



# 2023-2024

# Residence Life Handbook

## **Residence Life Mission Statement**

Residential Life provides students a safe and healthy living environment and promotes personal development, cultural awareness, and a sense of community.

**Hill College  
Hill County Campus  
112 Lamar Drive  
Hillsboro, TX 76645  
254-659-7500**

[www.hillcollege.edu](http://www.hillcollege.edu)

Presented to the Board of Regents on Tuesday, July 25, 2023.

Hill College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Hill College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

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## **MISSION STATEMENT**

Hill College provides high quality, comprehensive educational programs, and services. The college enhances the educational, cultural, and economic development of its service area and prepares individuals for a more productive life.

## **CORE VALUES**

- Accountability
- Dedication
- Integrity
- Positivity
- Respect

## **PREFACE**

This handbook is published for the Hill College residence hall students and includes information concerning rights, responsibilities, services, resources, student life, and college facilities. Policies, procedures, and regulations that contribute to the orderly life of the college community are also included. Please refer to the Student Handbook and Catalog for information relating to items such as admissions, records, graduation, and academic standards. This publication does not constitute a contract between Hill College and the students. The college reserves the right to amend this handbook, when necessary, without notice. This handbook is available on the college website and a print copy is available upon request from the Dean of Students and/or The Student Experience Office.

## **FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION**

Hill College is committed to the principle of equal opportunity in education and employment. The College District prohibits discrimination, including harassment, against any student on the basis of age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited. Reports of discrimination may be directed to the Title IX Coordinator or Deputy Title IX Coordinator. The College District designates the following individuals to coordinate its efforts to comply with Title IX:

### **Title IX Coordinator**

Ms. Tamy Rogers  
Executive Director of Human Resources  
112 Lamar Drive  
Hillsboro, TX 76645  
[trogers@hillcollege.edu](mailto:trogers@hillcollege.edu)  
254-659-7731

### **Deputy Title IX Coordinator**

Mr. Randy Graves  
Dean of Students  
112 Lamar Drive  
Hillsboro, TX 76645  
[rgraves@hillcollege.edu](mailto:rgraves@hillcollege.edu)  
254-659-7793

### **Deputy Title IX Coordinator**

Mr. Adrian D. Riojas  
Dean of Students  
2112 Mayfield Parkway  
Cleburne, TX 76033  
[ariojas@hillcollege.edu](mailto:ariojas@hillcollege.edu)  
817-760-5504

### **U.S. Department of Education**

Office for Civil Rights  
1999 Bryan Street, Suite 1620  
Dallas, Texas 75201-6810  
Telephone: 214-661-9600  
FAX: 214-661-9587; TDD: 800-877-8339  
Email: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

For the College District policy addressing complaints of sex discrimination, sexual harassment, sexual assault, and retaliation targeting students, please consult Board of Regents policy FFDA (Local), Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence.

For the College District policy addressing complaints of other protected characteristics, please consult Board of Regents policy FFDB (Local), Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics.

## IMPORTANT DEPARTMENT NUMBERS AND EMAILS TO KNOW

### **Residence Hall Managers:**

• Bailey – Julien Addison	254.479.5564	<a href="mailto:jaddison@hillcollege.edu">jaddison@hillcollege.edu</a>
• Dudley – Tamia Hewitt	254.205.7608	<a href="mailto:thewitt@hillcollege.edu">thewitt@hillcollege.edu</a>
• Frazier – Shelby Tally	254.221.2335	<a href="mailto:stally@hillcollege.edu">stally@hillcollege.edu</a>
<b>Advising &amp; Success Center</b>	254.659.7650	<a href="mailto:advising@hillcollege.edu">advising@hillcollege.edu</a>
<b>Admissions</b>	254.659.7600	<a href="mailto:admissions@hillcollege.edu">admissions@hillcollege.edu</a>
<b>Business Office</b>	254.659.7707	<a href="mailto:businessoffice@hillcollege.edu">businessoffice@hillcollege.edu</a>
<b>Campus Safety</b>	254.659.7777	<a href="mailto:campussafety@hillcollege.edu">campussafety@hillcollege.edu</a>
<b>Dean of Students/Deputy Title IX</b>	254.659.7793	<a href="mailto:rgraves@hillcollege.edu">rgraves@hillcollege.edu</a>
<b>Dean of Students/Deputy Title IX</b>	817.760.5504	<a href="mailto:ariojas@hillcollege.edu">ariojas@hillcollege.edu</a>
<b>Disability Services</b>	254.659.7650	<a href="mailto:advising@hillcollege.edu">advising@hillcollege.edu</a>
<b>Emergency</b>	911	
<b>Financial Aid</b>	254.659.7600	<a href="mailto:finaid@hillcollege.edu">finaid@hillcollege.edu</a>
<b>International Services</b>	254.659.7606	<a href="mailto:cclay@hillcollege.edu">cclay@hillcollege.edu</a>
<b>IT Help Desk</b>	254.659.7625	<a href="mailto:helpdesk@hillcollege.edu">helpdesk@hillcollege.edu</a>
<b>Residential Life</b>	254.659.7800	<a href="mailto:pcunningham@hillcollege.edu">pcunningham@hillcollege.edu</a>
<b>Scholarships (Institutional)</b>	254.659.7600	<a href="mailto:scholarships@hillcollege.edu">scholarships@hillcollege.edu</a>
<b>Student Activities</b>	254.659.7801	<a href="mailto:ktweeten@hillcollege.edu">ktweeten@hillcollege.edu</a>
<b>Title IX Coordinator – Tamy Rogers</b>	254.659.7731	<a href="mailto:trogers@hillcollege.edu">trogers@hillcollege.edu</a>
<b>Veteran Services</b>	254.659.7606	<a href="mailto:cclay@hillcollege.edu">cclay@hillcollege.edu</a>

## **RESIDENCE HALL STAFF**

### **Residential Life Offices**

Residential life is located within student information services in the administration building on the Hill County Campus. Student activities is in the Gov. Bill Daniels Student Center on the Hill County Campus. Office hours for both departments are Monday through Thursday from 8am to 4:30pm and Friday from 8am to 4pm.

Hill College provides suite style residence halls for students. Residence halls consist of spacious, modern suites with window blinds, furnishings, and are managed by residence hall managers. Special arrangements are made for students with a documented need for accommodation(s) to have a designated room. Students residing in college residence halls must be full-time students (12 college credit hours). Any exception must be approved by the dean of students. Hill College provides a 19-meal plan, which provides three meals a day, Monday through Friday and two meals (lunch and dinner) on Saturday and Sunday. A meal plan is mandatory for all residence hall students. The food services staff will be happy to accommodate students with special dietary needs.

Each student must complete an application for college residence halls and submit a non-refundable processing fee of \$50 and \$250 damage deposit to reserve a room. Room assignments are made first come, first serve. Student preference will be accommodated while space is available. Where no preference is expressed, room assignments are made as applications are received. For more information on residential life, please visit the website at <https://www.hillcollege.edu/Residential%20Life/Index.html> or contact the office at (254)659-7800.

### **Residence Hall Manager**

A residence hall manager is an on-site member of the residence hall staff with the responsibility for the administration, supervision, and student services in the respective resident hall. The residence hall manager strives to develop and maintain an atmosphere conducive to the academic and personal growth of the residents. Residence hall managers maintain communication with each other as well as with the director of student activities, dean of students, coaches, campus safety, and vice president of the student experience.

## **Resident Assistants**

Resident assistants (R.A.) are on-site members of the residence hall staff, who assist the residence hall managers with daily operations of residence halls.

## **Resident Hall Attendants**

Resident hall attendants assist residence hall managers with weekend duties and programming for residents.

## **Residence Halls Area Defined**

The residence halls area is defined as all residence halls and adjacent breezeways, sidewalks, grassy areas, and parking lots.

## **SERVICES**

### **Bookstore**

The Hill College online bookstore provides a quick ordering process, which can be completed in five minutes. New, used eBook and rental textbooks are available as well as school supplies and apparel. The bookstore offers an average savings of 60% off list price on marketplace items and offers price match guarantee on new books. There is free shipping on retail orders over \$49, not including marketplace. The company develops and recommends policies to the vice president of administrative services. <https://www.hillcollege.edu/CampusLife/Bookstore.html>

### **Catalog**

The 2023-2024 edition of the Hill College Catalog is available online at: <https://www.hillcollege.edu/Student/Catalog/Index.html>. Print catalogs, prior to 2010, may be viewed and/or requested from the vice president of instruction or the student experience office. Catalogs, from 2010 to present, are archived on the Hill College website and may also be requested from the vice president of instruction or the vice president of the student experience.

### **Checklist of Things to Do Your First Week**

During the first week of the semester, students may feel overwhelmed with the things they need to accomplish. Listed below you will find suggestions that you can use as you become settled in for the semester:

- Know the Campus Safety number
- Join a student organization
- Buy books and supplies
- Check out the cafeteria
- Catch up with new friends
- \* Visit the business office, pay bills, etc.
- \* Find your classrooms.
- \* Check out the student center.
- \* Find out about campus activities.
- \* Review the Emergency Action Plan

### **Communication**

It is important that Hill College students stay informed about what is going on at the college, not only academically, but in all aspects of the college environment. Therefore, communication with the college is a vital part of college success. Students may contact faculty and staff in person, by phone or e-mail. Contact information can be found in the Hill College faculty/staff directory on the website: <https://www.hillcollege.edu/Directory/index.html>.

- **Schoology:** Schoology is the official learning management system of the college, a central portal for student and faculty organization of courses. For log-in instructions, visit the website at <https://www.hillcollege.edu/CampusLife/Library/SchoologyLogin.html>.
- **Calendar:** Hill College maintains an academic calendar to include information on academics, athletics, general events, Performing Arts, student activities, holidays, registration dates and more. Students should be familiar with the Hill College events calendar found at the end of this handbook and online at <https://www.hillcollege.edu/Calendars/Calendar23-24.html>

**MyHC:** Students need to become familiar with the MyHC student portal, which is a student's online gateway to a variety of self-service tools and resources to stay connected throughout their academic career. Students may



view their transcript, final grades, account status, class schedule, holds and more. For easy instructions on how to access your MyHC student portal, visit our web page at <https://www.hillcollege.edu/Student/HowTo/index.html>.

- **Rebel Alert:** Rebel Alert is an emergency notification service which gives Hill College the ability to communicate health and safety information quickly by email, text message and voice message. All employees and enrolled students will automatically be signed up for Rebel Alert using the email and phone number currently on file. However, you will need to log on to make sure your information in the file is correct and up-to-date and to select your primary contact number. Please enter your contact information for Hill College to reach you with important announcements: <https://www.getrave.com/login/hillcollege>.
- **Student email:** All Hill College students are issued a Hill College e-mail account upon admission to the college. Hill College student email is the official form of communication for Hill College students. Information regarding student accounts, registration status, financials, events, career opportunities, inclement weather, etc. will be sent to the Hill College student email account. All Hill College students are responsible for checking their student email account regularly and for knowing the information distributed via email. For assistance with webmail login or to contact the email administrator, visit the website at <https://www.hillcollege.edu/Student/HowTo/index.html>.

### **Custodial and Maintenance**

Custodial and maintenance personnel can be identified by their uniforms. Custodial staff are responsible for normal cleaning duties in public areas and public bathrooms. Residents are responsible for cleaning their own suite rooms and bathrooms, as well as dumping their personal trash in dumpsters located on campus.

Maintenance of the residence halls for health and safety concerns is of high importance to Hill College. Maintenance staff is assigned to make repairs to residence halls and rooms. Please contact your residence hall manager immediately to report repair or custodial concerns for your residence hall or individual suite room or bathroom. A work order will be submitted so that maintenance may be scheduled and completed.

### **Disability Services**

Hill College is committed to maintaining an accessible campus community and providing reasonable accommodations to qualified students, faculty, staff and visitors. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination in the recruitment, admission, and treatment of students with disabilities. Students with qualified and documented disabilities may request accommodations which will enable them to participate in and benefit from educational programs and activities. Students must provide appropriate documentation of the disability, complete an Accommodation Request Form for special accommodation/modification, and schedule and participate in an interview with a Hill College academic advisor or success coordinator. For additional information, students may email [advising@hillcollege.edu](mailto:advising@hillcollege.edu) or visit the website at <https://www.hillcollege.edu/Student/Advising/ADA.html>.

### **Pregnant or Parenting Students**

Hill College shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as a justification for a leave of absence for so long a period as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which the student held when the leave began.

Pregnant or parenting student liaison for current or incoming students:

Lizza Ross  
Vice President of The Student Experience  
254.659.7501 or [lross@hillcollege.edu](mailto:lross@hillcollege.edu)

### **Food Service**

The Hill County Campus offers a cafeteria, operated by Great Western Dining. Hours of operation during the fall and spring semester are as follows:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
<b>Monday – Friday</b>	7-8:30am	11:30am – 1pm	5:30 – 7pm
<b>Saturday – Sunday</b>		12 – 1pm	5 – 6pm

- **Avanti Markets**

Avanti Markets, located at HCC, JCC, and BHEC are conveniently located in the Student Center and offers a wide variety of drinks and snacks to students. These options provide faculty, staff and students with food and beverage options.

- **Vending Machines**

Vending machines are throughout campus for student convenience, including the student center, residence halls and administration building. Students will find Avanti Markets in the student center, which offers two beverage coolers, a food cooler, and a snack rack.

## **Internet**

Wireless internet is provided to residence hall students. You can access wireless from your residence hall! In addition to the residence halls, you can also access wireless from the Vara Martin Daniel Performing Arts Center (PAC), administration, Bob Bullock Sports Center, fine arts, cafeteria, criminal justice/fire science, science, advising and success center, library, instruction, faculty office, learning assistance center, baseball/softball field house or the student center. Access to the College District's technology resources is a privilege. Students are responsible for adhering to policies, rules and/or agreements regarding student use of technology resources. For more information and technical support, contact the IT help desk at 254.659.7625 or via email at [helpdesk@hillcollege.edu](mailto:helpdesk@hillcollege.edu). For more information, visit their website at [https://www.hillcollege.edu/Faculty\\_Staff/IT/Help/IT-Helpdesk.html](https://www.hillcollege.edu/Faculty_Staff/IT/Help/IT-Helpdesk.html).

## **Laundry**

Coin operated washers and dryers are provided for our residents' convenience. These machines are in frazier and dudley halls, upstairs and downstairs, as well as in the south wing of bailey hall, by the courtyard stairwell. Due to the number of students who need to use the facilities, we ask that you remove your laundry promptly when it is finished. A change machine is in the student center and change may be obtained from the business office during normal business hours.

## **Mail**

Residence hall students receive a keyed mailbox upon check-in. Mailboxes are in the student center. It is highly recommended that as a resident, you check your mailbox on a regular basis as this is often how the college communicates with residents regarding check-out dates/times, student activities, and other residence hall information. Your mail should be addressed as follows:

**Your Name:** \_\_\_\_\_

**Hill College-Box #** \_\_\_\_\_

**112 Lamar Drive**

**Hillsboro, TX 76645**

## **Student Centers**

The Hill College student centers located at the Hill County Campus, Johnson County Campus and Bursleson Higher Education Center are places for students to relax, do homework, have a snack, visit with friends, and have fun! To accommodate students, the student center offers comfortable furniture, wireless internet, cable TV, gym access, and a variety of games. Students can play dominoes, pool, ping-pong, Xbox 360, and Wii consoles. In addition, the student center offers a study lounge facility for students' convenience. All people that use the student center must be current Hill College students and have their student ID.

## **Wellness Centers**

Hill College offers wellness centers on the Hill County and Johnson County Campuses which provide various weightlifting and cardio equipment for recreational use. Hours of operation are extended to accommodate students after business hours to include evenings and weekends:

<https://www.hillcollege.edu/CampusLife/WellnessCenter.html>.

## **TV**

All residence hall rooms are provided with access for one television to be connected to digital television. Residents must bring their own television and any cables necessary to connect. To make sure a TV will receive digital channels, students should consult the owner's manual.

## **Tutoring Services**

The advising and success center offers FREE tutoring online and in person to all Hill College students in most subject areas. Upon request, students are assigned a peer tutor for each area/course in which they need assistance. Additionally, Brainfuse is an online tutoring service that Hill College makes available to all students. Brainfuse provides tutoring in mathematics, biology, chemistry, physics, economics, accounting, statistics, Spanish and other subjects. For more information, contact the advising and success center at (254)659-7650 or via email at [advising@hillcollege.edu](mailto:advising@hillcollege.edu).

## **Workshops**

Throughout the year, advisors and success coordinators conduct workshops at the Hill College campuses and centers to assist students in gaining information to succeed, both in class and out. Workshop offerings consist of 30 minutes to one-hour workshops throughout the semester to help students perform their best.

## **Veterans**

**Benefits and Services:** [https://www.hillcollege.edu/Admissions\\_Aid/Admissions/Veteran.html](https://www.hillcollege.edu/Admissions_Aid/Admissions/Veteran.html)

Hill College is approved for Veterans Training under the GI Bill of Rights, Public Laws 358 and 550, and under the Vocational Rehabilitation Laws. The student information services office and the business office are prepared to help the veteran apply for his/her educational benefits. Veterans should arrange admission to Hill College and apply for veteran's benefits as far before the contemplated registration date as possible. As enrollment certifications are not mailed to the Veterans Administration until after the official census date of each term, VA students should be prepared to pay their tuition and fees at the time of registration.

## **HEALTH AND SAFETY**

### **Active Shooter Planning**

Hill College encourages all students to be aware of their surrounding and the possibility of an active shooter situation. Students should make every day a training day with knowledge of the Avoid-Deny-Defend strategy. For more information regarding active shooter planning, please visit the website at <https://www.hillcollege.edu/Safety/ActiveShooterPlanning.html>.

### **Campus Safety**

Campus Safety provides a safe and secure environment, enforcing institutional, local, state, and federal policies and laws, and building relationships that foster trust, respect, and cooperation. Campus safety staff work closely with area law enforcement agencies. Staff conduct vehicular and foot patrol on campus/center and investigate reported criminal activity and emergencies occurring on campus/center.

- Hill County Campus 254-659-7777
- Johnson County Campus 817-760-5777
- Burleson Higher Education Center 817-295-7392

### **Clery Act**

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” commonly referred to as the “Clery Act,” is a federal law that requires institutions of higher education in the United States to disclose campus security information include crime statistics for the campus and surrounding areas.

To ensure all criminal activity is disclosed, the Clery Act requires Hill College to identify individuals and organizations to which crimes may be reported because of their position with Hill College. These individuals and organizations are called Campus Security Authorities (CSAs). The following individuals and organizations have been identified as CSAs:

- Members of the Hill College department of campus safety
- Individuals who have responsibility for campus security but are not members of the Hill College department of campus safety. An example would be an individual that monitors the entrance into buildings and property or acts as event/activity supervision.

- An institution official with significant responsibility for student and campus activities, including student residence halls, student discipline and campus judicial proceedings. Examples include deans, directors, department heads, program coordinators, coaches, trainers, residence hall managers, resident assistants, and faculty advisors to student groups.

For emergency situations, those situations that represent an immediate threat to life or property, students should contact the local authorities. If emergency assistance is needed or a crime is in progress, call 9-1-1 to reach police, fire, or medical services.

For additional information regarding Reporting a Crime, Clery Crimes, Education and the Annual Security Report, please visit the website at <http://www.hillcollege.edu/safety/CleryAct.html>.

## **Coronavirus**

Human coronavirus is most spread in three ways:

- Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
- Having these small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze; and/or
- Touching eyes, nose, or mouth with hands that have the virus on them.

## **Delta Variant**

The delta variant causes more infections and spreads faster than early forms of the COVID-19 virus. It might cause more severe illness than previous strains in unvaccinated people.

For additional information regarding the coronavirus or delta variant, please visit the website at <https://www.hillcollege.edu/Safety/COVID-19.html>.

## **Drug-Free Schools and Communities Act**

The Drug-Free Schools and Communities Act (DFSCA) of 1989, also known as the Drug-Free Schools and Campuses Regulations, requires institutions of higher education to establish policies that address unlawful possession, use or distribution of alcohol and illicit drugs, involve parents and communities, and coordinate with state and federal programs to foster safe and drug-free learning environments to promote student academic achievement. Hill College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. For the College District policy addressing alcohol and drug use, please consult Board of Regents policy FLBE (LOCAL), Student Conduct: Alcohol and Drug Use. For more information regarding confidential referrals, resources, and educational programs, please contact the dean of students, the student experience office or visit the website at <https://www.hillcollege.edu/Safety/DFSCA.html>.

## **Emergency Operation Plan**

Hill College annually reviews the Emergency Operation Plan, which includes procedures for emergency response and evacuation for the campus community. Hill College partners with city and county emergency management services. For more information regarding the Hill College Emergency Operation Plan, please refer to the plan at <https://www.hillcollege.edu/Safety/Emergency.html>.

## **Emergency Action Plan**

Hill College also has an Emergency Action Plan for the college district to assist with emergency response actions for fire, medical emergency, tornado/severe weather, active shooter, and hazardous materials. The Emergency Action Plan helps lessen the impact of an emergency or disaster on an individual. Students, employees and visitors should be familiar with the Emergency Action Plan provided at <https://www.hillcollege.edu/Safety/Emergency.html>.

## **Fire Alarms/Fire Safety**

Each building is equipped with a fire alarm system. Become familiar with the exit routes, which are posted at focal points. If a fire alarm sounds, students should:

- Grab a towel/clothing, if possible, to put over the face to prevent smoke inhalation.

- Check the door or doorknob with the back of the hand. If it is hot, do not open it. Block cracks around the door with wet towels/clothing. If it is cool, exit cautiously. Be sure to take keys and your student ID card. Call 911, give name, building name, room number and situation.
- Walk quickly in an orderly manner, through the exit and continue at least one hundred feet from the building.
- DO NOT re-enter the building until told to do so by Hill College faculty/staff member or Emergency personnel.

Periodic fire drills will be conducted, and all students are required to participate if present. **Evacuation is required when the alarm sounds.** Students are also required to stay in the designated area and are not to return to the building until authorized personnel instruct them to do so.

If you discover a fire, activate a pull station. When you get to a safe area outside, call 911. Answer emergency personnel questions clearly to ensure a quick response. Initiating a false alarm is a State Jail Felony, punishable by a fine of up to \$10,000 and 180 days to two years in jail. Tampering with a fire alarm device may be a Class C Misdemeanor, punishable by a fine up to \$500. In addition to violating state law, initiating false alarms and tampering with fire alarm equipment could jeopardize the safety of all students.

Individuals found guilty of discharging fire extinguishers or found guilty of removing a fire extinguisher from Hill College facilities will be fined the replacement cost of a new unit, and disciplinary action will be taken. An individual guilty of pulling a false fire alarm or tampering with smoke alarms will have disciplinary action taken. Smoke alarms are not to be unplugged from the ceiling or have the batteries taken out.

#### **Fire Safety Education and Fire Drills**

Periodic fire drills are conducted, and all students are required to participate if present. Evacuation is required when the alarm sounds. Students are also required to stay in the designated area and are not to return to the building until authorized personnel instruct them to do so. The college prepares an annual fire safety report which can be found on the website at <https://www.hillcollege.edu/Safety/CleryAct.html>.

#### **Health and Wellness Services**

Hill College encourages students to make healthy lifestyle choices, advocates for a campus community that supports students' well-being, and provides referrals to meet students' health needs. Hill College provides health resources on abuse/advocacy/fraud, alcohol and drug abuse, bacterial meningitis, Coronavirus, Ebola, emergency shelter, health awareness, homelessness, and mental health. For more information, visit the website at <https://www.hillcollege.edu/Safety/HealthWellness.html>.

#### **Mental Health Resources**

College can be stressful and demanding. Students may often experience a variety of mental health issues – personal, social, emotional and adjustments in which they need assistance. Hill College has referrals and resources for additional support to meet these challenges. In-person resources include:

- Chaplain
- Crisis/emergency counselor
- Local mental health authority
- Title IX coordinator/deputy Title IX coordinator

Additionally, Hill College makes virtual, text and online resources available. For more information, visit our website at <https://www.hillcollege.edu/Safety/HealthWellness.html>.

#### **Reporting Crimes and Other Emergencies**

Hill College encourages employees, students, visitors, and community members to report all crimes and public safety-related incidents to Campus Safety in a timely manner. If the person believes that someone may be in imminent danger or if the incident in question has resulted in anyone being physically harmed, the incident should be reported to law enforcement:

Local Law Enforcement: 911

## Sexual Assault

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program. Sex offenses are any sexual act directed against another person, without the consent of the victim, including instances where the victim can give consent.

If a student or employee has been sexually assaulted:

- Get to a safe place immediately.
- Seek medical attention as soon as possible.
- Report the assault to local authorities, a campus official or a Campus Security Authority (CSAs)
- Utilize campus or community resources.

Federal Campus Sexual Assault Victim's Bill of Rights:

- Survivors shall be notified of their options to notify law enforcement.
- The accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

Resources:

- [Family Abuse Center](https://www.familyabusecenter.org) 800.283.8401
- [National Domestic Violence Hotline](https://www.nationaldomesticviolencehotline.org) 800.799.SAFE(7233) or 800.787.3224 (TTY)
- [National Sexual Violence Resource Center](https://www.nsvr.org) 877.739.3895
- [Rape, Abuse, and Incest National Network \(RAINN\)](https://www.rainn.org) 800.656.HOPE (4673)
- [National Teen Dating Abuse Helpline](https://www.teen-dating-abuse.org) 866.331.9474 or 866.331.8453
- [Centers for Disease Control and Prevention](https://www.cdc.gov) 800.232.4636
- [Family Crisis Center of Johnson County](https://www.familycrisiscenter.org) 800.848.3206
- [Advocacy Center for Crime Victims and Children](https://www.advocacycenterforcrimevictims.org) 888.867.7233
- [Human Trafficking Hotline](https://www.humantraffickinghotline.org) 888.373.7888
- [Texas Council of Family Violence Hotline](https://www.texasfamilyviolence.org) 800.799.7233 or 800.787.3224

For more information, visit the Hill College website at: <https://www.hillcollege.edu/Safety/SexAssault.html>.

## Sexual Harassment

Sexual harassment is defined as, "unwelcome, sex-based verbal or physical conduct."

## Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

## Watches and Warnings

The National weather Service and local radio and television stations will announce watches and warnings about severe weather. If a tornado watch or severe storm watch is issued, you should:

- Review Emergency Action Plans
- Be alert for changing weather conditions.
- Be prepared to act. If a tornado warning or severe storm warning is issued, you should immediately take precautions:
  - Move into the smallest interior space without exterior windows or doors, such as inner hallways, interior stairwells, or bathrooms.
  - Avoid the top floors of the building and any area that may have glass.
  - Do not go outside.
  - If you are unable to move to a small interior place of shelter, get under a sturdy piece of furniture.
  - Occupants of the building should remain in place of shelter until the warning has been officially lifted.

## **Title IX**

Sexual Harassment, Sexual Assault, Dating and Domestic Violence, Stalking, Rape or Retaliation

Hill College strives to maintain a work and educational environment free from discrimination, sexual harassment, stalking, dating and domestic violence, and related retaliation in accordance with applicable federal and state laws. Students may contact the student experience office, dean of students, Campus Safety, or Campus Security Authority (CSAs) for assistance with reporting a complaint. Students may also make inquiries or file a complaint by contacting the Title IX coordinator or deputy Title IX coordinator:

### **Title IX Coordinator**

Ms. Tamy Rogers  
Executive Director of Human Resources  
112 Lamar Drive  
Hillsboro, TX 76645  
[trogers@hillcollege.edu](mailto:trogers@hillcollege.edu)  
254-659-7731

### **Deputy Title IX Coordinator**

Mr. Randy Graves  
Dean of Students and Athletics  
112 Lamar Drive  
Hillsboro, TX 76645  
[rgraves@hillcollege.edu](mailto:rgraves@hillcollege.edu)  
254-659-7793

### **Deputy Title IX Coordinator**

Mr. Adrian D. Riojas  
Dean of Students  
2112 Mayfield Parkway  
Cleburne, TX 76033  
[ariojas@hillcollege.edu](mailto:ariojas@hillcollege.edu)  
817-760-5504

For more information, please visit the website at <http://www.hillcollege.edu/safety/sexassault.html> or [https://www.hillcollege.edu/Faculty\\_Staff/HR/Title9.html](https://www.hillcollege.edu/Faculty_Staff/HR/Title9.html).

## **RESIDENCE HALL ASSIGNMENTS, PROCEDURES AND CONTRACTS**

### **Full Time Student**

Students living in the residence halls must be enrolled in a minimum of twelve semester credit hours unless otherwise approved by administration. Students living in the residence halls for the summer term must be enrolled in a minimum of six semester credit hours per summer session. Enrollment status of residence hall students is monitored. A resident who drops below the minimum enrollment requirement must report to the residential life office or dean of students and athletics. Removal from the residence hall for failure to maintain full time status is possible.

### **Check-in/Check-out Procedures**

During check-in, paperwork must be completed properly for a student to remain in good standing with the residential life office. Instructions on paperwork will be given at time of check-in. If a student is unable to check-in by the deadline, the residence hall space will be held only if they notify the residential life office of their late arrival. Residents who do not check into their room will forfeit their residence hall deposit and room assignment.

When vacating a Residence Hall, a student must check-out through the residential life office with the proper paperwork and procedures completed to remain in good standing. Failure to complete the process will result in an improper check-in/out fee of \$25.00. A fee will be assessed if the room is not left clean, if there are any personal items left in the room that the institution must dispose of, or if there is any damage. If trash and/or belongings are left in the bathroom, and/or if there is damage, students in both adjoining rooms may be charged a fee. If property is left after the check-out deadline, the property will be processed according to the Hill College Lost and Found procedures. To claim property, contact the student experience office or dean of students and athletics. To ensure property is returned to the rightful owner, the claimant must provide a valid picture identification and sign-off on the property release log.

### **Lost and Found**

Articles which are lost and found on campus are held by the student experience office. The goal of Lost and Found is to ensure all lost items are returned to their rightful owner in a timely and efficient manner. The student experience office maintains lost and abandoned property as per the following retention schedule:

Value	Retention Period
<b>Under \$300</b>	1 month
<b>\$300 or above</b>	Minimum 3 months
<b>Cash</b>	3 months

To claim property, contact the The Student Experience office. To ensure property is returned to the rightful owner, Lost and Found requires the claimant to provide valid picture identification and to sign-off on the property release log.

### **Change of Address**

Students should update address changes with the student information services office or through the MyHC portal. It is vital to keep the permanent mailing address current to receive Hill College communications in a timely manner.

### **Room Assignments**

While living on campus, every effort is made to make sure every student's experience while enrolled at Hill College is an enjoyable one. The residential life office reserves the right to make all hall/room assignments and to make any subsequent changes considered necessary. Once a contract is signed, the residential life office guarantees the student a space (not a particular room or residence hall) on campus.

1. Priority is given to returning students' preferences for residence hall assignments.
2. Incoming students' preferences will be accommodated as space permits.
3. Room changes will not be made until two weeks (14 days) after the first day of class unless approved by the residence hall manager(s) and dean of students and athletics.
4. Students may not deny or deter another student assigned to a resident space. Students may not coerce, intimidate, or force another assigned student out of a room.
5. Room changes are only permitted when a recommendation is made by the residence hall manager(s) and approved by the dean of students and athletics.
6. No room change will be permitted unless a Room Change Application Form is obtained from, completed, and returned to the residence hall manager or residential life office.
7. Students changing rooms without approval will be subject to disciplinary action and a monetary fine of \$75.00 to be charged to the account of the student who physically moved. No further requests will be granted for that student.

### **Room Accommodations for Students with Disabilities**

The advising and success center works closely with the Texas Department of Assistive and Rehabilitative Services, related federal agencies and other organizations that provide service/aid to disabled individuals to provide the fullest range of services possible. Section 504 of the Rehabilitation Act of 1973 (117 kB) and the Americans with Disabilities Act (ADA) of 1990 (117 kB) prohibit discrimination in the recruitment, admission, and treatment of students with disabilities. Students with qualified and documented disabilities may request accommodation which will enable them to participate in and benefit from educational programs, activities, and services. Students must provide appropriate documentation of the disability, complete an application for special accommodation/modification, and schedule and participate in an interview with a Hill College advisor or success coordinator. Please contact the advising and success center for additional information at [advising@hillcollege.edu](mailto:advising@hillcollege.edu).

### **Living with a Roommate**

A roommate is someone you live with who may also be a potential friend. Roommates will have different personalities, interests, and experiences. Some roommates will find that they share a lot in common; others will develop a strong friendship based on sharing their differences. Keep in mind that living with someone else often teaches you more about yourself. Remember that patience and understanding are key tools to a successful roommate partnership.

### **Common Roommate Courtesies**

Your enjoyment of your residential life experience will depend on the mutual respect and understanding that you demonstrate as a roommate. It is important that each student realizes basic courtesies while residing in a residence hall. Basic courtesies include the following:

- The ability to read and study free from interference.
- The ability to sleep uninterrupted.
- The ability to have an equal share of space in the room.
- The ability to have a safe, healthy, and clean environment.
- The ability to expect that each person will respect the other's belongings.

To establish positive roommate relationships, roommates must:

- Be treated with respect.



- Listen to one another and take comments seriously.
- Be responsible for mistakes.
- Express personal feelings in a manner that does not violate the dignity of others.
- Be able to say “no” without feeling guilty.

If conflicts arise between roommates, follow these guidelines:

- Keep the problem between roommates.
- Talk with your roommate about the situation.
- Discuss solutions that you both can live with and write them down.
- Watch for nonverbal cues.
- Discuss the situation with your residence hall manager or the dean of students and athletics.

### **Resident Identification**

During the check-in process, new students will be issued a Hill College student ID. This is the official Hill College ID card. It is good for three years after the date of issuance, and the replacement cost is \$25.00. This card must be carried on the student at all times while on any Hill College campus. The ID card is property of Hill College and must be presented to a college official upon request. Failure to produce proper ID can result in a student’s removal from campus until proper ID can be presented, and disciplinary action from the dean of students and athletics may be taken in accordance with Hill College policies and procedures.

### **Residence Hall Application**

Each resident must have a signed residence hall application, for each term, on file in the residential life office. This application is an agreement between Hill College and each resident on the policies and procedures that must be followed while living in a residence hall. If a resident wishes to remain in a residence hall for the next year, they will be requested to indicate it on the check-out sheet at the end of the year. Residents will be required to resign the residence hall contract for the next year.

### **Deposits**

All new residents are required to pay a \$300 deposit. \$50 is a one-time non-refundable processing fee. \$250 is a refundable deposit that covers room damage and/or fees that the resident may incur during their stay. If the student has no outstanding fees and is not returning to Hill College, they have 90 days from the end of the spring semester, until August 1<sup>st</sup>, to request the deposit back. **These are not covered by scholarships.**

### **Off-Campus Housing**

Depending on residence hall demands each term, Hill College may offer off-campus housing options to students. Please contact the dean of students and athletics for more information if the residence halls are at maximum occupancy. Students who elect to take advantage of off-campus housing through the residential life office are required to follow the same policies and procedures as on-campus residence hall students.

### **Inventory/Existing Damage Sheets**

An inventory sheet of the resident’s room must be completed, signed, and returned to the residential life office upon check-in. Damage done to the halls throughout the semester will be charged to each resident or to multiple residents who share public areas if no individual is found responsible. Notation of the room’s physical status upon occupancy is required to ensure appropriate assessment of any new damage. This documentation sheet should be returned to the residential life office or the residence hall manager within 72 hours of move-in to establish room physical status. **Any sheet turned in after that time will be considered canceled, and all damage found in that room will be charged to the current resident.** Residents may request a copy of this completed documentation for their personal records. Failure to complete this process will result in a \$25.00 fee.

### **Keys**

Keys are property of Hill College and may not be duplicated or shared. Every resident will receive a key upon check-in. Each resident is responsible for their own key! Missing keys should be reported to the residential life office or dean of students and athletics immediately. A replacement key will be issued, and a \$50 fee will be assessed for each key. Sharing of keys is prohibited and is a major violation of campus safety procedures. Violators may be subject to disciplinary action. Upon check-out, all keys must be returned to the residential life office. Failure to return keys at that time will result in a \$60 fine.

## Holidays

College Residence Halls are officially closed for holidays, according to the Hill College academic calendar. Students are encouraged to remove valuables from the residence halls during these periods to reduce the opportunity for theft. Students that need to stay during the breaks need to plan with the residential life office and pay all required fees. Food service is not provided during holiday breaks.

Check-out sheets must be filled out and instructions followed for students to remain in good standing with the residential life office. Failure to properly check out will result in a \$25.00 fine. While college is closed for Thanksgiving, Christmas, and Spring breaks, all residents must vacate the residence hall by the designated time. Exceptions to this policy will be approved by the dean of students and athletics. Dates and times to move back into the residence halls will be provided before the break occurs.

## Summer Residence Halls

Hill College may provide residence halls for enrolled full-time (minimum of six semester credit hours per each summer session) students in the summer. Summer housing **is not a guarantee** and is dependent on maintenance of the residence halls and approval of the executive leadership team. There is a \$500 fee for each of the summer sessions (I and/or II). Residents must complete a residence hall application for summer. The fee may be increased without notice. Food service will not be provided during summer sessions.

## Furniture

Residents are responsible for the furniture in their rooms. Students are welcome to make their room feel like home, but must follow these guidelines:

- Do not remove furniture from the room/building.
- Do not take college owned chairs outside to sit on.
- Do not dent, scratch, or deface the walls or furniture while arranging furniture.
- Tall furniture must not block windows in dudley or frazier halls since this could be an exit in the case of a fire. Windows in bailey hall do not open, and furniture may be put in front of these windows.

Remember, individual students are solely responsible for the care of the furniture for which they are individually assigned. A fee will be charged at the end of the term for damaged or missing furniture. Both students assigned to the room will be charged equally if the responsible student does not come forward. Any additional furniture that students add to a room must be removed upon check-out at the end of the year. Students may be assessed a fine for personal furniture left by the resident.

## Room Decorations

Students are encouraged to decorate their rooms to make them feel at home. Consideration should be made for the interests and tastes of roommates during this process. Residence halls are high traffic living quarters. Care should be taken to ensure an appealing physical appearance of the buildings. Decorations that are vulgar or defamatory are not allowed. **The use of nails, screws, paint, stickers, sticky tape, and other such substances that may damage walls, ceilings or floors is prohibited.** Command stripes, “painter’s tape” or other such substances that will not mark or damage resident hall walls are the only items allowed. Walls may not be punctured. Residents are not allowed to paint walls, vanities, or furniture.

## Windows

Windows are not to be opened for security reasons and to help conserve energy. Windows are not to be used to enter or exit a room, except in case of emergencies. Blinds should always be visible from the outside of the residence hall (there should not be anything between your window and your blinds). Writing on windows is prohibited. Screens on windows in dudley and frazier halls need to stay screwed to the window frame and remain free from damage. Charges will incur for failure to follow these rules.

## Doors

Entrance doors are to remain locked and always secured. The door’s exterior must remain free of writing or other decorations unless permitted by the residence hall manager. Failure to follow these guidelines can result in disciplinary action.

### **Exterior Door Locking**

All exterior residence hall doors are locked 24 hours a day. Propping of exterior doors and/or tampering with locks or alarms is a serious campus safety violation. Residents involved in such activities may be removed from residence halls and will receive a campus citation.

### **Security of Room**

The ultimate responsibility for personal security rests with each resident. To maintain security, the doors should be closed and locked when a resident is not at home. Doors should also be locked when a resident is simply down the hall and while sleeping. While friendliness and congeniality in the college community help to create a collaborative environment, they also reduce the concern for personal safety. To keep books and other personal belongings safe, please keep doors locked and uninvited guests out.

When maintenance or custodial personnel are working in the residence hall, all doors will be closed and locked behind them when their work is complete. Students should always carry their keys when they leave their rooms.

To help prevent theft or damage to personal and school property, residence hall rooms must be secured/locked when students assigned to the room are not present. If rooms are found unsecured by a residence hall manager, dean of students and athletics, vice president of the student experience or campus safety personnel, a \$10.00 fine may be assessed to each student assigned to the room.

## **RESIDENCE HALL RULES AND REGULATIONS**

### **Alcohol**

**NO ALCOHOL OR ALCOHOL PARAPHERNALIA** is allowed on campuses or centers of Hill College. Students are prohibited from using, possessing, controlling, manufacturing, transmitting, selling, distributing and being under the influence of intoxicating beverages on College District premises or off premises at a College District sponsored activity/event. Public intoxication by students and their guests that disrupt others will not be tolerated. This behavior will be confronted by Hill College staff, and students may be found responsible for violating college policies, rules, and regulations, including completing Alcohol 101. Paraphernalia consists of bottles, cans, and boxes (packaging for containers). Paraphernalia will be confiscated and thrown away.

### **Arson/Campfires**

Arson is any willful malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, individual property of another and the like. Starting a fire within a residence hall or within the immediate surroundings outside a residence hall is prohibited. Violations of this nature may also be considered a violation of state law.

### **Behavior Targeting Others**

Intentionally, knowingly, or negligently causing physical harm to any person or threatening another person, including a student or employee, is not permitted.

### **Business/Personal Enterprise/Babysitting**

Students are not allowed to conduct a business or personal enterprise from their residence hall or room as the College District does not permit individuals or for-profit organizations to use its facilities for financial gain. Additionally, children under the age of eighteen are not allowed in the Residence Hall without prior approval from the Dean of Students.

### **Concealed Carry**

A license holder may carry a concealed handgun while on the campus premises (including public driveways, streets, sidewalks or walkways and parking lots). License holders are responsible for knowing areas where carrying a concealed handgun is prohibited and where notice is not required to be posted:

<https://www.hillcollege.edu/Safety/CampusCarry.html>.

### **Cooperation/Directives by College Officials**

Administrative officers of the college may request that a student come to the office to discuss matters concerning records, financial affairs, conduct, educational programs, or other affairs. Failure to comply with directives given by a College District personnel and failure to provide identification when requested to do so by College District personnel shall be prohibited. Verbal and/or physical abuse directed toward any college staff member will not be tolerated and violations may result in disciplinary action being taken.

### **Damage to College Property**

Intentionally, knowingly, or negligently defacing, damaging, misusing, stealing, or destroying college property or property owned by others is not permitted. Damage will be billed to individuals or groups as necessary and may also result in college discipline and/or criminal charges being pursued. Please help us keep our campus clean and safe by taking all waste to dumpsters located close to each facility.

### **Dating Violence**

Dating violence is prohibited by the College and means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- \* The length of the relationship
- \* The type of relationship
- \* The frequency of interaction between the persons involved in the relationship

### **Debt**

Students owing a monetary debt to the College District that is considered delinquent or writing an “insufficient funds” check to the College District may have disciplinary action taken.

### **Disciplinary Record**

The College District shall maintain for every student alleged or determined to have committed misconduct in the College District, a disciplinary record that shall reflect the charge, the sanction assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student’s academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state and/or federal laws.

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### **Disruptive Activity**

Participation in any activity in or around the campus/center which interferes with teaching, administration, disciplinary proceedings, college mission, processes or functions including public-service function or other college activities will be confronted by Hill College staff and/or campus safety and when appropriate referred to the dean of students. Disruptive activity includes obstructing or restraining the passage of persons in an exit, entrance, or

hallway of a building without authorization; seizing control of a building; or preventing or attempting to prevent by force or violence or threat of force or violence a lawful assembly.

### **Drugs**

Students are required to comply with state and local statutes and laws as well as college policy, rules and regulations concerning use, possession, control, manufacturing, transmission, distribution sale and/or being under the influence of illegal drugs, prescription drugs, or illegal distribution of legal drugs, whether it be on person, in college buildings, at a college sponsored activity or in a registered student vehicle. Individuals will be subject to immediate disciplinary action according to the student code of conduct.

This includes the use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance. Paraphernalia including, but not limited to, bongs, hookah pipes, clips, residue, seeds and stems, bowls, a smoke-filled room, or any other items used in the preparation or consumption of illegal drugs, are not permitted on the Hill College campus/center, and will be confiscated and submitted as evidence with the proper law enforcement agencies.

### **Electrical Power Strips and Extension Cords**

When additional electrical outlets are needed, residents must use U.L. approved electrical power strips with built-in circuit breakers. Multiple plug adapters and extension cords are not permitted. Power strips should never be plugged into another power strip. Power strips should never be placed underneath carpet, underneath mattresses, or stapled or pinched in any way. Surge protectors with cords not exceeding six feet are allowed.

### **Fighting and Physical /Verbal Abuse**

Physical fighting, attempting, or causing injury, and/or violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired is not tolerated in residence halls, on Hill College property, or at Hill College sponsored activities. Disregard for the physical well-being, property, or rights of any person on college-owned property, conduct which threatens or endangers the health, safety, or well-being of any person, will be subject to disciplinary action according to student conduct.

### **Fireworks/Explosives/Hazardous Materials**

Students may not possess or use any fireworks, explosives, specific materials used to make explosives, sparklers, ammunition, gun powder, gasoline, hazardous chemicals, flammable liquids, or any other related materials on college property.

### **Gambling and Other Conduct**

Gambling or engaging in any other conduct that College District officials might believe will disrupt the College District program/courses or incite violence on college premises is prohibited.

### **Guests and Visitation Hours**

A guest is defined as a person who does not live in the residence hall room. Guests are welcome to visit residents **during the visitation hours** but are held responsible for knowing and observing the policies, procedures, and rules of the institution. Resident students who have guests may be held accountable for their guests' behavior. Any guest must be 18 years of age or older. Resident students' younger siblings may visit only while being accompanied by their parents. Parents assume all liability for younger siblings while on Hill College property. Any guest found in violation of visitation hours may be issued a Criminal Trespass Notice at the request of the vice president of the student experience or the president, which would prevent future visits to the residence halls and other college facilities.

#### **Visitation for Bailey Hall:**

Visitation hours are observed **Sunday-Thursday from 9am-11pm each day; Friday & Saturday 9am-12am. All visitors must be accompanied by a Bailey Hall resident of the room in which they are visiting.** Visitors found in **Bailey Hall** after visitation hours will be cited for a visitation violation, as well as the responsible resident.

#### **Visitations for Dudley and Frazier Hall:**

Visitation hours are observed from **Sunday-Thursday from 1pm-10pm each day; Friday & Saturday 1pm- 12am.** All visitors must register in the lobby and present a valid ID. Residents must meet the visitor in

the lobby and escort their visitor to their individual room. Visitors may not roam the residence hall unescorted or be left in a residence hall room without the resident there. Visitors found in **Dudley and Frazier Hall** after visitation hours will be cited for a visitation violation, as well as the responsible resident.

### **Visitation Violation Penalties**

All Parties in the presence of a visitation violation will be cited.

The penalties for a **visitation** violation are as follows:

- The student(s) may receive a citation.
- The student(s) may be placed on Disciplinary Probation for the remainder of the academic year.
- The student(s) may be removed from the residence hall for the remainder of the academic year.

The student(s) will have 48 hours to completely vacate the residence hall and properly complete the check-out process. If one of the principals involved in the visitation violation is **not a Hill College student**, the non-student may be issued a Criminal Trespass Notice, no longer be permitted to visit the residence halls, and will be subject to arrest upon further/future violations.

### **Group Billings/Assignment of Communal Damage Charges**

Students may be held responsible for any damage, trash, or filth in public areas of the residence halls in which they reside. If the individual responsible for such cleaning, damage or theft cannot be identified, the charges may be divided equally among the residents of the affected floor, residence hall or area. (Example: damage found in a hallway; all residents of that hall will be responsible. Any damage is found in a suite, all residents of the suite will be responsible.)

### **Harassment or Discrimination**

Hill College prohibits discrimination, including harassment, against any student on the basis of age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies.

Engaging in conduct that constitutes harassment, bullying, or dating violence directed toward another person, including a student or employee is prohibited.

### **Hazing**

Hill College prohibits hazing with or without the consent of a student. Hazing includes intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.

### **Interrogations and Searches**

College District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and College District policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. College District officials may initiate a search in accordance with the law and based on reasonable suspicion, voluntary consent, or pursuant to College District policy. Students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on College District property.

### **Misuse of Technology**

Violation of policies, rules or agreements signed by the student regarding the use of technology resources provided by the College is prohibited. Attempting to access or circumvent passwords or other security-related information of the College District, students or employees or uploading or creating computer viruses or altering, destroying, or disabling College District technology resources; or using the internet or other electronic communication provided by the College to threaten students, employees or volunteers is prohibited. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, or damaging to another's reputation, or illegal are prohibited. Using e-mail or website to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors or possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College, students, employees, or visitors is prohibited.

## **Open Carry**

All persons, including license holders (LTC), are prohibited from openly carrying a handgun on the campus premises, including any public driveway, street, sidewalk or walkway, parking lot, or other parking area on the campus premises: <https://www.hillcollege.edu/Safety/CampusCarry.html>

## **Pets/Animals**

Pets/Animals of any kind are prohibited in the Residence Halls of Hill College. Violators should take all unapproved pets/animals home. Hillsboro Animal Control will be called for any resident or visitor failing to comply, and the pet/animal taken by the officer. Residents with the appropriate documentation may apply for accommodations with the advising and success center if they have a medical reason to request a service or support animal.

## **Parking**

A student who plans to operate a vehicle on campus must register and obtain a Hill College parking sticker. Parking stickers are available in the office of student life on the Hill County Campus or from the dean of students at the Johnson County Campus and Burseson Higher Education Center. There are designated parking areas for students and visitors. Areas designated for residents are adjacent to residence halls on the Hill County Campus. Reserved spaces for residence hall managers/resident hall attendants and designated handicap parking must be observed. Violations of the college traffic and vehicle regulations are subject to citation and the vehicle may be towed at the owner's expense. <https://www.hillcollege.edu/Safety/Index.html>.

## **Profanity**

The use of profanity is prohibited. Any obscene gestures or verbal obscenities used while on college property or at college-sponsored events will not be tolerated. **Music containing obscene or racially degrading language should not be heard outside vehicles.** Disciplinary action may be taken.

## **Quiet Hour/Loitering**

Observed **quiet hours** are from **11:00pm-9:00am Sunday through Thursday and 12:00am- 9:00am on Friday and Saturday.** When quiet hour begins, there will be no loitering in the lobbies, halls, or doorways of the residence halls. The student center, pavilion and tennis courts are available for students, who need to visit after hours.

## **Scholastic Dishonesty**

Hill College prohibits scholastic dishonesty. Scholastic dishonesty shall include cheating, plagiarism, and collusion.

## **Solicitation**

No soliciting or selling is allowed on Hill College property unless prior approval has been granted by the student experience office through compliance with the solicitation policies.

## **Sexual Assault**

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program. Sex offenses are any sexual act directed against another person, without the consent of the victim, including instances where the victim can give consent.

If a student or employee has been sexually assaulted:

- Get to a safe place immediately.
- Seek medical attention as soon as possible.
- Report the assault to local authorities, a campus official or a Campus Security Authority (CSAs)
- Utilize campus or community resources.

For more information, visit the Hill College website at: <https://www.hillcollege.edu/Safety/SexAssault.html>.

## **Sexual Violence**

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability. For more information, visit the Hill College website at:

<https://www.hillcollege.edu/Safety/SexAssault.html>.

## **Stalking**

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

## **Student Transcript Notations**

House Bill (HB) 449 requires transcript notifications in certain circumstances. If a student is ineligible to reenroll due to disciplinary reasons, the transcript will include a notation stating such.

## **Study Courtesy/Noise/Smells**

Consideration for other residents should always be observed, especially in regards to noise. Any noise which disturbs other people at any time of day may be deemed a noise violation. Observed **quiet hours**, run from **11:00pm -9:00am Sunday through Thursday and 12:00am - 9:00am on Friday and Saturday** and are maintained to give residents a period of solitude each day to rest and study. Residential life reserves the right to extend quiet hours when deemed necessary. **During final exam week, quiet hours are in effect 24 hours a day.** Please note: any loud noise (i.e., **shouting**, music from stereos, car stereos, radios, TVs, and computers), which can be heard outside of a room or apartment, is always prohibited. **Parties are not allowed at any time in the residence halls.** Disciplinary action will be taken against students who violate student conduct and exhibit disorderly conduct or disruptive activity. Residential life and campus safety staff may issue a **citation** for noise. Resident students who continue to violate noise, quiet hours and/or courtesy hours will be subject to additional disciplinary actions that include, but are not limited to warnings, citations/fines, community service, probation, or other disciplinary action in accordance with FM and FMA Board approved policies.

## **Room Appearance/Sanitary Living**

Rooms must be kept clean and orderly. Waste must be removed regularly and placed in the dumpsters. **Students should not leave trash in hallways, lobbies, laundry rooms, or outside of buildings.** Students should keep dirty clothes in laundry containers. Remember, Health and Safety Inspections will be conducted without notice, and unsanitary living conditions will be documented and may result in disciplinary action and/or fee assessment. Clean residence halls prevent and control pests and can stop the spread of other types of problems.

## **Throwing Objects Out of Windows/Doors/Balconies**

Because of potential danger to lives and property, dropping, throwing, or in any manner allowing objects (liquid or solid) to be ejected from or thrown into or out of residence hall windows, doors and/or balconies is prohibited. If the guilty **resident** does not come forward, all residents of a room will be held responsible for any ejected objects. Violators are subject to disciplinary action by residential life or campus safety staff.

## **Hallway and Stairwell Sports**

All sports activities including but not limited to Frisbee, wrestling, horseplay (i.e., mattress surfing), football, golf, and hockey are forbidden in hallways, lobbies, lounges, and stairwells. Hill College has parking lots and grassy areas directly adjacent to buildings. Violators are subject to disciplinary action by residential life or campus safety staff.

## **Tobacco/E-Cigarettes**

Possession or use of tobacco products or e-cigarettes on College District property, including College facilities, without authorization shall be prohibited. Smoking, dipping, and chewing are only allowed in designated areas. Students found with residue from, or items such as cigarette butts, spittoons, tobacco juice, and tobacco waste in Hill College facilities are subject to disciplinary action. E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. Please help us keep our campus clean by disposing of tobacco products in designated areas.

## **Weapons**

Possession, distribution, sale or use of firearms, location-restricted knives, clubs, knuckles, BB guns, air soft guns, fireworks, clubs, explosives, chains, or prohibited weapons and weapon facsimiles are not allowed on the college premises. Any student intentionally, or unintentionally, possessing, distributing, selling, or using firearms, illegal knives, clubs, or other prohibited weapons on campus/center premises will be subject to disciplinary action by the dean of students. Students that take archery as a class and bring a bow and arrow need to plan with their instructor and



the dean of students.

### **Theft**

It is illegal for students to have any property that is not their own. This includes road signs, property of the college or a member of the college community, or property of any campus visitor. Violators will be held accountable for their actions. If a theft is detected, contact campus safety and the local authorities as soon as possible.

### **Liability**

Hill College assumes no responsibility for loss or damage of personal property due to theft, fire, flood, vandalism, or maintenance/facility failure. Each student is encouraged to carry personal property insurance or be covered under his/her parent's homeowner's policy (students should have their parents contact their insurance companies for more details.) Hill College is not responsible for personal property left during or after a semester has been completed. Hill College will not store personal possessions.

### **Missing Student Notification**

Hill College maintains policy FG (LEGAL), Student Housing, Missing Student Notification Policies and Procedures as a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities.

When there is a concern about a student missing for 24 hours, a report should be made to campus safety, the dean of students and/or residential life staff immediately. Students can register an emergency contact number which will be available to those who need to know. If a contact person is not provided, law enforcement will be contacted if the student is missing for 24 hours. Students under eighteen will automatically have their parents or guardian notified as required by law. In the event of a missing student, the Emergency Preparedness Plan will be placed into effect.

### **Bathroom Locks**

The fire marshal/fire code prohibits locks on the outside of bathroom doors of the residence halls, and students will be fined \$25.00 if locks are found or reported.

## **STUDENT LIFE**

### **Intramural Sports**

Hill College provides an interactive intramural program that is dedicated to creating an atmosphere in which good social relationships and attitudes can be developed. Intramural participation requires upholding exacting standards of sportsmanship and dealing fairly with all individuals and teams. It further provides opportunities for leadership, collaboration, and cooperation. Intramural activities will take place Monday-Thursday in the evenings. Weekend tournaments are also available. Students interested in intramural sports may sign up in the Office of Student Life. Intramural sports are voluntary, and Hill College accepts no responsibility or liability.

### **Phi Theta Kappa**

The Nu Xi Chapter of Phi Theta Kappa was chartered by Hill College on November 17, 1964. Phi Theta Kappa is the international honorary scholarship society for community and technical colleges. The purpose of the society is to promote scholarship, develop character, and cultivate fellowship among the students at the junior colleges of the United States. To be invited to become a member of Phi Theta Kappa, a freshman must have a grade point average of 3.4; a sophomore must have a grade point average of 3.2; the student must be working toward an Associate Degree, and have the approval of a faculty committee which appraises the qualifications, character, and leadership qualities of the student. To remain a member of Phi Theta Kappa, a student must maintain a 3.0 grade point average.

### **Resource Room**

The Resource Rooms stock personal care items, basic school supplies, drinks, non-perishable food and other items. Any Hill College student with a valid Hill College ID is eligible to receive goods by visiting the Resource Room on the Hill County Campus, in the Administration Building or on the Johnson County Campus in the Student Center: <https://www.hillcollege.edu/Student/RebelResource.html>.

## **Student Government Association (ΣΓΑ)**

The Student Government Association (SGA) represents the entire student body. It is comprised of representatives from all clubs and organizations on campus. The Student Government Association represents the student body as a whole and is the student voice for the administration of the college. Student Government officers are elected annually at the Hill County Campus, Johnson County Campus and Burleson Higher Education Center and meet weekly. For more information, contact the Office of Student Life.

## **Clubs and Organizations**

Student organizations are a key part of the collegiate experience. Hill College offers opportunities for growth, leadership, and involvement in the campus community. Student groups may petition the Student Government Association(s) to create a recognized organization through a simple and straightforward process. Hill College currently offers Baptist Student Ministries, Delta Psi Omega, Fellowship of Christian Athletes, Hill College Players, Phi Theta Kappa, Student Ambassadors, Sigma Phi Omega, Student Government Association, United Christian Fellowship and United Way Student Leadership.

## **STUDENT CONDUCT**

### **Student Accountability**

All students are individually and collectively responsible for their behavior and are fully accountable for their actions. **Lack of knowledge of specific policies will NOT be an excuse for breaking Hill College policy/procedure or State of Texas or federal law.** Such behavior will result in disciplinary action, which can include, but is not limited to, fines, community service, probationary periods, suspension, and expulsions.

### **General Expectations of Conduct**

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Residents are expected to take care of and respect the facilities and equipment provided by Hill College. Consideration for others is the basic principle that will be followed by all residents. These rights carry a reciprocal responsibility in that each resident will respect these same rights for all others in return. There is ZERO TOLERANCE for drugs and physical fighting on campus.

### **Student Misconduct**

When a student is confronted with violation of federal, state, or local law or College District policies, procedures, or rules, including the student handbook, the student will be given notice directing him/her to appear before the Dean of Students or an administrator at a specified date and time. Failure to meet the requirements of the notice may result in stronger action being taken.

### **Disciplinary Actions Resulting from Student Misconduct**

Students are responsible to know and comply with all rules contained in the Departmental, Residence Life and Student Handbooks. All students' rights and responsibilities as listed within these handbooks are applicable to all students. Disciplinary actions may be taken by Campus Safety, Residence Hall Managers, Dean of Students, Vice President of The Student Experience, or the President. All Hill College employees, however, have the authority to enforce college policy on campus/centers or at a college sponsored activity. In accordance with FM and FMA policies, if the student violates the policy while on College District premises, while attending a College District activity, or while elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District operations or objectives, the following actions may be imposed singularly or in combination upon an individual:

1. Reprimand - verbal or written warning
2. Behavioral Agreement Form placed in permanent file
3. Restitution – reimbursement for damage to or misappropriation of property
4. Fines - fines for offenses such as parking/traffic violations, residence hall infractions, damage
5. Banned from student activities, specific building, or entire campus
6. Scholastic penalties – failing grade on assignment, examination or in a course

7. Community service
8. Conditional Probation
9. Suspension from Hill College
10. Expulsion from Hill College

## **STUDENT COMPLAINTS**

Hill College is committed to its mission of providing high quality comprehensive educational programs and services and recognizes that to do so in an efficient and effective manner, students must feel confident that an expressed complaint or grievance will be addressed in a fair and professional manner.

### **Informal Process**

Hill College encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address their concerns. Concerns should be expressed as soon as possible. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

### **Formal Process**

A student may initiate the formal process by timely filing a Hill College Student Complaint Form. The Hill College Student Complaint Form and appeal notices may be filed by hand-delivery, electronic communication, including email and fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designer by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

According to FLD (LOCAL), the terms “complaint” and “grievance” have the same meaning. When addressing student complaints, Hill College follows FLD (LOCAL), except as required by the policies listed below:

1. Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion follow FFDA (LOCAL) and FFDB (LOCAL).
2. Complaints concerning retaliation relating to discrimination and harassment follow FFDA (LOCAL) and FFDB (LOCAL).
3. Complaints concerning disciplinary decisions shall follow FMA (LOCAL).
4. Complaints concerning a commissioned peace officer who is an employee of the College District follow CHA (LOCAL).
5. Complaints concerning the withdrawal of consent to remain on campus follow GDA (LOCAL).

### **LEVEL ONE**

A Hill College Student Complaint Form – Level I must be filed. Students may find this form in their MyHC student portal for completion and submission. Students needing assistance with form completion may contact The Student Experience Office.

1. Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, students shall file Level One complaints with the academic dean or the student experience representative. The administrator may designate someone else to hear the complaint/grievance. If the only administrator who has authority to remedy the alleged problem is the Level Two or Level Three administrator, the complaint may begin at Level Two or Level Three, respectively, following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the Hill College Student Complaint Form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student with a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

## **LEVEL TWO**

If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the vice president of instruction or the vice president of the student experience to appeal the Level One decision. The administrator may designate someone else to hear the complaint/grievance.

The appeal notice must be filed in writing, on a Hill College Student Complaint Form – Level II, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline. Students may find this form in their MyHC student portal for completion and submission. Students needing assistance with form completion may contact The Student Experience Office.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student with a written response within ten days of the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

## **LEVEL THREE**

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the College President or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, on a Hill College Student Complaint Form – Level III, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline. Students may find this form in their MyHC student portal for completion and submission. Students needing assistance with form completion may contact The Student Experience Office.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level Two. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student with a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

## **LEVEL FOUR**

If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the Board.

The appeal notice must be filed in writing, on a Hill College Student Complaint Form – Level IV, within ten days after receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline. Students may find this form in their MyHC student portal for completion and submission.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:

1. The Level One record.
2. The Level Two record.
3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the administration in reaching the Level Three decision.

The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in an open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law.

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board presides over the administrative decision at Level Three.

### **REQUEST A PAPER COPY OF THIS HANDBOOK**

Any resident may request a print copy of this handbook by contacting the Dean of Students at 254-659-7793 or from The Student Experience Office.

### **ACADEMIC CALENDAR**

Students are encouraged to check the Hill College academic calendar for all dates. The academic calendar may be found on any Hill College website, by scrolling to the bottom of any page and selecting the "Academic Calendar" button. Here is quick link to the webpage:

<https://www.hillcollege.edu/Calendars/Calendar23-24.html>.

### **STUDENT COMPLAINTS**

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#### **Informal Process**

Hill College encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address their concerns. Concerns should be expressed as soon as possible. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

#### **Formal Process**

A student may initiate the formal process by timely filing a Hill College Student Complaint Form. The Hill College Student Complaint Form and appeal notices may be filed by hand-delivery, electronic communication, including email and fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

According to FLD (LOCAL), the terms “complaint” and “grievance” have the same meaning. When addressing student complaints, Hill College follows FLD (LOCAL), except as required by the policies listed below:

1. Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion follow FFDA (LOCAL) and FFDB (LOCAL).
2. Complaints concerning retaliation relating to discrimination and harassment follow FFDA (LOCAL) and FFDB (LOCAL).
3. Complaints concerning disciplinary decisions shall follow FMA (LOCAL).
4. Complaints concerning a commissioned peace officer who is an employee of the College District follow CHA (LOCAL).
5. Complaints concerning the withdrawal of consent to remain on campus follow GDA (LOCAL).

## **LEVEL ONE**

A Hill College Student Complaint Form – Level I must be filed. Students may find this form in their MyHC student portal for completion and submission. Students needing assistance with form completion may contact the student experience office or the dean of students.

5. Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
6. With the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, students shall file Level One complaints with the academic dean or the student experience representative. The administrator may designate someone else to hear the complaint/grievance. If the only administrator who has authority to remedy the alleged problem is the Level Two or Level Three administrator, the complaint may begin at Level Two or Level Three, respectively, following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the Hill College Student Complaint Form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student with a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

## **LEVEL TWO**

If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the vice president of instruction or the vice president of the student experience to appeal the Level One decision. The administrator may designate someone else to hear the complaint/grievance.

The appeal notice must be filed in writing, on a Hill College Student Complaint Form – Level II, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline. Students may find this form in their MyHC student portal for completion and submission. Students needing assistance with form completion may contact the student experience office or dean of students.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

The Level One record shall include:

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4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student with a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### **LEVEL THREE**

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the college president or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, on a Hill College Student Complaint Form – Level III, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline. Students may find this form in their MyHC student portal for completion and submission. Students needing assistance with form completion may contact the student experience office or dean of students.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level Two. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student with a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the



Level Three administrator may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

## **LEVEL FOUR**

If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the Board of Regents.

The appeal notice must be filed in writing, on a Hill College Student Complaint Form – Level IV, within ten days after receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline. Students may find this form in their MyHC student portal for completion and submission. Students needing assistance with form completion may contact the student experience office or dean of students.

The college president or designee shall inform the student of the date, time, and place on the Board of Regents meeting agenda at which the complaint will be on the agenda for presentation to the Board.

The college president or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:

1. The Level One record.
2. The Level Two record.
3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the administration in reaching the Level Three decision.

The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in an open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law.

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration explain the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

### **REQUEST A PAPER COPY OF THIS HANDBOOK**

Any student may request a print copy of this handbook by contacting the dean of students at 254-659-7793 or from the student experience office.

### **ACADEMIC CALENDAR**

Students are encouraged to check the Hill College academic calendar for all dates. The academic calendar may be found on any Hill College website, by scrolling to the bottom of any page and selecting the “Academic Calendar” button. Here is quick link to the webpage: <https://www.hillcollege.edu/Calendars/Calendar23-24.html>.