated assault, and where it is reasonable to believe the alleged student(s) would do so again, HCC staff may restrict the alleged student(s) from accessing the HCC campus or certain facilities or events, until the allegations are resolved. In such cases, HCC will seek to take the least restrictive action possible to preserve all students' right to access HCC educational programs.

Also, within a reasonably timely manner, HCC staff will provide written notice of any "temporary" actions taken or restrictions placed upon a student alleged to have violated an HCC policy. Such notices will be sent using HCC's official communication method (email).

### *Resolving Allegations*

Whether or not an allegation is a student's first alleged violation and or if the alleged violation is low, medium, or high level, will determine how and by whom the case will be resolved.

*Low-level and or first-time alleged violations of academic-related violations (i.e., Academic Dishonesty & Classroom Disruption, see above)* may be resolved between the student and the respective instructor. Cases resolved between the instructor and the student will be documented and the student will be provided an appeal option (see Appeals, below).

Low-level and or first-time alleged violations of HCC Housing policies (e.g., check-in/out, room change, guests, etc.) may be resolved by the Director of Housing. Cases resolved by the Director of housing will be documented and the student will be provided an appeal option (see Appeals, below).

Parking Citations. Unless there are other violations of policy reported in tandem with a student receiving a parking citation, typically the resolution of the citation will be the student's payment of the fine associated with the citation.

**NOTE:** unless there are other potential violations parking citations will NOT result in an incident report and case file.

Typically, most cases will be resolved by HCC's Student Conduct officer. In these cases, the student will receive notice of the alleged violation(s) and an invitation to participate in the Conduct Process— allowing the student to provide “their side of the story.” The student will be offered the opportunity to meet directly with the Student Conduct Officer.

If a student chooses to participate in the Conduct Process (meet with the Student Conduct officer) the student will help determine which resolution path the process will take: formal or informal resolution.

Formal Resolution. When a formal resolution is pursued the Student Conduct Officer will decide the student's responsibility or not for the alleged violation(s). Also, in a formal resolution, the student will have the opportunity to appeal the decision and or sanction (only if the student participated in the process).

**NOTE:** When a student chooses not to participate in the Conduct Process (expressly or by omission) a formal resolution will be pursued and the student will then forfeit their ability to appeal the decision and any sanction that may apply to their case.

However, when a student does participate in the Conduct Process and a formal resolution is pursued, the student will receive a written notice of the formal resolution process, in addition to any verbal explanation provided by the Student Conduct Officer.

Informal Resolution. An informal resolution may only occur under the following conditions:

- The student chooses to participate in the Conduct Process.
- The student knowingly and willingly accepts responsibility for all alleged violations.
- The student knowingly and willingly accepts the sanctions proposed by the Student Conduct Officer (see sanctions below).
- The student is made aware and acknowledges that no right to appeal exists if the informal resolution is pursued.

**NOTE:** A student may not elect to pursue an informal resolution simply to expedite the process, or to protect another student— the Student Conduct Officer may elect to pursue a formal resolution if there is reason to believe the student is insincere in their acceptance of responsibility. Also if the student's knowledge provides false information, including assuming responsibility for a violation for which they know they are NOT responsible, that student may be charged (in a separate case) with providing false information.

Once an informal resolution is chosen the student will receive written notice of the informal resolution. In the written notice the student will be provided with a 48-hour grace period/window in which the student may change their mind and elect for the formal resolution path. After said 48 hours transpires the student will receive a written notice regarding the assigned sanctions and the case will close.

## *Decision*

The determination of responsibility or not for a student's alleged violation(s)— in the formal resolution path only— will be made after a period of evidence gathering (e.g., reviewing reports of the initial incident, viewing surveillance, meeting with students or other parties involved, etc.). The evidence collected will be weighed and weighted using a preponderance standard.

The preponderance of the evidence is the “more likely than not” standard in which the person making the decision will consider if any one piece of evidence and or all evidence in sum leans more toward the student being responsible or not responsible for the alleged violation(s). Using this standard of evidence, the person weighing the evidence needs only to reach a 51% level of certainty for their decision.

**NOTE:** for the purpose of this policy, HCC staff should NOT consider past allegations and or findings of responsibility as evidence when determining responsibility in a present case. A student's past case history may affect the assignment of sanctions, however.

Once a decision is reached the student will receive written notice of the decision and any instructions regarding the next phase of the Student Conduct Process. If a student is found NOT responsible for all allegations the case will close. **NOTE:** the student and or other parties involved may not appeal the decision of NOT responsible (except for Title IX cases, see below).

## *Sanction(s)*

If a student is found responsible for an alleged violation, the Student Conduct Officer will assign sanctions based on the following:

- The severity of the violations (i.e., low, medium, high, see sanction rubric below)
- The student behavior during the Conduct Process (e.g., cooperativeness, truthfulness, etc.)
- Past conduct history (e.g., type and number of past violations, completion or not of past sanctions, etc.)

## *Sanction Rubric.*

HCC has adopted the following sanction rubric for the purpose of consistency in their conduct process, to inform students and staff of the likely sanctions for violations, and to aid the Student Conduct officer and alleged student in determining which resolution path to pursue. (See the respective policies and violations above for an indication of severity.)

Inasmuch as a number of factors affect the assignment of sanctions (see above) this rubric will serve as a guide rather than a definitive statement regarding which sanctions are applied for a given violation. Mitigating facts may require a more or less severe sanction, however, this rubric will be a starting point for all sanctioning discussions in a particular case.

**High-level violations.** Depending on the specific facts and circumstances surrounding an alleged violation, if the said violation(s) rises to the highest level of severity a student may expect to be assigned sanctions ranging from probation, zero credit (academic), loss of privileges (housing), course expulsion (academic), suspension, up to expulsion for HCC.

**Medium-Level Violations.** For students alleged to have committed medium-level violations, they may be assigned sanctions ranging from fines, loss of points (academic), educational programs/projects, community service, zero credit (academic), to probation.

**Low-Level Violations.** For the lowest level violations, a student may be assigned sanctions ranging from warning (verbal or written), loss of points (academic), fines, etc.

## *Sanction (Definitions).*

***Preface:*** the sanctions listed below may be applied to students who have been responsible for violations of the policies listed above, based on the violation's level of severity (see *Sanction Rubric* above).

**Alcohol/Drug Class.** A class, activity, module, or training— online or in-person— that is designed to provide the student(s) with information about the consequences, laws, and expected responsibilities of alcohol/drug consumption. This sanction may include attendance logs, tests, exams, quizzes forms, or evidence to demonstrate the student's participation, learning, and or completion of the sanction.

**Apology letter.** A written statement made by the student(s), to the individual(s) or group(s) affected by the student's behavior— specifically addressing the negative consequences of the behavior related to the violation(s) for which the student was found responsible. The letter(s) must be written—or dictated in cases of disability accommodation—by the student(s) who was/were found responsible for the respective policy violation(s). The student(s) may be required to read the letter(s) publicly or the letter may be sent discreetly to the aforementioned recipient(s).

**Class Withdrawal.** When a student is withdrawn from a course and a W is applied to their transcript. A withdrawal may negatively affect a student's financial aid status, but a withdrawal does affect a student's GPA. A student withdrawn from a course will no longer have access to the course materials or classroom (for the assigned course time).

**Community Service.** When a student is required to provide labor, for a designated period of time, typically without compensation, to the college itself or an organization recognized by the college or a person/organization providing servicing to the college. Community service, typically, may be assigned when a student's behavior (violation of policy) directly impacted a member of or the entire HCC community. Community service is overseen by a designated supervisor who will have discretion regarding the certification of the student's completion of the assigned service.

**Confiscation of Prohibited Items.** When HCC staff members take possession from a student of an item or items that are prohibited by HCC policy. HCC staff may also determine an item or items—though not explicitly prohibited—may pose an unreasonable threat to the health and safety of the community (when no legal right to possess said item(s) exists), and therefore confiscate said item or items. Confiscated items will be held by Campus Security staff. Typically a student will have an opportunity to repossess the confiscated item or items at a future time, based on the nature of the item(s) and when HCC staff determine it appropriate. In some cases, HCC staff may immediately dispose of confiscated items (e.g.,

alcoholic beverages or candles). Items that are eligible for return to the students, which the student fail to collect in the proscribed time/manner, may be disposed of in accordance with applicable abandoned property laws.

**Counseling.** When a student is required to meet with and receive counseling from a certified/licensed clinical counselor. A student may be assigned this sanction for a set number of sessions, duration of time, or for the duration of their enrollment at HCC based on the case. HCC may elect to provide the counseling services to the student; however, HCC is not required to provide (pay for) the service to the student(s) who is(are) assigned this sanction.

**Create a (Housing) Program.** A will be required to plan and present a program, event, and or activity, for HCC Housing students. The program must be overseen and approved by an appointed HCC staff member, who will determine if the sanction is completed in a satisfactory manner.

**Disciplinary Probation.** While on disciplinary probation a student's conduct is scrutinized at a higher level. While on disciplinary probation if a student is found responsible, even for low-level violations, they will typically receive high(er)-level sanctions. Disciplinary probation is assigned, typically, for the duration of two semesters (Fall/Spring). Depending on the timing of a student violation, the current semester may or may not be counted towards the two-semester duration.

**Educational Class/Workshop.** This sanction is assigned to students to provide them with information related to the social, psychological, physical, legal, etc. impact of their behavior on themselves or others. This sanction may include attendance logs, tests, exams, quizzes forms, or evidence to demonstrate the student's participation, learning, and or completion of the sanction.

**Expulsion.** The involuntary removal of a student from all HCC courses and termination of their acceptance to HCC. Unless there are extenuating circumstances, and the student receives a notice indicating otherwise, a person expelled from HCC is still permitted to access HCC campus(es) as a visitor or guest, so long as they adhere to HCC policy. An expulsion makes a person permanently ineligible to enroll in any HCC course. Expulsions will appear on a (former) student's official HCC transcripts. Typically, a student will receive a failing (F) grade for all courses, for the semester in which the student was expelled.

**Fine(s).** An amount of money a student is required to pay to HCC. Typically a fine is applied when there is an established cost associated with a student's violation(s) (e.g., theft of goods/services). The fine will be added to the student's financial balance. Fines are not typically eligible to be paid by financial aid. An unpaid fine may negatively affect a student's financial aid status, access to course registration, access to educational records (transcripts), and or be sent to collections, therefore affecting the student's credit score.

**Grade Change.** When a grade for a student's assignment/section/exam/course is changed/modified—typically to reflect a lower grade.

**Housing Probation.** While on housing probation a student's conduct— as it relates to HCC student housing facilities or personnel— is scrutinized at a higher level. While on Housing Probation if a student is found responsible, even for low-level violations, they will typically be removed from (residing in) HCC Housing facilities. Housing probation is assigned, typically, for the duration of two semesters (Fall/Spring). Depending on the timing of a student violation, the current semester may or may not be counted towards the two-semester duration. Although a student who is on housing probation will typically be removed from HCC Housing facilities— if they are found responsible for additional violations— this does not preclude the application of other high-level sanctions.

**Housing Relocation.** When a student is required to change their Housing assignment. The student must comply with all Housing procedures for vacating their former assignment and taking possession of their new assignment.

**Housing Removal/Ineligibility.** When a student's Housing lease agreement is canceled and the student is no longer eligible to reside on HCC Housing—they may not reapply for housing indefinitely. If a student should lose eligibility to reside in— be removed from—HCC Housing facilities, prior to the end of the semester (the last day of Check-outs) that student will be required to vacate their (formerly) assigned living space (typically within 48 hours of the sending of their removal letter/notice). Also, if a student is removed from HCC Housing facilities prior to the end of the semester, HCC is NOT obligated to refund any monies associated with HCC Housing (i.e., rent or meals). Unless there are extenuating circumstances, and the student receives a notice indicating otherwise, a student expelled from HCC is still permitted to access HCC Housing facilities as a visitor or guest, so long as they adhere to HCC policy. Housing removal only prohibits a student from residing in HCC Housing facilities and does not affect the student's course enrollment eligibility (NOT an expulsion).

**Instructor Sanction(s).** A sanction applied by a course instructor for a low-level, first-time violation of HCC academic or the respective course's policy (see First-Day Handout provided by instructors).

**Loss of Points – Assignment/Exam/Quiz/Section.** When a student receives a zero or no score on work due to a violation(s) of HCC's or the course's academic policies. This sanction is DIFFERENT than a "Zero Credit" sanction (see below). A loss of



points may be applied by the instructor for a low-level, first-time violation; or by the Student Conduct Officer through the Student Conduct Process.

**Loss (or Alteration) of Privileges.** This sanction may be tailored and applied based on the fact of the case. Loss (or alteration) of privileges may include but is not limited to prohibiting access to certain areas, activities, programs, services, and technologies, permanently, partially, temporarily, or during certain times or circumstances. The specific definitions of this sanction will be stipulated on a case-by-case basis, based on the facts of the case and the needs of the campus community. The student will receive written instructions detailing the specifications of this sanction's application to their case.

**Loss of Scholarship.** This sanction ONLY applies to HCC managed/offered scholarships. This sanction may include the complete or partial withdrawal of a scholarship, including if applicable, the repayment of scholarship monies (any repayment of monies will be treated as a bill on the student's account).

**No-Contact Order.** A student or a group of students may be required to have no contact with another student or group of students. A no-contact order may be applied temporarily, before a finding of responsibility in a conduct case (see Temporary Sanction, above); or after a finding of responsibility. A no-contact order may be temporary or permanent and may include limitations on access to campus facilities or services.

**No-Trespass Order (General/Campus Wide).** A student who is trespassed from the entire HCC campus (all sites) may not be present on or in any HCC-owned or -controlled property or facility. A person who has received this sanction must receive written permission from senior administrative personnel before attempting to enter into or onto an HCC-controlled facility or property. HCC will rely on local law enforcement agencies to enforce this sanction. No trespass orders may be temporary or indefinite, based on the facts of a particular case.

**No-Trespass Order (Housing Facilities).** A student who is trespassed from HCC Housing may not be present on, in, or around any HCC Housing facility (including parking areas designated for residents only). A person who has received this sanction must receive written permission from senior administrative personnel before attempting to enter into or onto an HCC Housing facility. HCC will rely on local law enforcement agencies to enforce this sanction. No trespass orders may be temporary or indefinite, based on the facts of a particular case.

**Paper.** A student will be required to research, compose, and present/submit a written paper addressing information related to the social, psychological, physical, legal, etc. impact(s) of their behavior on themselves or others. An HCC staff member will be designated to oversee and review the completion of this sanction. The student's work on their paper will be subject to the same scrutiny as a coursework writing assignment. The student's effort, writing proficiency, the accuracy of the information, and overall quality of their work may be scrutinized (graded) as determined by the HCC staff member designated to oversee the sanction's completion.

**Parent/Guardian Notification.** Based on the circumstances of each case, HCC staff may determine that a student's parent/guardian (or emergency contact) will receive notice of a student's conduct related to said case. Any contact made, and information shared will be done in keeping with all applicable privacy laws (e.g., FERPA/HIPPA).

**Police Notification.** In keeping with applicable laws protecting a student's "due process" rights and in keeping with applicable laws requiring so, HCC will provide notice to the appropriate law enforcement agencies, federal, state, and or local, related to a student's conduct.

**Random Drug Testing.** A student who receives this sanction will be subject to random (with or without advanced notice) drug screening. The screen may require the student to provide a sample of bodily fluid and or another sample from their person, including testing the student's possessions, for the presence of an illegal drug or drugs.

**Referral.** A referral is different from the "counseling" sanction in that the person or persons, organization, or program a student is referred to will not be a clinical counselor. This sanction is different from "community service" in that it typically will not require physical labor. This may include but is not restricted to, visits with a designated HCC staff member (or a third party), who will meet with the student. The designated person may set behavior goals for the student and monitor the achievement of said goals.

**Restitution.** Typically restitution will be in the form of labor or monetary payment, to rectify specific damage done to persons or property. If it is in the form of money, HCC will determine, based on the circumstances of each case, if the payment is to be made directly to the affected person/persons, or if the amount of the charge will be added to the student's (those assigned this sanction) financial balance.

**Suspension.** When a student is prohibited from participating in a particular college course, program, and or organization or if the student is prohibited from participating in any HCC course, program, or organization. A suspension is by nature temporary and the duration thereof will be determined by the circumstances of the particular case. Not an expulsion. A suspension may or may not be marked on a student's official HCC transcript.

**Warning.** Though a student may receive verbal warnings which will be recorded as a warning in the HCC student conduct database, typically a warning will be in written form. A warning will provide notice to a student regarding specific behavior that violates HCC policy.

**Zero (Course) Credit.** When a student receives the Zero Credit sanction they will NOT receive any course credit for a specific course or courses. This will appear on a student's official HCC transcript as an F-grade. Receiving zero credit will affect both the student's financial aid status and their GPA. A student who receives this sanction before the end of the course is not necessarily denied continued access to the course materials and or classroom; however, they may not receive any credit for continued participation.

### ***Appeal***

If a student has participated in the Student Conduct Process they may appeal the decision and or sanction on the following criteria:

- A procedural error that adversely affected the outcome of the case.
- New evidence, not available to the student before the decision/sanction notice, that affects the outcome is discovered.
- The severity of the sanction applied does not match the severity of the violation(s).

**NOTE:** a student may NOT appeal the decision if they choose not to participate in the Conduct Process, whether by the express rejection of the offer to participate or by omission (e.g., not responding to communications or not attending a scheduled meeting). Also, a student may NOT appeal a decision and or sanction simply because they disagree with the outcome; or because they believe the sanction will negatively affect them (e.g., removal from HCC Housing requires a student to find alternate housing which may incur an increased financial cost).

A student must submit their appeal online using the link below no more than five business days after the date of the Sanction Letter.

**APPEAL FORM LINK:** [https://cm.maxient.com/reportingform.php?HighlandCCKS&layout\\_id=8](https://cm.maxient.com/reportingform.php?HighlandCCKS&layout_id=8)

If an appeal is submitted the student will receive notice of receipt. The appeal will first be evaluated based on the criteria above. Appeals failing to follow the proscribed form will be rejected without further review. Appeals submitted within the five-business-day window will be reviewed based on the nature of the violation and the college area (i.e., academic, Housing, student conduct) that initially handled the case.

**NOTE:** Students may appeal first-time/low-level sanctions applied by faculty or housing staff or a parking citation, however, these cases must demonstrate a severe violation of the student's due process rights and or an excessively severe sanction. Students may contact the Office of Students services for more direction.

Students will receive notices related to their appeal status. Appeals that are successful in their review may result in a change to the decision(s) and or sanction(s) of the case. Appeals that are unsuccessful in their review are not further appealable. In some cases, a sanction or sanctions may be postponed or temporarily suspended until the conclusion of the appeal review, however, unless expressly stated in writing a student must abide by and adhere to any sanctions while their appeal is in review.

## Discrimination, Harassment, Gender-Based Violations

As noted at the beginning of this handbook: 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. Consequently, an allegation of discrimination based on the categories above triggers a different conduct process. This process is known as HCC's Equity Grievance Policy (EGP). For a full copy of the EGP please follow the link below.

<https://highlandcc.edu/caffeine/uploads/files/Approved%20Equity%20Grievance%20Policy.pdf>

### REPORTING Discrimination, Harassment, Gender-Based Violations

For grievances involving students only, report to:

Vice President of Student Services

Dr. Eric Ingmire

David Reist Administration Building

785-442-6020

[ingmire@highlandcc.edu](mailto:ingmire@highlandcc.edu)

For grievances involving employees, report to:

Human Resource Manager

Eileen Gronniger

David Reist Administration Building

785-442-6010

[egronniger@highlandcc.edu](mailto:egronniger@highlandcc.edu)

Online Reporting (student or employee grievances):

[https://cm.maxient.com/reportingform.php?HighlandCCKS&layout\\_id=1](https://cm.maxient.com/reportingform.php?HighlandCCKS&layout_id=1)

## Appendix A

### HCC Weapons Policy

Applicability: This Policy applies to all Highland Community College (HCC or “College”) students, employees, and visitors: i) on the HCC main campus and within or upon locations owned, leased, or controlled by HCC that are not part of the HCC main campus (collectively, “Campus”), or ii) when attending/participating in or performing College duties at any off-Campus College sponsored or supervised classes, practices, activities, or other programs (collectively, “Off-Campus Activity”).

Weapons Statement: 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.

### CONCEALED CARRY RESTRICTIONS

Concealed Carry: Each individual who lawfully possesses a Handgun on Campus shall be wholly and solely responsible for carrying, storing, and using that Handgun in a safe manner and in accordance with the law and this Policy. Individuals who carry a Handgun on Campus must carry it concealed on or about their person at all times. “Concealed” means completely hidden from view and does not reveal the Handgun in any way, shape, or form. “About” the person means that an individual may carry a Handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual’s personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier’s design, carrying or holding the carrier, or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this Policy to openly display any lawfully possessed Handgun while on Campus.

Restrictions Pursuant to Kansas Law: Kansas law states that the only type of firearm that an individual can carry while concealed is a Handgun as defined above. The following restrictions applicable to all firearms specifically apply to the concealed carrying of a Handgun under Kansas law and this Policy, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this Policy:

- An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)];
- A firearm cannot be carried by an individual:
  - o Under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable to safely operate the firearm [K.S.A. 21-6332],
  - o Who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)],
  - o Who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
  - o With an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
  - o Who has been convicted of a felony crime [K.S.A. 21-6304],
- An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)],
- Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)]; and,
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a]

Location Restrictions: Certain Campus buildings and/or Public Areas\*\*\*within Campus Buildings can be permanently or temporarily designated to prohibit concealed Handguns. There are no Campus buildings or Public areas that have been permanently designated to prohibit concealed handguns with Adequate Security Measures (ASMs) in place. However, HCC may temporarily designate a specific location as prohibiting concealed Handguns and use temporary ASMs as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

Campus locations leased by HCC or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may choose at their sole discretion to exclude or permit Handguns from their premises, notwithstanding a lease or use arrangement with HCC. If Handguns are excluded at such locations and would otherwise be permitted by this Policy, individuals are expected to comply with the rules imposed by the location.

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 and that secures 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 their own apartment bedroom in an opaque (non-transparent) storage device. Handgun storage by any other means is prohibited. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device. An approved storage device has each of these characteristics:

1. It is of sufficient size to full enclose the handgun while secured in an approved holster;
2. It is constructed of sturdy materials that are non-flammable;
3. It has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device. Devices secured exclusively with a key lock are prohibited; and
4. The device is constructed specifically for the storage of a handgun and/or ammunition. All ammunition stored in an on-campus residence must be stored in an approved storage device.

Employees who are assigned a private office on the HCC Campus or a regional site may store a Handgun in an opaque (non-transparent), locked storage box inside their assigned office when the office is locked and the Handgun is not visible from inside or outside the office. 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 for employees and minimum immediate removal from student housing and assigned disciplinary probation or possible expulsion from the College for students. Enforcement of this Policy will be administered by HCC Officials.

## Reporting

1. Suspected violations of this Policy should be reported to HCC Security:

- Call HCC Security: 785-741-2206
  - Walk-in: Vice President for Student Services Office, Administration Building, Highland Campus
  - Written Report: Incident Reporting Form: <https://cm.maxient.com/reportingform.php?HighlandCCKS>
2. Emergency reports concerning threats or violence on campus:
- Call 911
  - Call HCC Security: 785-741-2206

\*"Weapon" means a weapon described in K.S.A. 21-6301, as further defined under K.S.A. 75-7c20; however, for purposes of this Policy includes knives more than 4 inches in length.

\*\*"Handgun" is defined as a "firearm", pursuant to K.S.A. 75-7c02 with cross-reference to K.S.A. 75-7b01. Specifically, under K.S.A. 75-7b01, it is: (1) a pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or (2) any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

\*\*\*"Public Areas" is defined at K.S.A. 75-7c20.

## Appendix B

### Highland Community College Peaceful Assembly & Protest

Highland Community College is committed to the free exchange of ideas and expression of agreement with and expression of opposition to those ideas. The College community considers open expression to be vital to opening dialogue and helping in the development of understanding of each other's point of view.

The College recognizes that mutual respect and civility can be maintained in the open exchange of opinions and thoughts. The College also recognizes certain ideas may be offensive, discomforting or disagreeable to some members of the local community and college community. Highland Community College will make every effort to ensure that as long as the parameters of respect and non-violent exchanges are held, no attempts will be made to impede another's free expression. The College is committed to free and open inquiry into matters of social, political, and economic concern and encourages the presentation of all views on such issues.

HCC students are both citizens and members of the academic community. As members of the HCC community, students enjoy freedom of speech and peaceful assembly. As members of the academic community they are responsible to the obligations that come to them by virtue of this membership. When a peaceful assembly or protest occurs on Highland Community College property, please remember that our Student Code of Conduct will be the foundation of our expectations when applicable. Students will be expected to act in ways that fulfill the expectations outlined in the Code.

It is the responsibility of all members of the College community to maintain channels of communication which will foster a climate favorable to the freedom of expression. Therefore, the College has created guiding documents, procedures and protocols that will assist students and guests in the planning of peaceful assembly or protest on College property.

In planning a peaceful assembly or protest the organizers should keep in mind all College policies.

#### *Definitions:*

- **Demonstration-** A large group of people, usually gathering for a social or political cause, It often includes a march, ending with a rally or a speaker. A demonstration is similar to a protest in that they both can use the same or similar methods to achieve goals. However, demonstrations tend to be more abrasive and spontaneous, whereas protests tend to be more organized.
- **March-**A walk by a group of people to a place in order to express an objection with to or support of any event, situation, or policy

- **Picket Line**-A line or group of people who are refusing to go to work until their employer agrees to certain demands
- **Protest**-A protest is a way to express objections to or support of any event, situation, or policy. These objections can be manifested either by actions or by words.
- **Sit**-In-any organized protest in which a group of people peacefully occupy and refuse to leave college premises.
- **Vigil**-In observance of a commemorative activity or event meant to demonstrate unity around a particular issue or concern, and/or to promote peace and prevent violence.

**Facilities**- Use of facilities on the Highland Community College campus in Highland, Kansas may be reserved by the obtaining a facility reservation form from the President's office, second floor David Reist Administration Building. An application for peaceful-assembly should be submitted at least 48 hours in advance of the gathering.

Facilities for use- Green space between MS/CT Building and Yost Hall

***Compliance:***

Groups assembling or gathering in peaceful protest should comply with the following

- Free passage of pedestrians and vehicle traffic around campus
- No persons or groups shall block the access or exit to any building
- Use of amplified sound will not disrupt the conduct of College business
- Activities that might disrupt the campus environment will not be allowed or encouraged, such as the disruption of the living environment in residence halls or campus events
- Respect of and adherence to College policies
- In the event that the demonstration will move outside of campus boundaries, the supporting organizations shall obtain the necessary permits from city officials
- Contact with media will be handled by the Director of Marketing

Everyone is expected to comply with the directions of College officials who are acting in accordance with the performance of their duties. Failure to do so is a violation of Student Code of Conduct and is subject to sanctions as outlined in the Student Code of Conduct. If a demonstration or activity interferes with normal College activities and/or functions, participants will be asked to disperse. Failure to comply will result in appropriate sanctions. Actions that can result in violations-

- Excessive noise, which interferes with classes, College offices, residence halls, community neighbors or other campus and community activities
- Unauthorized entry into or occupation of a private work area or any other secure area
- Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, including interruptions of meetings, classes, or events
- Failure to maintain clear passage into or out of any College building or passageway, and/or work space
- Failure to disperse when a building, office, or campus space is closed
- Other conduct that disrupts the normal operations of the College
- Vandalism including graffiti or destruction of College property will not be tolerated

Reviewed: 8/19/2020, Reviewed 9/23/2020 Adopted:10/28/2020