



2010-2011

STUDENT HANDBOOK

(REVISED 8-9-2010)

HILL COLLEGE

PREFACE

The student handbook is published for the students of Hill College. Included is information concerning events on campus, student life, college facilities and student services. Also outlined are policies, students and regulations that contribute to the orderly life of the college community. Please refer to the College Catalog for rules relating to such items as admissions, records, graduation, and academic standards. This publication does not constitute a contract between Hill College and the student. The college reserves the right to make changes in this handbook when necessary without notice.

EQUAL OPPORTUNITY

Hill College is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of age, race, color, religion, sex, national origin, disability, or veteran status in the administration of its educational programs, activities, or employment policies.

NONDISCRIMINATION

Federal law prohibits the College from making preadmission inquiries regarding a student's disability. Information regarding a student's disability, voluntarily given or inadvertently received, will not adversely affect any admission decision. If a student requires special services and/or accommodations as a result of a disability, the student must notify the Office of Student Services. This voluntary self identification allows Hill College to prepare appropriate support services and/or accommodations to facilitate the student's learning. Confidentiality of the information will be maintained in accordance with the Family Education Rights and Privacy Act and shared only with College officials with a legitimate educational interest in the information. To the extent reasonably appropriate, the College will provide special services and/or accommodations to qualified individuals with a disability in accordance with Section 504 of the Rehabilitation Act.

Additional policies may be found on the Hill College website www.hillcollege.edu under Policy Manual in the right hand menu.

Also Hill College complies with state regulations that allow no illegal drugs on campus. Students caught with such a drug may be suspended from college for a specified period of time.

For information about Hill College, contact the campus or center near you or visit us online.

**Hill College
Hill County Campus
112 Lamar Drive
Hillsboro, TX 76645
254-659-7600**

**Hill College
Johnson County Campus
P.O. Box 1889
2112 Mayfield Pkwy
Cleburne, TX 76031
817-760-5515**

**Hill College @ Burleson
130 E. Renfro
Burleson, TX 76028
817-295-7392**

**Hill College @ Glen Rose
P.O. Box 2280
Glen Rose, TX 76043
254-897-4111**

www.hillcollege.edu

TABLE OF CONTENTS

ACADEMIC CALENDAR		2-4
GENERAL INFORMATION		5-7
Student Communication	Confidentiality of Student Records	
Standards of Conduct	Directory Information	
Student Responsibility	Distribution of Printed Materials on Campus	
Official Summons	Distribution of Voter Registration	
Attendance Guidelines	Lost and Found	
Standards of Progress in Remedial Courses	Student I.D. Cards	
Student Records	Student Centers	
ACADEMIC INFORMATION		7-10
Classification of Students	Dean's List	
Types of Degrees and Certificates	Adding and Dropping Courses	
Semester Hours and Credit	Drop-Limit Procedures	
Transfer of Credit	Withdrawal from the College	
Grades	Examinations	
Campus Connect	Academic Status: Probation and Suspension	
President's List	Transcripts of Credit	
STUDENT SERVICES		10-14
Office of the Vice President of Student Services	The Developmental Department	
Counseling, Assessment and Advisement	Career Services	
Testing Center	Health Services	
Course Placement/Basic Skills Test Policy	Drug Testing Program	
Assessment Instruments	College Bookstore	
Criteria for Determining College Readiness	Housing (Hill County Campus)	
Student Support Services (Hill County Campus)	Student Insurance	
Services for Students with Disabilities	Student Life Committee	
Support Services for Vocational/Technical Students		
STUDENT CLUBS & ORGANIZATIONS		14
Student Government Association & Clubs	Phi Theta Kappa	
EXTRA CURRICULAR ACTIVITIES		15
Hill College Bands	Hill Players	
Hill College Choir	Intercollegiate Athletics	
STUDENT RIGHTS & RESPONSIBILITIES/CODE OF STUDENT CONDUCT		15-18
Policy and Procedures		
DISCIPLINE HEARINGS PROCEDURES		18-20
GRIEVANCES		20-22
Academic Grievance Procedure		
POLICY REFERENCES		23-27
Use of Tobacco in College Facilities	HIV/AIDS Policy	
Student Travel Policy	Drugs and/or Alcohol	
Harassment		
CERTIFICATION OF DRUG-FREE WORKPLACE/ INTELLECTUAL PROPERTY STATEMENT		27-28
HILL COLLEGE SECURITY DEPARTMENT		29-30
Criminal Actions/Emergencies on Campus	Buildings and Gym-Weight Room Use	
Traffic Rules and Regulations	Buildings and Grounds Safety	
Student Parking Permits/Parking	Crime & Prevention	
Campus Buildings	Crime Statistics	
REFUND POLICY		31
FINANCIAL AID		32-43
ADMINISTRATION/STUDENT SERVICES PERSONNEL		44
PHILOSOPHY, MISSION STATEMENT, CORE VALUES, PURPOSE OF HILL COLLEGE		45
CONTACT INFORMATION		46

Fall Semester, 2010

Event	Campus	Date
Payment Due Pre-Registration	All Campuses	Wed August 11, 2010
All Staff Day	All Campuses	Fri August 13, 2010
Division & Standing Committee Meetings	All Campuses	Mon August 16, 2010
Residence Hall Students Return	All Campuses	Tue August 17, 2010 - Fri August 20, 2010
Food Service opens at 11:30 a.m.	All Campuses	Tue August 17, 2010
Labor Day (Holiday)	All Campuses	Mon September 6, 2010
Thanksgiving Holiday	All Campuses	Wed November 24, 2010 – Fri November 26, 2010
Payment Due Pre-Registration - Spring 2011	All Campuses	Thu December 09, 2010
Administrative offices Closed	All Campuses	Mon December 13, 2010 – Fri December 31, 2010

Fall 16-Week Semester

Event	Campus	Date
Arena Registration	All Campuses	Tue August 17, 2010 - Thu August 19, 2010
Classes Begin	All Campuses	Mon August 23, 2010
Late Registration Begins	All Campuses	Mon August 23, 2010
Last Day to Add a Class for Regular Semester	All Campuses	Fri August 27, 2010
Census Date for Regular Semester	All Campuses	Wed September 08, 2010
Mid-term Reports - Regular Semester Courses	All Campuses	Mon September 27, 2010 - Fri October 01, 2010
Last Day to Drop with "W" - Regular Semester	All Campuses	Thu November 11, 2010
Final Examinations	All Campuses	Thu December 02, 2010 - Wed December 08, 2010

Fall 1st 8-Week Session

Event	Campus	Date
Arena Registration	All Campuses	Tue August 17, 2010 - Thu August 19, 2010
Classes Begin	All Campuses	Mon August 23, 2010
Late Registration Begins	All Campuses	Mon August 23, 2010
Last Day to Add a Class - 1st 8 Week Session	All Campuses	Fri August 27, 2010
Census Date (PRD) for 1st 8 Week Session	All Campuses	Mon August 30, 2010
Last Day to Drop with "W" - 1st 8 Week Session	All Campuses	Thu September 30, 2010
End of 1st 8 Week Session	All Campuses	Thu October 14, 2010

Fall 2nd 8-Week Session

Event	Campus	Date
Walk-in Registration for 2nd 8 Week Session	All Campuses	Mon October 11, 2010
Classes begin for 2nd 8 Week Session	All Campuses	Mon October 18, 2010
Last Day to Add a Class - 2nd 8 Week Session	All Campuses	Fri October 22, 2010
Census Date (PRD) for 2nd 8 Week Session	All Campuses	Mon October 25, 2010
Last Day to Drop with a "W" - 2nd 8 Week Session	All Campuses	Tue November 23, 2010
End of 2nd 8 Week Session	All Campuses	Wed December 08, 2010

December Mini-Mester 2010

Event	Campus	Date
December Mini-mester Walk-in Registration	All Campuses	Mon December 06, 2010
December Mini-mester Begins	All Campuses	Mon December 13, 2010
Census Date (PRD) for December Mini-mester	All Campuses	Tue December 14, 2010
Last Day to Drop with a "W"	All Campuses	Mon December 27, 2010
December Mini-mester Ends	All Campuses	Fri December 31, 2010

Spring Semester 2011

Event	Campus	Date
Payment Due Pre-Registration	All Campuses	Thu December 09, 2010
All Offices Open, All Staff Day, Division & Standing Committee Meetings	All Campuses	Mon January 03, 2011
Residence Hall Students Return	All Campuses	Tue January 04, 2011 - Fri January 07, 2011
Food Service opens at 11:30 a.m.	All Campuses	Tue January 04, 2011
Martin Luther King, Jr. Day (Holiday)	All Campuses	Mon January 17, 2011
Faculty Professional Development Day	All Campuses	Fri January 28, 2011
Spring Break	All Campuses	Mon March 14, 2011 – Fri March 18, 2011
Return from break	All Campuses	Mon March 21, 2011
Easter Holiday	All Campuses	Fri April 22, 2011 – Monday 25, 2011
Commencement	All Campuses	Thu May 05, 2011

Spring 16-Week Semester

Event	Campus	Date
Arena Registration	All Campuses	Wed January 05, 2011 - Fri January 07, 2011
Classes Begin	All Campuses	Mon January 10, 2011
Late Registration Begins	All Campuses	Mon January 10, 2011
Last Day to Add a Class for Regular Semester	All Campuses	Fri January 14, 2011
Census Date for Regular Semester	All Campuses	Wed January 26, 2011
Mid-term Reports for Regular Semester Courses	All Campuses	Mon February 14, 2011 - Fri February 18, 2011
Last Day to Drop with a "W"-Regular Semester	All Campuses	Thu April 07, 2011
Final Examinations	All Campuses	Thu April 28, 2011 - Wed May 04, 2011

Spring 1st 8-Week Semester

Event	Campus	Date
Arena Registration	All Campuses	Wed January 05, 2011 - Fri January 07, 2011
Classes Begin	All Campuses	Mon January 10, 2011
Late Registration Begins	All Campuses	Mon January 10, 2011
Last Day to Add a Class for 1st 8 Week Session	All Campuses	Fri January 14, 2011
Census Date (PRD) for 1st 8 Week Session	All Campuses	Tue January 18, 2011
Last Day to Drop with a "W" -1st 8 Week Session	All Campuses	Thu February 17, 2011
End of 1st 8 Week Session	All Campuses	Thu March 03, 2011

Spring 2nd 8-Week Semester

Event	Campus	Date
Walk-in Registration for 2nd 8 Week Session	All Campuses	Mon February 28, 2011
Classes begin for 2nd 8 Week Session	All Campuses	Mon March 07, 2011
Last Day to Add Class for 2nd 8 Wk Session	All Campuses	Thu March 10, 2011
Census Date (PRD) for 2nd 8 Week Session	All Campuses	Mon March 21, 2011
Last Day to Drop with "W" - 2nd 8 Week Session	All Campuses	Thu April 21, 2011
End of 2nd 8 Week Session	All Campuses	Wed May 04, 2011

May Mini Mester 2011

Event	Campus	Date
May Mini-mester Walk-in Registration	All Campuses	Mon May 02, 2011
May Mini-mester Classes Begin	All Campuses	Mon May 09, 2011
Census Date (PRD) for May Mini-mester	All Campuses	Tue May 10, 2011
Last Day to Drop with a "W"	All Campuses	Mon May 23, 2011
May Mini-mester Ends	All Campuses	Fri May 27, 2011

Summer 12-Week 2011

Event	Campus	Date
Registration	All Campuses	Thu May 19, 2011
Classes Begin	All Campuses	Tue May 24, 2011
Late Registration	All Campuses	Tue May 24, 2011 - Wed May 25, 2011
Census Date (Permanent Reporting Date [PRD])	All Campuses	Wed June 08, 2011
Independence Day Holiday	All Campuses	Mon July 4, 2011
Last Day to Drop with a "W"	All Campuses	Thu July 21, 2011
Final Examinations	All Campuses	Tue August 09, 2011 - Wed August 10, 2011

Summer I 2011

Event	Campus	Date
Registration	All Campuses	Wed June 01, 2011 - Thu June 02, 2011
Classes Begin	All Campuses	Mon June 06, 2011
Late Registration	All Campuses	Mon June 06, 2011 - Tue June 07, 2011
Census Date (Permanent Reporting Date [PRD])	All Campuses	Wed June 08, 2011
Independence Holiday	All Campuses	Mon July 4, 2011
Last Day to Drop with a "W"	All Campuses	Mon June 27, 2011
Final Examinations	All Campuses	Thu July 07, 2011

Summer 9-Week 2011

Event	Campus	Date
Registration	All Campuses	Wed June 01, 2011 - Thu June 02, 2011
Classes Begin	All Campuses	Mon June 06, 2011
Late Registration	All Campuses	Mon June 06, 2011 - Tue June 07, 2011
Census Date (Permanent Reporting Date [PRD])	All Campuses	Wed June 08, 2011
Last Day to Drop with a "W"	All Campuses	Thu July 21, 2011
Final Examinations	All Campuses	Wed August 03, 2011 - Thu August 04, 2011

Summer II 2011

Event	Campus	Date
Registration	All Campuses	Wed July 06, 2011 - Thu July 07, 2011
Classes Begin	All Campuses	Mon July 11, 2011
Late Registration	All Campuses	Mon July 11, 2011 - Tue July 12, 2011
Census Date (Permanent Reporting Date [PRD])	All Campuses	Mon July 18, 2011
Last Day to Drop with a "W"	All Campuses	Thu July 21, 2011
Final Examinations	All Campuses	Thu August 11, 2011

GENERAL INFORMATION

STUDENT COMMUNICATION

It is important that the college student stay informed about what is going on at the college, not only in the student's academic life, but also in student life in general. Therefore, communication with the college is a vital part of college success. Students may contact faculty and staff in person, or through phone or e-mail, which can be found in the college directory on the college website.

For academic information the student needs to become familiar with the "Blackboard" and "Campus Connect" programs also located on the college website.

For student life activities, students need to check bulletin boards located in most of the college buildings. Student life activities are also posted on the activity calendars on the college website @ www.hillcollege.edu.

After the student registers for the semester, the student will be issued a Hill College e-mail account and address. Instructions to set up the account are on the college website. Click on "Quick Links" on the home page, then click "Student WebMail." Students are expected to check their Hill College e-mail regularly. College personnel use the Student WebMail to contact students to pass on information or summons the student to their office. Additional information is available through My Rebel on the Hill College website.

STANDARDS OF CONDUCT

The college student is considered a responsible adult. The conduct of students on the premises of Hill College must not interfere with the orderly processes and governance of the College. A copy of the code of student conduct is located in this publication on page 16.

STUDENT RESPONSIBILITY

It is the responsibility of each student to be aware of college policy which can affect the student's standing with the College. Each student is responsible for remaining in good standing and with the College financially.

OFFICIAL SUMMONS

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. These requests are OFFICIAL SUMMONS. Failure to respond to an Official Summons may result in formal disciplinary action.

ATTENDANCE GUIDELINE

Students are required to regularly attend all lecture and laboratory periods. The instructor will determine how attendance affects the student's progress in the course and the student's final grade. Attendance requirements will be written in the syllabi of the course.

A student who is absent from classes for the observance of a religious holy day will be allowed to make up all work provided that proper advance notification is given to the instructor.

STANDARDS OF PROGRESS IN REMEDIAL COURSES

Students who do not make satisfactory progress in mandatory remedial courses(s) (regardless of overall G.P.A.) will be placed on attendance probation. Students are expected to attend every class unless hindered by circumstances beyond their control. Students who continue to make unsatisfactory progress in their remedial course(s) will be required to meet with the Developmental Studies Committee before re-entering Hill College.

STUDENT RECORDS

A permanent record is defined as one's accumulated record including data confirming a student's eligibility for admission and proof that registration requirements have been met. The procedures for the preparation and maintenance of all records are thorough and in keeping with standard practices. The permanent records are kept in the Office of Enrollment Management.

College personnel are often called upon by outside agencies to give personal information concerning a particular student.

When such requests are made, the college may:

1. Indicate whether or not the person is a student of the college;
2. Indicate the length of time that the individual has been a student;
3. Indicate whether the person is a full or part-time student;
4. Indicate degrees and awards received; or,
5. Provide other directory information.

Other information may be released regarding a student upon receipt of written consent from the student involved.

CONFIDENTIALITY OF STUDENT RECORDS

1. Transcripts, grade reports, and disciplinary reports will be released for off-campus use only upon the request of the student or by court order.
2. Requests for personal data on students from loan companies, employing agencies, and other such firms will be honored only upon the written request of the student.
3. Request for information for security checks by governmental agencies will be honored only with the student's permission.
4. Written requests for character appraisals of students from colleges and governmental agencies will be honored only with the students' permission.
5. College officials may use discretion in fulfilling other requests not specified above.

The student may have access to official records directly related to him/her and will have the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate.

Authorized Access to Student Records. As provided in P.L. 93-380, the following will be provided access to a student's record without prior consent from the student:

1. Officials, faculty, and staff of Hill College who have a legitimate educational interest in the student's record.
2. Officials of other schools in which the student seeks or intends to enroll. The student is entitled to a copy of the record forwarded to the other institutions if he/she so desires.
3. Individuals needing the information in connection with a students' application for or receipt of financial aid.
4. State or local officials to which educational data must be reported.
5. Legitimate organizations (A.C.T., E.T.S.) developing, validating, or administering predictive tests or student-aid programs. Such data is not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.
6. Accrediting agencies.
7. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
8. In compliance with judicial order or pursuant to any lawfully issued subpoena.
9. Representatives of the Comptroller General of the United States, Secretary of Education, administrative heads of educational agencies, or state education authorities.

DIRECTORY INFORMATION

According to the federal Family Educational Rights and Privacy Act (FERPA), educational entities have the right to disclose certain "directory information". Hill College has defined directory information as name, address, telephone number, major field of study, dates of attendance, classification, degrees and awards received, and the most recent previous institution attended. This information can be provided to anyone who inquires and usually includes but is not limited to other institutions, prospective employers, or family members.

Each student has the right to request this information not be released and will be asked to fill out a form at the beginning of each semester. This form will either give Hill College permission to release directory information or request that their information not be released to third parties.

Hill College is required to give public notice of the categories of information the college has designated as directory information. The categories are as follows: the students' name, address, telephone listing, major field of study, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

All students are required to complete a Directory Disclosure Form at registration.

DISTRIBUTION OF PRINTED MATERIALS ON CAMPUS

All printed material such as posters, signs, items for advertisement or display, handbills, leaflets, or any other type of printed material may be displayed or distributed with the approval of the Dean of Students. Instructions for posting material by a student or student organization may be obtained from the Office of Student Services.

DISTRIBUTION OF VOTER REGISTRATION FORMS

In compliance with HR6 of the Higher Education Amendments of 1998, Hill College acquires voter registration forms from the State before each federal and gubernatorial election within the prescribed 30 day deadline. The forms are distributed to enrolled students in the following manner:

- (1) Providing applications to students with registration materials,
- (2) Providing applications at high student traffic areas on campus, i.e., Enrollment Management, counseling, library, etc.

LOST AND FOUND

Any unclaimed articles found on campus are to be turned into the Student Services Offices in the Administration Building on the HCC campus and Enrollment Management on the JCC campus in the Administration Building.

STUDENT I.D. CARDS

Student I.D. cards are made at registration and may also be obtained from the Student Life Office at the Hill County Campus or the Administration Bldg. at the Johnson County Campus. I.D. cards are used during the semester for food service, library use, and extracurricular activities. I.D. cards must be carried at all times. I.D. cards may be used only by the individual to whom the card is issued. Lost I.D. cards should be reported to the Office of Student Services.

STUDENT CENTERS

The Student Centers are designed to contribute to the Student Life Program of the College. Activities, intramurals, and extracurricular events are held throughout the year to enhance the student's growth and development. The student centers at the Hillsboro, Cleburne, and Burleson campuses are places where students can relax, have a snack, or visit with friends. Outside organizations or student groups desiring to use the Student Centers must contact Offices of Student Services at the Hill and Johnson County Campuses, and the Director of the Burleson Center for Burleson.

ACADEMIC INFORMATION

CLASSIFICATION OF STUDENTS

Students with less than 30 semester hours of credit are classified as freshmen. Students with 30-64 hours of credit are classified as sophomores.

TYPES OF DEGREES AND CERTIFICATES

Hill College offers the Associate in Arts Degree, the Associate in Applied Science Degree, Associate in Arts in Teaching and certificates. The requirements for each degree are listed with their respective programs in the college catalog. A student who fails to graduate at the expected time and completes the remaining requirements at another institution may transfer up to 21 semester hours of work back to Hill College provided all work is completed within one year after leaving Hill College and his/her application for graduation is made within one year from the time that he/she completes the requirements.

SEMESTER HOURS AND CREDIT

The college operates on the semester plan with two long semesters of 16 weeks each and two summer terms. The unit of credit in college is the semester hour, which is the credit earned by meeting a course one hour per week for a semester. Most college courses meet three times each week and give three semester hours of credit. A full-time course load is 12 or more semester hours. Only with approval of the appropriate college official may a student enroll in more than 19 hours. Full time enrollment for the summer is seven hours per term with a maximum of fourteen hours in a summer session unless approved by the Vice President of Instruction.

TRANSFER OF CREDIT

Credit for courses in which a passing grade (D or better) has been earned may be transferred to Hill College from a post-secondary institution that is accredited by a regional accrediting body. It is the responsibility of each transfer applicant to arrange for an official transcript to be sent to Hill College from each institution previously attended. A course from a regionally accredited institution will be accepted in lieu of a specific course at Hill College only if evidence indicates the course is equivalent.

Course work completed at colleges and universities outside the United States will be considered for transfer on an individual basis. All foreign credentials submitted to Hill College must include the original transcript plus a certified English translation.

Transfer work from accredited institutions will be posted to the Hill College transcript when:

- ❖ All official transcripts have been received
- ❖ The student has been identified as certificate or degree seeking and
- ❖ The student has attempted at least twelve (12) semester hours.

GRADES

The grades used in college reports and records are A (excellent), B (above average), C (average), S (satisfactory), D (below average), F (failure), I (incomplete), W (withdrawn) and WF (withdrawn failure). (The grade of A may be assigned to students taking developmental or remedial courses.) The lowest passing grade is D.

Grade point averages are computed by assigning values to each grade as follows:

A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points

In calculating the grade-point average under the above system, a student with 12 hours of A's and 3 hours of F's would have 48 grade points divided by 15 semester hours, thus a grade-point average of 3.20 for the semester hours attempted.

Under this system a student must have at least a 2.00 for the C average required for graduation.

In case of illness or similar emergency, a grade of incomplete (I) may be given. If course requirements are not completed during the next long semester, the grade of I will be changed to F. A student who repeats a course in an attempt to improve a grade will be awarded the grade from the last attempt.

CAMPUS CONNECT

Through Campus Connect, on Hill College's Home Page, at www.hillcollege.edu, students may view their transcript, final grades, account status, and class schedule. Eligible students may register on-line. To be eligible for on-line registration the student must have satisfied all TSI requirements, be clear of holds, and be cleared by the Counseling Center. Students will need to contact the office of Enrollment Management about on-line registration.

PRESIDENT'S LIST

The purpose of the Presidents' List is to honor those students who achieve academic perfection by making the highest grade point average possible, 4.0, while enrolled in at least 12 semester hours.

DEAN'S LIST

At the end of each semester, a Dean's List of the highest ranking students will be compiled. In order to make the Hill College Dean's List, a student must:

1. Complete at least 12 semester hours during the semester under consideration.
2. Earn a grade point average of 3.50 in all courses attempted during the semester.

ADDING AND DROPPING COURSES

Any change in a student's class schedule after registration and prior to the census date of the semester is accomplished by picking up an Advisor Form from the Enrollment Management Office. Other steps in the Add/Drop process to be taken by the student will be explained when the advisor form is picked up. Students must pay a \$10.00 change of schedule fee to the Business Office if they wish to add or drop a course during this period of time. No course(s) may be added after the date designated by the school calendar as the last date to add a course.

A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop card from the Counseling Center. Other steps in the drop process to be taken by the student will be explained when the drop card is

issued. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course.

Please be advised that there may be a maximum number of classes a student may withdraw from during their college experience.

A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college.

International students, students receiving financial aid and/or veterans' assistance should see the appropriate college official before dropping or withdrawing from any class. Any student who is considering dropping a course is encouraged to contact his/her instructor prior to initiating a drop or withdrawal.

DROP-LIMIT PROCEDURES

Section 51.907 of the Texas Education Code, enacted by the State of Texas during spring 2007, applies to students who enroll in a public institution of higher education as a first time freshman in fall 2007 or later.

Based on this law, Hill College may not permit a student to drop more than six courses during their undergraduate career, including courses taken at another Texas public institution of higher education. Any course that the student drops is counted toward the six course limit if "1) the student was able to drop the course without receiving a grade or incurring an academic penalty; 2) the student's transcript indicates or will indicate that the student was enrolled in the course; and 3) the student is not dropping the course in order to withdraw from the institution. College credit taken while enrolled in high school and below college credit courses does not count towards the total of six courses.

All courses dropped after the census date (the 12th day of classes) are included in the six-course limit unless (1) the student resigns from all courses or (2) the drop is approved by an appropriate Hill College official as a Drop Exception. If a student drops a course and then later resigns from Hill College, the individual drop(s) from earlier in the semester will be counted as a part of the complete resignation and not count towards the six drop total. Once the six drops have been used, the student must complete all courses they are enrolled in regardless of academic performance.

Unusual circumstances may arise which prevents a student from satisfactorily completing a course. Drop Exceptions can be considered when the student provides documentation that the drop is required and that because of the circumstances, the student could not satisfactorily complete the course. Examples include (but are not limited to):

1. Illness
2. Care for sick, injured, or needy
3. Death in family
4. Called to active duty service
5. Change of the student's work schedule that is beyond the student's control
6. Loss of transportation
7. Loss of child care
8. Lack of financial resources (supplies, travel, etc.)
9. Hill College determines that there is other good cause for the student to drop the course with appropriate documentation.

If one of the above exceptions is approved, the student will be allowed to drop the course and the drop will not count towards the six drop limit total.

The student has up to one year from the initial drop to petition for a Drop Exception.

WITHDRAWAL FROM THE COLLEGE

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Counseling Center. Full instructions for withdrawing from college will be given at the time the withdrawal form is picked up.

Students may also withdraw from the college by sending a written request for such action to the Office of Enrollment Management. The request must include the students' signature, the students' current address, social security number, phone number, and course names and numbers of the courses in which the student is currently enrolled. The date postmarked on the envelope will be the official withdrawal date. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of W. A student who discontinues class attendance and does not officially withdraw before the last day to drop a class will receive a performance grade for the course.

EXAMINATIONS

Specific times and dates are set for final examination schedules. Students who cannot take final exams at the regularly scheduled time must arrange with the instructor an alternate time and date to take the exam. Any changes in the schedule must be approved by the Vice President of Instruction.

ACADEMIC STATUS: PROBATION AND SUSPENSION

The academic status is computed on all course work (including remedial courses) attempted at Hill College. A student's academic status is based on the GPA and is calculated at the conclusion of each long semester and the summer term. A student must maintain a cumulative 2.0 average. Students who do not meet the minimum academic status will be placed on Academic Probation for the next semester. Any student enrolled in remedial classes that does not make satisfactory progress will be placed on Academic Probation regardless of the overall GPA. In subsequent semesters, if the student, while on probation, fails to achieve a minimum GPA of 2.0, the student will be placed on Academic Suspension for a period of one long semester. Students placed on Academic Suspension may appeal the suspension to the Admissions Committee before the next semester begins.

TRANSCRIPTS OF CREDIT

Hill College transcripts are issued only with the written authorization of the student. All admission conditions and financial obligations to the college must be met in full before transcripts will be released.

Transcripts may be requested in person in the Office of Enrollment Management, on the HC website @ www.hillcollege.edu, in writing at 112 Lamar Drive, Hillsboro, TX 76645, or fax (254) 582-7591.

DEPARTMENT OF STUDENT SERVICES

OFFICE OF THE VICE PRESIDENT OF STUDENT SERVICES

The Student Services Department is concerned with the general welfare of students and their personal and interpersonal development. Programs coordinated by the Vice President of Student Services serve to enhance student development in the areas of leadership, decision-making, responsible citizenship, human relations, group dynamics, personal growth, and co-curricular activities.

COUNSELING, ASSESSMENT AND ADVISEMENT

Hill College provides a program of advising and guidance designed to assist students in achieving their individual educational goals. This program operates under the authority of educational advisors and consists of student academic assessment and advising, assistance in making vocational choices through counseling and testing, and professional support for personal and social adjustment.

Assessment and advisement are interdependent programs with assessment information serving as the basis of advisement activities. Hill College provides an academic skills assessment program that evaluates the student's readiness for certain college courses. The assessment program affects all entering students. Components of the assessment process may include: (1) an examination of each student's academic skills in reading, writing, and mathematics and (2) a review of his/her performance(s) on/in the ACT or SAT, high school transcripts, previous college level course work, and standardized tests administered by the College under the THEA or other appropriate assessment measures. Students meet with their advisor in advisement sessions that provide a format for informed decision-making and course placement.

TESTING CENTER

The Hill College Testing Centers are located at the Hill County Campus and the Johnson County Campus. The Testing Centers offer Quick THEA, THEA, Accuplacer, CLEP, ACT, TEAS, GAP, and GED testing. Internet course,

correspondence, and VCT test proctoring is also available. All exams are given by appointment only. For more information and/or to determine which tests are available at the campus nearest you, call the Testing Center in Hillsboro at (254) 659-7816 or the Testing Center in Cleburne at (817) 760-5814.

COURSE PLACEMENT/BASIC SKILLS TEST POLICY TEXAS SUCCESS INITIATIVE (TSI)

The 78th Texas Legislature passed SB 286 repealing the Texas Academic Skills Program (TASP) and creating the Texas Success Initiative regarding student assessment and developmental education. The TSI requires mandatory advising and assessment for all students. The bill authorizes the Texas Higher Education Coordinating Board to prescribe assessment instruments with a statewide passing standard. The TSI requires an institution to develop an individualized plan for each student who needs to attain college readiness. The initiative allows an institution to determine when a student is ready to perform freshman-level academic coursework. The institution must make its determination on an individual basis according to the needs of the student. SB 286 requires each institution to report annually to the Coordinating Board on the success of its students and the effectiveness of its Success Initiative.

Hill College's Developmental Education Plan is designed to provide guidelines for students under the Texas Success Initiative. The following components are included in the plan: Developmental program mission, organization, program objectives, design, outcomes and policies; assessment requirements for concurrent credit high school students and college students; testing exemptions; plan for academic success; criteria for determining college readiness; re-test criteria; information for academic advising; and program reporting and evaluation. An Individual Academic Success Plan will be developed by a counselor or developmental studies faculty advisor for students who do not meet the minimum passing academic standard.

Under TSI, all students seeking a degree or level two vocational certificate are required to test unless otherwise exempt based on one of the following:

1. Earned within the last five years, an ACT composite score of 23 or higher with a minimum of 19 on the English test and/or the math test shall be exempt for those corresponding sections.
2. Earned within the last five years, an SAT composite score of 1070 or higher with a minimum of 500 on the verbal test and/or math test shall be exempt for those corresponding sections.
3. For a period of three (3) years from the date of testing, a student who is tested and performs on the eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the assessment required under this title for those corresponding sections.
4. Possess an Associate or Bachelor's degree from a Texas public institution of higher education.
5. A student who transfers from a private or independent institution of higher education or an accredited out-of-state institution and who has satisfactorily completed college-level coursework in math, English, and/or intensive reading (C or higher), as determined by the institution.
6. A student who is enrolled in a level-one certificate program; a program of 42 or fewer semester credit hours.
7. A student serving in the military or active duty as a member of the armed forces of the U.S., the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
8. A student who on or after August 1, 1990 was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or served as a member of a reserve component of the armed forces of the U.S.
9. A student who is a non-degree or non-certificate seeking student (casual enrichment student). A casual enrichment student may enroll in up to 8 hours before testing.
To enroll as a non degree or non-certificate seeking student, the following criteria must be met. The student:
 1. must not be seeking a degree or level-two certificate at a Texas public institution of higher learning,
 2. must meet admission requirements,
 3. cannot qualify for a PELL Grant, and
 4. must meet all course prerequisites.
10. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
11. Some certificate of completion programs may require TSI due to being a state licensed profession.

ASSESSMENT INSTRUMENTS:

Hill College administers the Texas Higher Education Assessment (THEA) and the ACCUPLACER instruments to assess college readiness. ASSET scores are accepted from receiving institutions.

CRITERIA FOR DETERMINING COLLEGE READINESS:

There are three ways for Hill College students to meet college readiness standards:

1. Pass one of the recommended assessment instruments, e.g., Texas Higher Education Assessment (THEA), ACCUPLACER, and ASSET.
2. Successfully complete the sequence of the prescribed developmental education courses in the deficient area with a "C" or higher.
3. Be exempt from testing.

STUDENT SUPPORT SERVICES (Hill County Campus)

Hill College sponsors the Student Support Services program, a federal TRIO Project funded by the United States Department of Education. The program targets 175 students who are identified as economically disadvantaged, disabled, or first generation college students. The objective of the program is to retain participants in good academic standing in order to facilitate graduation and further educational goals at institutions of higher learning.

Services provided include: career planning\interest testing, four-year university transfer assistance, individual\group advising, comprehensive academic advisement, financial aid assistance, cultural\educational activities, individual\group tutoring (free of charge), standardized testing to determine specific learning needs, study skills information, developmental studies instruction in reading, English, math, study skills, and English as a Second Language, referrals to agencies and resources, student orientation, and services for students with disabilities.

SERVICES FOR STUDENTS WITH DISABILITIES

Hill College is aware of and deeply concerned with the unique challenges that face the disabled student. The College is committed to reducing and/or eliminating the barriers that these students encounter. The Office of Student Services through the Counseling Center coordinates academic support services for any student who has special needs because of a temporary or permanent disability. The Office of Student Services and the Counseling Center work closely with The Department of Assistive and Rehabilitative Services (DARS), The Texas Commission for the Blind, related federal agencies, and other organizations that provide service and aid to the disabled in order to provide the fullest range of services possible.

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. Students with qualified and documented disabilities may request accommodations which will enable them to participate in and benefit from educational programs and activities. Students requesting accommodation must provide appropriate and timely documentation of the disability (as appropriate), complete an application for support services, and the student must schedule and participate in an interview with the Advisor who coordinates disability services, in order for the Director of Counseling to review the request for accommodation, determining the appropriate services and/or accommodations, and plan their educational program. Successful accommodation often requires advance planning. Students must make early contact (by the end of the second week of class) with the Counseling Center in order to identify needs and to ensure that services will be available in an effective and timely manner.

SUPPORT SERVICES FOR VOCATIONAL/TECHNICAL STUDENTS

The Carl Perkins Vocational Education program is also sponsored by Hill College. The goal of the program is to encourage success through vocational/technical training, career guidance, and support in order to facilitate placement into the workforce. The program targets the following special populations: economically disadvantaged, educationally disadvantaged, limited English proficiency, persons with disabilities, individuals in non-traditional fields, single parents, single pregnant women, and displaced homemakers.

THE DEVELOPMENTAL PROGRAM

The Developmental Program is designed to provide students with the basic skills needed to achieve success in college-level courses and to pass THEA. The students served are those who may have test scores that reflect a need for skill building in any or all of the developmental courses, or those students who feel the need to review and develop basic educational skills because of an extended lapse of time since completion of previous schooling. Currently, developmental education courses are offered in math, reading, writing, and ESL.

The instructional formats vary and include individualized, self-paced and lecture approaches. Developmental classes and other support programs are specifically designed to help students gain the skills and self-confidence needed to successfully complete credit courses. Each of the developmental disciplines (math, reading, and writing) is designed to provide the skills tested on the THEA.

CAREER SERVICES

Hill College offers a limited amount of career services through the Counseling Centers. Many students are employed through the College work-study program which is a part of the Student Financial Aid Program. Hill College assists students in locating local and area part-time jobs. Likewise, Hill College assists local and area businesses in locating qualified and available students to fill full and part-time positions. All inquiries should be directed to the Counseling Centers.

HEALTH SERVICES

While there are several first aid kits available throughout all campuses, it is the college practice that anything other than a very minor injury should be treated at the health facility nearest your campus.

Hillsboro- Hill Regional Hospital, 101 Circle Drive, Hillsboro, located approximately five minutes from the Hill County Campus.

Cleburne- Walls Regional Hospital, 201 Walls Drive, Cleburne, across Highway 67 from the Johnson County Campus.

Glen Rose- Glen Rose Medical Center & Hospital, 1021 Holden St., is the health facility in Somervell County.

Burleson- Huguley Hospital, 11801 S. Freeway, Burleson, is five miles from Burleson Campus.

Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning to the residence hall, returning home, visiting the restroom, or seeking medical help. The student assumes all responsibilities for their medical care.

DRUG TESTING PROGRAM

Hill College reserves the right to randomly or selectively drug test any Hill College student who is participating in an athletic program or athletic training program with the institution. Drug Testing Program details and procedures may be obtained from the Athletic Director, Dean of Students, or the Vice President of Student Services.

COLLEGE BOOKSTORE

Hill College provides a college store for the convenience of students, employees, and guests. Store operations are under the management of an independent bookstore company. The company develops and recommends policies to the Vice President of Administrative Services.

HOUSING (Hill County Campus)

Hill College provides air-conditioned, suite style housing for men and women. Residence halls consist of spacious, modern suites with window blinds, furnishings, and are managed by Residence Life Coordinators. Special arrangements have been made to accommodate handicapped students in designated rooms. Students residing in college housing must be full-time students. Any exception must be approved by the Vice President of Student Services. A signed residence hall contract and the purchase of a meal plan are required by all students who reside on campus. The food services staff will be happy to accommodate students with special dietary needs.

Each student must complete an application for college housing and submit a non-refundable processing fee of \$50 and \$250 damage deposit in order to reserve a room. Room assignments are made on a first come first serve basis. Student preference will be accommodated while space is available. Where no preference is expressed, room assignments are made as applications are received. Each resident student will be required to sign a housing contract with Hill College which will be kept on file in the Office of Student Life.

Hill College also maintains a list of private housing that is available to students. The college assumes no responsibility for leases entered into by the student and a private landlord.

STUDENT INSURANCE

Student insurance is available to those students who desire insurance by the semester or annually through an independent vendor. Hill College does not provide insurance for students. Information on insurance providers may

be obtained from the Student Services Office. Resident students may wish to consider purchasing insurance through their parent's company for coverage of their personal property while living in the Residence Halls as Hill College accepts no liability or responsibility for students' personal property.

STUDENT LIFE COMMITTEE

The Student Life Committee shall continually study all areas of student life and activities which are non-academic in nature, and shall make suggestions for the development of those areas. This committee will be comprised of Hill College personnel and students.

The authority of the committee is limited to studying, investigating, surveying, and recommending in the broad areas of student affairs and student life. All recommendations of the committee must be submitted to the Vice President of Student Services.

STUDENT CLUBS & ORGANIZATIONS

The college program of activities is designed to give students the opportunity for self-expression, to increase interest in academic courses, to promote good citizenship, and to provide wholesome recreation. An organization in which membership is limited to students, faculty, and staff may become a registered student organization by completing registration procedures by the Dean of Students. The activity calendar of the college is planned by the Student Congress.

STUDENT GOVERNMENT ASSOCIATION AND CLUBS

The Student Government Association (SGA) represents the entire student body. It is made up of representatives from all clubs and organizations on campus. Each campus has its own SGA chapter. The Student Government Association conducts all student body elections, plans most of the social activities, and handles other matters pertaining to student welfare.

Hill College encourages the formation of student clubs and organizations in order to promote and encourage social interactions and social development, develop and promote leadership, to provide recreational opportunities, and to enhance the educational/learning environment of Hill College. Any student or group of students may petition the Student Government Association for approval to establish a new club or organization. Each organization is required to have a copy of their standing constitution on file with the Director of Student Life or Dean of Students through the SGA and must be sponsored by at least one faculty or staff member. Any such organization must be compatible with the philosophy with purpose of Hill College. No student organization may establish admission criteria, operating practices, officer selection criteria or other standards which discriminate on the basis of ethnicity, age, creed, sex, disability, or national origin.

The following clubs are active during the school year:

Agriculture-Rodeo Club	Residence Hall Council
Art Club	Sigma Phi Omega
Baptist Student Ministries	United Christian Fellowship
Drama Club	Young Democrats of America
Phi Theta Kappa	

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 of 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.

EXTRACURRICULAR ACTIVITIES

THE HILL COLLEGE BANDS

The Hill College Symphonic Wind Ensemble is the primary instrumental music organization on campus. Membership is open to any student having previous band experience or by the approval of the director. Smaller ensembles are drawn from the membership of the main performing organization. These include the Jazz Laboratory Band and the Jazz Ensemble. All of the instrumental groups yield college credit.

THE COLLEGE CHOIR

The Hill College Chorale is the primary performing vocal music organization on campus. Membership is open. Smaller specialized ensembles are by audition. The chorale and various ensembles perform locally and at various state-wide functions.

THE HILL PLAYERS

The Hill Players are made up of students majoring in, or interested in, the field of drama. The group produces at least one major production each semester, along with a number of one-act plays and programs performed for local clubs and organizations. To be eligible for participation, a student should enroll in DRAM 1120, since rehearsals are held during the scheduled meeting of this class.

INTERCOLLEGIATE ATHLETICS

The College abides by the policies and regulations of the National Junior College Athletic Association (NJCAA) and the Northern Texas Junior College Athletic Conference (NTJCAC) in all sports, except rodeo. The rodeo participation is under the auspices of the National Intercollegiate Rodeo Association (NIRA). Hill College competes in: Women's Volleyball, Men's and Women's Basketball, Men's and Women's Soccer, Women's Softball, Men's Baseball, Men's and Women's Golf and Men's and Women's Rodeo.

STUDENT RIGHTS & RESPONSIBILITIES

Hill College expects a high standard of conduct from its students. Students are expected to comply with civil and criminal law, respect proper constitutional authority, and obey College policies, rules and regulations. The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of Hill College and agrees to abide by them. Policies, standards, rules and regulations apply to students attending College activities, whether the activity takes place on or off campus. In some cases, individual instructional programs may have approved policies for student conduct for students enrolled in the program. These policies are also considered part of the "Code of Student Conduct." Students failing to perform according to established standards may be subject to disciplinary action by the College and possibly civil authorities. The "Code of Student Conduct," is approved by the Board of Regents and is subject to change by action of the Board. Each student is expected to become fully acquainted with the "Code of Student Conduct," and any changes made by the Board of Regents.

Hill College expects its students and visitors to accept the following responsibilities:

1. Compliance with and support of duly constituted civil authority.
2. Respect for the rights of others and cooperation to insure that such rights are maintained.
3. Cooperation to insure that the will of the majority is implemented, but not to the exclusion or suppression of the minority.
4. To exercise disagreement in a responsible manner and within the framework compatible with the orderly resolution of differences.
5. Knowledge of and maintain compliance with all Hill College regulations.

CODE OF STUDENT CONDUCT

All students shall obey the law, show respect for authority and observe correct standards of conduct. The following types of behavior or actions are prohibited:

1. **SCHOLASTIC DISHONESTY.** Scholastic dishonesty shall constitute a violation of the “Code of Student Conduct,” and is punishable by the instructor, division director, deans of the instructional programs and/or the Division of Student Services. Scholastic dishonesty shall include, but not limited to:
 - a. cheating on a test; which may include: (1) copying from another student’s test paper, (2) using unauthorized test material, (3) collaborating with or seeking aid from another student without authorization, (4) knowingly using, buying, selling, soliciting, stealing or transporting in whole or in part the contents of an unadministered test, (5) any form of grade alteration, (6) substituting for another student or permitting another student to substitute for one’s self to take a test.
 - b. plagiarism, shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.
 - c. collusion, shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
2. **LEGAL STATUTES.** Any criminal offense under federal, state, or municipal law, occurring on College property or in connection with College-sponsored activities occurring off campus.
3. **COLLEGE POLICY.** Violation of any Regents’ rule, regulation, order, or Hill College policy, rule, or regulation. This includes Residence Hall regulations published in the Residence Life Handbook. Hill College policies are located on line under Policy Manual on the right hand side of the website page.
4. **ALCOHOLIC BEVERAGES.** The use, possession, sale or distribution of, or in the presence of alcoholic beverages on Hill College premises. Being intoxicated on Hill College premises or at any off-campus College sponsored activity.
5. **NARCOTICS OR DRUGS.** The illegal use, possession, sale, delivery or distribution of, or in the presence of any narcotic, drug, controlled substance or paraphernalia, in usable or non-usable quantity, or illegal distribution of prescription drugs on Hill College premises. This violation may result in the immediate suspension of the student(s), as Hill College maintains a Zero Tolerance Policy for drugs on campus.
6. **FIREARMS, WEAPONS, EXPLOSIVES.** The possession, firing or detonation of any weapon and/or firearm (including air or paint guns, BB guns, air soft guns, or any facsimile of a firearm), incense, explosives, noxious materials, incendiary devices, fireworks of any kind, razors, chains, martial arts throwing stars, any other object that threatens or inflicts bodily injury on another person.
7. **GAMBLING.** Gambling for monetary gain.
8. **TOBACCO.** The use of any tobacco product inside College buildings.
9. **THEFT, DAMAGE, UNAUTHORIZED USE.** The theft, damage, destruction, misuse or unauthorized use of any College property or the property of another student or person in the college community or community at large.
10. **ANIMALS.** Pets or any animals being brought into any College building, or on Hill College property without the permission of the Director of Student Life or Dean of Students.
11. **FALSE ALARMS, TERRORISTIC THREATS.** Intentional sounding of a false fire alarm, false emergency (911) call, issuing a bomb threat, constructing mock explosive devices or improperly tampering with fire equipment or emergency signs on Hill College premises.
12. **FAILURE TO COMPLY WITH A COLLEGE OFFICIAL.** Failure to heed an official summons from the office of an administrator within the designated time. Failure to follow a directive from a Hill College administrator, faculty, staff or security personnel acting in the performance of his/her duties.

13. **PROVIDING FALSE INFORMATION AND MISUSE OF RECORDS.** Knowingly furnishing false information to Hill College personnel in the performance of his/her duties either verbally or through forgery or alteration. The misuse of any Hill College document, record or instrument of identification.
14. **VIOLATION OF CAMPUS CURFEW.** Hill College has a 10:00p.m. campus curfew. All buildings will be closed and all visitors will leave the campus, except for official College activities. Resident students should review their Residence Life Handbook for more details.
15. **UNAUTHORIZED ACTIVITIES.** Holding rallies, demonstrations or any other form of public gathering without prior approval of the Dean of Students or Vice President of Student Services or any activity that causes College officials to interrupt their scheduled duties to intervene, supervise or observe activities in the interest of maintaining order.
16. **HAZING.** Any organizations that students belong to or participate in may have no activities that are dangerous, harmful or degrading to any student. Violation of this prohibition renders the organization and its members to disciplinary action, whether students carried out the hazing or consented to it. Hazing is also a violation of Texas state law.
17. **SEXUAL ASSAULT, SEXUAL AND RACIAL HARASSMENT.** See statement of policies.
18. **IMPROPER BEHAVIOR.** The following behaviors are subject to disciplinary action:
 - a. Obstruction or disruption of any authorized College operation or activity. Disorderly conduct shall include any verbal or physical abuse, intimidation or the subjection of another person to inappropriate, abusive, threatening or demeaning actions as determined by Director of Student Life, or Dean of Students.
 - b. Interference with teaching, research, administration or the College's subsidiary responsibilities through disorderly conduct or disruptive behavior.
 - c. Dressing in a manner which does not observe health and safety regulations and appropriateness to a learning environment, or personal hygiene that interferes with the learning environment.
 - d. Exhibiting a pattern of behavior that gives reasonable cause to question, in the opinion of the College, whether the student is able to satisfactorily function in institutional programs, institutional activities, or setting in which the student is engaged.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, college employee, or college property by virtue of possession or use.

Lockers and cars parked on College premises may be inspected by college personnel if there is reasonable cause to believe they contain weapons.

19. **UNAUTHORIZED COMPUTER USE:** All members of the College community who use the College's information technology resources must act responsibly. Every user is responsible for the integrity of these resources. All users of the College-owned or College-leased computing systems must respect the rights of other computing users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements, and comply with Hill College policies and procedures governing computer usage. The College characterizes misuse of information technology resources and privileges as unethical and unacceptable and as just cause for taking disciplinary action. Misuse of information technology resources and privileges includes, but is not restricted to, the following:
 - Attempting to modify or remove computer equipment, software, or peripherals without proper authorization;
 - Accessing computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information, or network in question is owned by the college. Abuse of the networks to which the College belongs or the computers at other sites connected to those networks will be treated as an abuse of Hill College information technology resource privileges;
 - Circumventing or attempting to circumvent normal resource limits, log on procedures, and security regulations;

- Using computing facilities, computer accounts, or computer data for purposes other than for which they were intended or authorized;
- Duplicating information or system design;
- Sending fraudulent computer mail, breaking into another user's electronic mailbox, or reading someone's electronic mail without his/her permission;
- Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, music, data or reports without proper recorded authorization;
- Violating the property rights of copyright holders who are in possession of computer generated data, reports, or software;
- Using the College's information technology resources to harass or threaten other users;
- Taking advantage of another user's naiveté or negligence to gain access to any computer account, data, software, or file that is not one's own;
- Any unauthorized gaming or fraudulent acts via the network or internet;
- Any acts of Vandalism of systems, software, networks, cameras or other peripherals and electronic components.
- Encroaching on others' use of the College's computer (e.g., disrupting others' computer use by excessive game playing; by sending excessive messages, either locally or off campus [including but not limited to electronic chain letter]; printing excessive copies of documents, files, data, or programs; modifying system facilities, operating systems, or disk partitions; attempting to crash or tie up a College computer; damaging or vandalizing College computing facilities, equipment, software, or computer files);
- Disclosing or removing proprietary information, software, printed output or magnetic media without explicit permission of the owner;
- Reading other users' data, information, files, or programs on a display screen as printed output, or via electronic means, without the users' permission;
- Writing or knowingly spreading viruses, Trojans, worms, etc. or running daemon like processes that never terminate; and
- Executing or causing to execute any process that could significantly reduce system performance.

Penalties for violation of this policy range from loss of information technology resources privileges to dismissal from the College, criminal prosecution, and/or civil action under the laws and regulations of the State of Texas, any municipality or county therein, and/or the United States of America. Each will be determined separately on its merits. This Acceptable Use Policy is to protect these resources in accordance with the State of Texas laws, Federal Laws and Hill College Board Policy CR (Local).

When a student is confronted with a possible rule, conduct, or policy violation that may result in disciplinary action, the student will be issued notice directing him/her to appear before the Director of Student Life, or the Dean of Students, at a specified date and time. Further disciplinary action may be taken for failure to meet the requirements of this notice.

20. **INSUFFICIENT FUNDS:** A student who owes a debt to the College or who writes an "insufficient funds" check to the College may be denied admission or readmission to the College until the debt is paid or the check redeemed.

DISCIPLINE HEARINGS POLICY

GUIDING PRINCIPLES

The Vice President of Student Services has overall responsibility for student conduct and discipline at Hill College.

INFORMAL PROCESS

When a student is confronted with a possible rule, conduct, or policy violation that may result in disciplinary action, the **student** will be issued notice directing him/her to appear before the Dean of Students at a specified date and time. Further disciplinary action may be taken for failure to meet the requirements of this notice. The Dean of Students will determine if the alleged violation warrants an investigation or if the alleged violation warrants dismissal as unfounded.

Concerns should be expressed and addressed as soon as possible to allow early resolution at the lowest possible administrative level.

**FORMAL
PROCESS
LEVEL ONE**

If an informal conference fails to reach resolution, the Dean of Students will investigate the allegation. An investigation of the alleged incident may include the collection of physical evidence, interviews with the alleged violator, witnesses, and/or school employees that have knowledge of the incident. The alleged violator(s) will be informed of the investigation. The Dean will determine the course of action to include, but not limited to, any of the following, in any order:

1. Dismiss the allegation(s) as unfounded.
2. Reprimand of student, which might include community service.
3. Disciplinary probation, which includes the imposing of punitive action and/or restrictions for a specified period of time. Examples include but are not limited to: community service, required class attendance, curfew and visitation restrictions, denial of use of facilities, denial of participation in extracurricular activities, and/or counseling sessions. In the event the student has previously been placed on disciplinary probation at the time of the offense, the student may be placed on disciplinary suspension.
4. Disciplinary suspension, which includes a specified period of time that a student cannot be enrolled in any classes; cannot attend any college activity, on or off campus; and cannot be on Hill College property without prior written approval from the Dean of Students, Vice President of Student Services, and/or President.
5. Expulsion, which includes the above sanctions for an indefinite period of time.

The course of action will be given to the student/organization in writing. The course of action will go into effect immediately.

LEVEL TWO

A student/organization may appeal a course of action that involves disciplinary suspension or expulsion only, and request a hearing before the Student Discipline Committee. The appeal must be in writing and turned in to the Vice President of Student Services within three (3) days after the notice of suspension or expulsion has been received. The appeal must be based on one or both of the following:

1. Procedural errors were committed during the disciplinary process, or the disciplinary process was carried out in a prejudicial manner against the student/organization.
2. New relevant information regarding the violation has come forth after the investigation and the decision to suspend or expel has occurred.

It is the responsibility of the student/organization to provide evidence in writing to support the appeal.

If the appeal is not made according to procedure, the decision to suspend or expel the student/organization will be final. If the appeal is made according to procedure, the decision will remain in effect until a hearing can be held.

Before the hearing with the Student Discipline Committee, the student/organization will be informed of the following rights:

1. Right not to testify against him/herself.
2. Right to be accompanied by an advisor who may not appear in lieu of the student.
3. Right to have reasonable access to the case files, which shall be maintained in the Office of Student Life.
4. Right to present and cross-examine witnesses.
5. Right to review evidence used in disciplinary action against him/her.

The Student Discipline Committee, after reviewing testimony and evidence presented at the hearing, will decide to:

- (a) support the decision of suspension or expulsion, or

(b) change or modify the decision of suspension or expulsion.

Once the hearing is completed, the Student Discipline Committee will inform the student/organization of its decision and send a copy of the minutes of the hearing to the Vice President of Student Services. The decision of the committee will be final unless appealed to the President.

LEVEL THREE

All action taken by the Student Discipline Committee may be appealed to the President of the college. The appeal must be made in writing and filed with the Vice President of Student Services within three (3) days of the committee's decision. The appeal may only be based upon the following issues:

1. Were all of the procedures of the Code of Conduct followed?
2. Was the Student Discipline Committee hearing conducted in a way that permitted the student/organization adequate notice and opportunity to be heard?
3. Were the rights of the student/organization materially violated so as to effectively deny the student/organization a fair hearing?

LEVEL FOUR

The action taken by the President may be appealed to the Board of Regents of the college. The appeal must be made in writing and filed with the President within three (3) days of the President's decision.

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.

GRIEVANCE POLICY

Academic Grievance Procedures can be found in section FLD in Policy Manual

GUIDING PRINCIPLES	If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the department chairman and student services counselor at Level One.
INFORMAL PROCESS	Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.
FORMAL PROCESS	<p>If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.</p>
FREEDOM FROM RETALIATION	Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.
NOTICE TO STUDENTS	The College President shall inform students of this policy.
APPLICATION	Except as addressed by SPECIFIC COMPLAINTS, below, this policy applies to all complaints or grievances from students.

SPECIFIC COMPLAINTS	<p>For more information on how to proceed with complaints regarding:</p> <ol style="list-style-type: none"> 1. Alleged harassment, see FLD (legal) and FLD(local) 2. Alleged discrimination, see FA. 3. Discipline, see FMA. 4. A commissioned peace officer who is an employee of the College District, see CHA.
DEFINITIONS	For purposes of this policy, terms are defined as follows:
COMPLAINT / GRIEVANCE	The terms “complaint” and “grievance” shall have the same meaning.
FILING	Complaint forms and appeal notices may be filed by hand-delivery, fax, e-mail, 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. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline .
RESPONSE	At Levels One, Two, and Three “response” shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student’s mailing address of record.
REPRESENTATIVE	<p>“Representative” shall mean any person who or organization that is designated by the student to represent the student in the complaint process.</p> <p>The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days’ notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District’s counsel.</p>
DAYS	“Days” shall mean College District business days. In calculating time lines under this policy, the day a document is filed is “day zero,” and all deadlines shall be determined by counting the following day as “day one.”
GENERAL PROVISIONS	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>All time limits shall be strictly followed unless modified by mutual written consent.</p>
UNTIMELY FILINGS	If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.
COSTS INCURRED	Each party shall pay its own costs incurred in the course of the complaint.
COMPLAINT FORM	<p>Complaints under this policy shall be submitted in writing on a form provided by the College District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted unless the student did not know the documents existed before the Level One conference.</p> <p>A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the requested information if the refiled is within the designated time for filing a complaint.</p>
LEVEL ONE	<p>Complaint forms must be filed:</p> <ol style="list-style-type: none"> 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 department chairman or student services advisor. The complaint, however, may begin at the first level at which the administrator has the authority to remedy the complaint.

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

The appropriate administrator shall hold a conference with the student within ten days after receipt of the written complaint.

The administrator shall have ten days following the conference to provide the student a written response.

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 academic dean or dean of students to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level One.

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 form provided by the College District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level Two.

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 form provided by the College District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level Three.

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 with copies of the complaint form, all responses, all appeal notices, and all written documentation previously submitted by the student or the administration. The Board shall consider only those issues and documents presented at the preceding levels and identified in the appeal notice.

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

The presiding officer may set reasonable time limits and guidelines for the presentation. 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 upholds the administrative decision at Level Three.

POLICY REFERENCES

USE OF TOBACCO IN COLLEGE FACILITIES

The use of tobacco products in the college facilities and vehicles is prohibited. Smoking and use of other tobacco products are allowed only outside of college buildings in designated areas.

STUDENT TRAVEL POLICY

Hill College has policies in place to protect students when traveling for Hill College purposes. The complete Student Travel Policy may be found at www.hillcollege.edu.

- REGISTRATION College District-owned vehicles used exclusively for the College District are exempt from the state registration fee; however, they shall be registered in accordance with general statutes relating to motor vehicle registration. Transportation Code 502.203
- IDENTIFICATION A motor vehicle, trailer, or semitrailer that is the property of and used exclusively by any college district must have the name of the institution printed on the side of the vehicle. The inscription must be in a color sufficiently different from the body of the vehicle and must be of letters of sufficient height so that the lettering is plainly legible at a distance of not less than 100 feet. Motor vehicles used by a commissioned peace officer or the College President are exempt from this requirement. Education Code 51.932
- STUDENT TRAVEL The Board shall adopt a policy regulating travel that is undertaken by one or more students presently enrolled at the College to reach an activity or event that is located more than 25 miles from the College that is organized and sponsored by the College and that is:
1. Funded by the College, and the travel is undertaken using a vehicle owned or leased by the College; or
 2. Required by a student organization registered at the College.
- The Board shall seek advice and comment from the faculty and students of the College before adopting any policy. The policy must contain provisions that address:
1. Different modes of travel likely to be used by students; and
 2. Safety issues related to student travel, including:
 - a. Use of seat belts or other safety devices;
 - b. Passenger capacity; and
 - c. For the person providing transportation services:
 - (1) Qualifications and training required to operate that particular mode of travel; and
 - (2) Fatigue at the time of travel.

The Board shall make the policy available to the public by publishing the policy in the College's catalog and by any other method the Board considers appropriate.

The Board shall file a copy of the policy, and any amendments to that policy, with the Coordinating Board.

Education Code 51.949 does not create a claim or cause of action against a college beyond a claim or cause of action authorized on the effective date of the Act that enacted this section by Chapter 101, Civil Practice and Remedies Code.

Education Code 51.949

A person who is 18 years of age or older and who is licensed by the department to operate a motor vehicle as a school bus may operate the motor vehicle for the transportation of college students and employees to and from school or official school activities. Transportation Code 521.023

MODES OF TRAVEL USED BY STUDENTS:

Hill College owns and maintains vehicles used to transport students to and from approved locations. These vehicles include small automobiles and large buses. Upon special circumstances Hill College reserves the right to employ an outside agency to meet travel needs. Student use of personal transportation for college business is acceptable at the student's own risk. Hill College shall not be held liable for students who choose to provide their own transportation to and/or from a college sanctioned event.

STUDENT RESPONSIBILITY:

While traveling, students are responsible for upholding all Hill College standards set forth by the Student Code of Conduct which are found in the Student Handbook. Students are also required to observe all state and federal laws in regards to travel (i.e. the use of seatbelts). Students are expected to maintain the integrity of college property while traveling. Any violation of Hill College policy, trip requirement, or civil law will result in repercussions from the trip leader, their supervisor and/or the office of the Vice President of Student Services.

HARASSMENT

**SEXUAL
HARASSMENT BY
STUDENTS**

Students shall not engage in sexual harassment toward another student or a District employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action.

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by work, gesture, or any other sexual conduct, including requests for sexual favors.

**SEXUAL
HARASSMENT BY
EMPLOYEES
INVESTIGATIONS**

District employees are prohibited from sexually harassing students.

All reports of sexual harassment that are not minor shall be reported to the Title IX coordinator. Oral complaints shall be made in writing to assist in the District's investigation. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

**PROTECTION FROM
RETALIATION**

The District shall not retaliate against a student who in faith reports perceived sexual harassment or sexual abuse.

COMPLAINT PROCESS

For the purposes of the following complaint process, "days" mean calendar days.

LEVEL ONE

A Student who has a complaint alleging sexual harassment by students or sexual harassment or sexual abuse by an employee may request a conference with the appropriate administrator, designee, or the Title IX Coordinator for students. The student may be accompanied by an advisor at the initial conference and throughout the complaint process. The initial conference with the student ordinarily shall be held with a person who is the same gender as the student. The conference shall be scheduled and held as soon as possible, but in any event within seven days of receipt of the complaint. At the conference, the persons bringing the complaint shall be informed of the right to file a complaint with the Office of Civil Rights.

The appropriate administrator or designee or the Title IX Coordinator shall coordinate an appropriate investigation, which ordinarily shall be completed within seven days of receipt of the complaint. The student shall be informed if extenuating circumstances delay the investigation.

Nothing in the complaint process shall have the effect of requiring a student alleging sexual harassment to report the matter to a person who is the subject of the complaint.

LEVEL TWO

If the resolution of the complaint at Level One is not to the student's satisfaction, the student has seven days to request a conference with the College President or designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the resolution sought, the student's signature, and the date of the conference with the appropriate administrator, designee, or Title IX Coordinator.

LEVEL THREE

If the resolution of the complaint at Level Two is not to the student’s satisfaction, the student may submit to the College President or designee a written request to place the complaint on the agenda of the next regular Board meeting. The complaint shall be included as an item on the agenda posted with notice of the meeting. Announcing a decision in the student’s presence constitutes communication of the decision.

CLOSED MEETING

The Board shall hear complaints alleging sexual harassment by students or sexual harassment by employees in closed meeting, unless otherwise required by the Open Meetings Act.

Other harassment policies may be found in sections FLDA and FLDC in the Board Policy Manual.

HIV/AIDS POLICY

DEFINITION

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, and tuberculosis. For the purposes of this policy, the term “HIV infection” shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.

BASIS FOR ACTION

The College’s decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student with a communicable disease.

NONDISCRIMINATION

The College shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. Members of the student body of the College shall not be denied access to College facilities or campus activities solely on the ground that they have a communicable disease. The College reserves the right to exclude a person with a communicable disease from College facilities, programs, and functions if the College makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College community.

PRIVACY

The College shall comply with all pertinent statutes and regulations which protect the privacy of persons in the College community who have a communicable disease. The College shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect in all offices of the College.

EDUCATION

The College shall develop and maintain a comprehensive education program about HIV infection for members of the College community. The program shall address current medical opinions about the nature of HIV infection and its symptoms, methods of transmission, types of behavior which increase the risk of transmission of the disease, and preventive measures for avoiding infection by the HIV virus.

DRUGS AND/OR ALCOHOL

Hill College policy prohibits the unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance or designer drug on the campus. It is also a violation of College policy for anyone to unlawfully possess, use, or be under the influence of an alcoholic beverage or controlled substance on the campus or at a College-related activity off-campus. Refer to FLBE, Board Policy Manual

LEGAL SANCTIONS APPLICABLE TO DRUG AND ALCOHOL USE

Federal Penalties and Sanctions

21 United States Code 844(a):

1st drug conviction: up to one year imprisonment and fined at least \$1,000 but not more than \$10,000, or both.

- After one prior drug conviction: at least 90 days in prison, not to exceed two years, and fined at least \$2,500 but not more than \$250,000, or both.
- After two or more prior drug convictions: at least 90 days in prison, not to exceed three years, and fined at least \$5,000 but not more than \$250,000, or both.
- Special sentencing provisions for possession of crack cocaine: mandatory at least five years in prison, not to exceed 20 years, and fined up to \$250,000, or both if:
 - a. 1st conviction and the amount of crack possessed exceeds five grams.
 - b. 2nd crack conviction and the amount of crack possessed exceeds one gram.
 - c. 3rd or subsequent crack conviction and the amount of crack possessed exceeds one gram.

21 United States Code 853 (a)(2) and 811 (a)(7):

Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance if that offence is punishable by more than one year imprisonment. (See special sentencing provisions regarding crack.)

21 United States Code 811 (a)(4):

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 United States Code 881 (a):

Civil fine of up to \$10,000 (pending adoption of final regulations.)

21 United States Code 853 (a):

Denial of federal benefits, such as student loans, grants, contract, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 United States Code 922 (g):

Ineligible to receive or purchase a firearm.

Miscellaneous:

Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

State Penalties and Sanctions

Texas Penal Code Sec. 42.08:

Being intoxicated in public such that one is a danger to oneself or others is punishable by fine of up to \$200.

Texas Alcoholic Beverage Code Sec. 1.05, 101.31:

It is illegal to possess or distribute alcoholic beverages in a dry area. Violation of this law carries a penalty of up to \$1,000 and/or up to one year in prison.

Texas Alcoholic Beverage Code Sec. 106.02, 106.04 B 106.05:

The purchase, possession, or consumption of alcoholic beverages by a person under twenty-one years of age subjects that person to a fine of up to \$200 for the first offense and up to \$500 for the second offense.

Texas Alcoholic Beverage Code Sec. 106.06:

Furnishing alcoholic beverages to a minor is punishable by a fine of up to \$500.

Texas Education Code Sec. 4.22:

The possession of an intoxicating beverage on the grounds of any public school carries a penalty of up to \$200.

Texas Revised Civil Statutes Art. 6701I-1(b), (c), and (e):

Driving under the influence of alcohol is punishable by a fine of \$100 to \$2,000 and/or three days to two years in prison for the first offense and \$500 to \$2,000 fine and 60 days to five years in prison for subsequent offenses.

Texas Alcoholic Beverage Code Sec. 106.07:

A person under twenty-one years of age who misrepresents his/her age for the purpose of purchasing alcohol beverages may be punished by a fine of up to \$500.

Texas Health and Safety Code Sec. 481.106-481.107:

The illegal distribution, possession, or use of controlled substances may be punished by five years to life in prison and up to a \$20,000 fine.

Texas Health and Safety Code Sec. 481.112-481.120 and 481.121 (c) and (d):

The delivery or possession of controlled substances with the intent to manufacture controlled substances is punishable by a jail term of ten years to life and up to a \$10,000 fine.

HEALTH RISKS ASSOCIATED WITH DRUG OR ALCOHOL USE

Narcotics such as opium, morphine, and heroine can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.

Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation, and drunken behavior. An overdose of a depressant results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death.

Marijuana and hashish cause euphoria, increased appetite, relaxed inhibitions, and disorientated behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory problems, depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics.

Counseling Center

Counseling, prevention materials and referral services are available through the Counseling Centers.

College Sanctions

A student or employee found guilty of noncompliance with the Hill College Policy on Alcohol and Other Drugs is subject to sanctions commensurate with the offenses and any aggravating and mitigating circumstances.

Students: Sanctions that may be imposed against a student are found in this Student Handbook under the Code of Student Conduct.

Employees and Work/Study Students

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or other mind-altering substance is prohibited at Hill College. A Hill College employee who violates this prohibition is subject to discipline by the College. Such discipline may include required participation in drug rehabilitation programs or termination from employment.

CERTIFICATION OF DRUG-FREE WORKPLACE

This is certification that HILL COLLEGE maintains a drug-free workplace and college as required by the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F.

- A. This is official notice to employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the college and workplace and appropriate action will be taken for violation of such prohibition.
- B. HILL COLLEGE'S drug-free awareness program informs students and employees about:
 1. the dangers of drug abuse in the workplace
 2. the college policy of maintaining a drug-free workplace,
 3. drug counseling, rehabilitation, and employee or student assistance programs available, and
 4. penalties may be imposed upon employees as appropriate and as outlined in the college personnel handbook and for students in the student handbook.
- C. All employees engaged in performance of federal grants will receive a copy of this statement.
- D. Employees must agree and students must be aware that as a condition of employment, the employee or student will:
 1. abide by the terms as stated and

2. notify HILL COLLEGE of any criminal drug statute conviction for violation occurring in the workplace no later than five (5) days after notice of such a conviction.
- E. HILL COLLEGE will notify the proper federal agency within ten (10) days after receiving notice under subparagraph (D) (2) with respect to an employee or student who is so convicted.
 - F. HILL COLLEGE will take one of the two following actions, within thirty (30) days of receiving notice under subparagraph (D) (2) with respect to an employee or student so convicted:
 1. take appropriate personnel action against such an employee or student up to and including termination of employment or suspension from school or
 2. require such student or employee to participate satisfactorily in a drug abuse assistance or rehabilitation program as approved for such purposes.
 - G. HILL COLLEGE will make good faith efforts to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

INTELLECTUAL PROPERTY

Intellectual property produced by a currently enrolled College District student as a part of coursework or research shall be owned by the student and not the College District. However, the student shall grant the College District perpetual, world-wide, royalty-free license to use the intellectual property and to make alterations and changes or to create updated versions of the intellectual property. Any such altered or changed intellectual property shall be owned by the College District.

It is the responsibility of the student having ownership of the intellectual property, including, but not limited to inventions, discoveries, trade secrets, computer software, creative works, materials, and processes, to secure any licenses, copyrights, or patents.

Intellectual property created by a student in the course of employment by the College District shall be covered by Board policy regarding intellectual property rights of employees

The policy in its entirety can be found in section DBD,FL (Local) in the Board Policy Manual.

HILL COLLEGE SECURITY DEPARTMENT

Campus security has primary responsibility for the law enforcement on campus and work closely with the area law enforcement agencies. Campus security conduct vehicular and foot patrol on campus. Campus security investigate reported criminal activity and emergencies occurring on campus. The department employs campus security officers who assist in safeguarding the campus community and in the enforcement of college rules and regulations in accordance with local, state, and Federal laws and regulations.

CRIMINAL ACTIONS AND EMERGENCIES ON CAMPUS

Whenever potential criminal actions or emergencies arise on the campus, contact the appropriate personnel listed below. Local law enforcement can always be reached by dialing 911.

Hill County Campus		Johnson County Campus	
Scott Nalley	Office-254-659-7793	Bill Gilker	Office-817-760-5504 Home after 4:30 pm-817-645-9617
Billy Don Curbo	Office-254-659-7701 Home after 4:30 pm-254-582-5420	Karen Saddleblanket	Office-817-760-5515
Robert Riza	Office-254-659-7791 Cell-254-205-5153	Security Personnel	After 4:30 pm 817-240-7008
Paul Brown	Office-254-659-7860 Home after 4:30 pm-817-582-9134		
Joe Hinojosa	Cell 254-205-9849	Burleson Campus	
Linda Kennemore	Cell- 254-205-5122	Nancy Holland	Office-817-295-7392 Home after 4:30 pm-817-517-1462
Security Personnel	After 4:30 pm 254-659-7777	Glen Rose Center	
Nichole Roberts	Cell- 254-205-3608	John Bailey	Office-254-897-4111

TRAFFIC RULES AND REGULATIONS

All state laws and Hill College traffic rules and regulations governing the use of motor vehicles must be complied with on all parts of the campus through all hours of the day and night. The maximum speed limit on the campus is 15 miles per hour. Pedestrians shall, at all times, have the right of way. Parking is allowed only in designated areas.

Hill College assumes no responsibility for the care and/or protection of any vehicle or its contents while the vehicle is operated or parked on campus. However, every effort will be made by Hill College to protect all vehicles and property. The College reserves the right to impound, or have impounded any vehicle which is parked in a manner dangerous to vehicular or pedestrian traffic or otherwise in violation of college traffic regulations. The vehicle owner will be responsible for the cost involved in removing, impounding and storing such vehicles.

STUDENT PARKING PERMITS

A student who plans to operate a vehicle on a Hill College campus or center must register the vehicle and obtain a Hill College parking permit. Parking stickers are obtained during registration at the beginning of each semester. At all times additional vehicle parking permits can be obtained through the Director of Student Life's Office at the Hill County Campus, the Enrollment Management Office at the Johnson County Campus or campus administration at other HC Centers. There are designated parking areas for resident students at the Hill County Campus. Please refer to the Residence Hall Manual regarding resident parking. Violations of the college traffic and vehicle regulations are subject to citation.

A parking permit will not be honored unless it is properly affixed to the LEFT SIDE OF THE REAR WINDOW AND IS PLAINLY VISIBLE AND LEGIBLE. ALL CARS MUST DISPLAY PARKING PERMITS AFTER THE FIRST WEEK OF THE SEMESTER OR BE SUBJECT TO TOWING AWAY AT OWNER'S EXPENSE AND/OR FINE.

CAMPUS BUILDINGS

Most campus buildings and facilities are accessible to members of the campus community and visitors during normal business hours Monday through Friday and for designated hours on Saturday and Sunday. Buildings are locked by custodial personnel at varying times depending on scheduled use of each building. Campus Security personnel check all buildings at random times during the night to ensure buildings are secure.

USE OF FACILITIES

It is the general policy of Hill College to provide its buildings and ground only for use by the faculty, staff, and/or students enrolled at the College. Outside groups may request use of college facilities by contacting the President's Office to establish dates, fees, and requirements.

BUILDINGS AND GROUNDS SAFETY

The College's Maintenance Department maintains all college buildings and building security. Employees inspect campus facilities regularly, promptly making repairs affecting safety hazards. The Campus Security Department assists the Maintenance Department employees by reporting potential hazards and recommending solutions to eliminate any hazards or problems.

CRIME & PREVENTION

Throughout the year, the Campus Security Department will conduct a variety of crime prevention programs upon request of any group or organization. These programs are held in conjunction with the local police department's Crime Prevention Unit. Current crime trends and safety issues are discussed at these programs.

CRIME STATISTICS

In accordance with the Campus Crime Awareness and Campus Security Act of 1990, the following is a statistical report for crime on the Hill College Campus for the years indicated.

CRIME STATISTICS

	2007-2008	2008-2009	2009-2010
Murder	0	0	0
Rape	0	0	1
Robbery	0	0	0
Theft	19	10	1
Aggravated assault	5	0	0
Burglary	3	0	1
Motor vehicle theft	0	0	0
Vandalism	7	4	3

ARRESTS

Liquor law violations	0	4	0
Drug abuse violations	1	0	0
Weapons possessions	2	0	0

REFUND POLICY

Hill College shall refund tuition and mandatory fees collected for courses from which the student drops or withdraws. (The indicated percentages are applied to the tuition and mandatory fees collected for each course from which the student is withdrawing.) Any student officially withdrawing from Hill College before the first class day of any semester will be assessed a \$15.00 matriculation fee. (Class days refers to the number of calendar days the institution normally meets classes, not the days a particular course meets.)

Texas Higher Education Coordinating Board approved semester-length courses for which semester credit hours are awarded:

A 100 percent refund is to be made for courses dropped prior to the first class day.

During the fall or spring semester or comparable trimester

 during the first fifteen class days, 70 percent;

 during the sixteenth through twentieth class days, 25 percent;

 after the twentieth class day, none; and

Six-week summer semester:

 during the first five class days, 70 percent;

 during the sixth and seventh class days, 25 percent;

 after the seventh class day, none.

9 week semester:

 during the first nine class days, 70 percent;

 during the tenth and eleventh class days, 25 percent;

 after the eleventh class day, none.

12 week semester:

 during the first twelve days, 70 percent;

 during the thirteenth, fourteenth and fifteenth class days, 25 percent;

 after the fifteenth day, none.

For flex entry and non-semester length courses with a census data other than the 12th class day (4th class day for a six-week summer semester): prior to the first class day, 100 percent after classes begin, see table:

DROPS AND WITHDRAWALS

Length of Class Term In Weeks	Last day for 70 Percent refund	Last day for 25 Percent refund
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Separate refund schedules may be established for optional fees such as intercollegiate athletics, cultural entertainment, parking, etc.

Tuition and fees paid directly to Hill College by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

The refund for all students receiving Title IV financial aid will be based on the last date of attendance and must be allocated in the following order: Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant Program, Student.

All other refunds will be made in accordance with state refund policies as published herein.

FINANCIAL AID

The purpose of financial aid at Hill College is to provide financial assistance to any student who might be denied a college education because of insufficient funds (*based on documented need*). In addition to need-based assistance, Hill College offers a number of scholarships designed to recognize a student's academic or athletic ability. These scholarships are awarded on the basis of ability and participation in specific activities. Information and applications are available in the Office of Enrollment Management. Any student, upon request, may review a copy of documents describing the institutions accreditation, approval, and licensing bodies by contacting the Office of the Vice-President of Instruction, or the Office of the President. Early Admissions, Concurrent Enrollment, or students not determined to be a Regular student (as per Hill College's catalog description) are not eligible for student financial aid.

Deadlines

(First Priority)

Federal and State Aid

PELL, SEOG, TPEG

Fall Semester	July 1
Spring Semester	November 1
Summer Semester	April 1

Scholarships

Academic, Institutional, Endowed

July 1

Athletic Department

Contact the coach or department director for information

If the student's financial aid file is not complete on the date of registration, the student is then held responsible for tuition and fees. Students needing financial assistance should complete the FAFSA and return requested documentation on or before the stated deadlines.

FEDERAL ASSISTANCE

Federal Pell Grant – Federal Pell Grants are available to eligible undergraduate students who have not yet received a bachelor's degree or professional degree, are enrolled in a degree or certificate program, meet program eligibility requirements, have submitted a valid Student Aid Report, submitted official high school or college transcripts from an accredited institution as recognized by the state of Texas, GED scores, or established an ability to benefit from higher education. Students entering on individual approval and wishing to apply for aid should consult the Office of Enrollment Management concerning ability to benefit procedures.

The eligibility criteria are demonstrated by financial need. Students planning to attend Hill College must complete the Free Application for Federal Student Aid (FAFSA). The results of this application will produce a dollar amount that the student and/or the families are reasonably expected to contribute toward their educational expenses. This amount is called the "Expected Family Contribution" or EFC. It is subtracted from the estimated cost of education determined by the school resulting in what is called demonstrated NEED. The EFC, along with a student's enrollment status and the length of his or her program of study, determine the student's award. Students may receive aid up to this amount of need but may not exceed it. The funds do not have to be repaid, unless a student who received Title IV funds withdraws, is dismissed or stops attending classes prior to the 60% point in the semester, then he/she may owe funds back to the Department of

Education and/or Hill College. See Unofficial Withdrawals and the Treatment of Title IV Funds for students receiving all F's or has an unofficial withdrawal. Students must establish grant eligibility by attending a face to face class prior to census date (12th class day). Students participating in online classes must establish grant eligibility prior to census date (12th class day) by submitting a post, submitting an assignment, or by the criteria set forth by the instructor. Award amounts adjust according to the number of hours a student is enrolled in and the award will adjust down when a student does not establish eligibility as described.

Summer Terms

For the purposes of federal financial aid, the two summer terms are considered one semester. Eligibility criteria are established by the U.S. Department of Education and are subject to change.

If the student's financial aid is not available on the date of registration, the student is then held responsible for tuition and fees. Students needing financial assistance should complete the FAFSA and return requested documentation on or before the stated deadlines.

Federal Campus-Based Programs

Federal Supplemental Educational Opportunity Grants (FSEOG) - This grant is for undergraduates with exceptional need, that is, students with the lowest Expected Family Contribution (EFC) who are also Federal Pell Grant Recipients. FSEOG is awarded on a first come-first serve basis. The student's enrollment status on census date will determine the amount of award.

The funds do not have to be repaid, unless a student who received Title IV funds withdraws, is dismissed or stops attending classes prior to the 60% point in the semester, then he/she may owe funds back to the Department of Education and/or Hill College. See Unofficial Withdrawals and the Treatment of Title IV Aid.

Limited funds may be available during summer terms.

LEAP (formerly SSIG) - a student must be a Texas resident enrolled on at least half-time basis. He or she must also be making academic progress as defined by the Office of Enrollment Management. If the student is male, he must meet the US draft registration requirements. No recipients may be in default on a federal loan or owe a refund on a federal or state grant.

ACG – Academic Competitiveness Grant – Student is enrolled as a regular student. Receiving Pell Grant, in an eligible program, is full time and a US citizen is among the criteria for this grant. Students are encouraged to visit the Enrollment Management Office for additional information on this grant.

Federal Work-Study Program (FWS)--The purpose of the Federal Work-Study Program is to give part-time employment to students who need the income to help meet the cost of postsecondary education and to encourage FWS recipients in community service activities including *America Reads*. A student must have "financial need" to be eligible for a FWS position. The student's cost of attendance must be more than the amount of his or her Expected Family Contribution (EFC) as calculated by the Federal Need Analysis Methodology. The pay rate is above the minimum the law requires (subject to change). A portion of Federal Work-Study funds will be used to fund workers for community service employment. A small percentage of Federal Work-Study money is made available to less-than full-time students. A student must be enrolled in at least six hours to be eligible. Upon request from the student, payment of FWS funds can be made directly to the student's account to offset any unpaid institutional balance.

The general conditions and terms applicable to any employment provided to a student as part of the student's financial assistance package are available for inspection in the Enrollment Management Office and a copy is given to those who apply for and/or receive Federal Work-Study. Work-Study students have the option to sign a statement that allows the payroll department to apply their earnings toward their unpaid bill. The student has a right to rescind this statement at any time.

All awards from financial assistance programs funded by the federal or state government are administered according to laws and regulations governing those programs. Policy and guidelines are subject to change as required by federal, state, and/or institutional policy and guidelines.

William D. Ford Loan Program (DL) – Students interested in applying for a student loan will be required to complete a FAFSA, Master Promissory Note and Entrance counseling. Entrance counseling (www.studentloans.gov) and the FAFSA (www.fafsa.ed.gov) are required each academic year. The Master Promissory Note requires a signature once every ten years. If no disbursement is made within one year of signing, then the student will be required to sign a new Master Promissory Note. Entrance and Exit counseling are required for the loan program. Policy and guidelines concerning loan counseling are ongoing and subject to change. Please refer to the website for the latest instructions on loan procedures.

Repayment on a student loan begins 6 months after one of the following events: 1) the student graduates, 2) ceases to be enrolled at least 6 credit hours (half-time status) or 3) is no longer enrolled at Hill College. Exit counseling is then required by the student.

Loan checks will not be released for 30 days after class begins for first-year, first time borrowers. Contact the Office of Enrollment Services for additional information.

Student loans will not be awarded after the last day to receive a "W" for any semester. These dates are published in each semester's class schedule.

Students must have established eligibility in a minimum of 6 college hours prior to the 12th class day to benefit from student loans. To establish eligibility a student have attended a face to face class and/or participated in an online class by submitting an email, assignment, post, or by the criteria as set forth by the instructor.

State Assistance

Texas Public Educational Grant (TPEG) - This grant may be available to students who are enrolled and have established "need" in relation to the availability of funds. Hill College uses the results established by the Free Application for Federal Student Aid (FAFSA) as the basis to establish need. The student's enrollment status on census date will determine the amount of award.

Limited funds may be available during summer terms.

Some TPEG funds are available to out-of-state students who have established "need" and meet eligibility requirements.

TEXAS Grant- To be eligible for the TEXAS grant program a student must be a Texas resident, graduate of a public or accredited private high school in Texas after the Fall of 1998, completed a recommended or distinguished high school curriculum or equivalent, enrolled in at least 3/4-time in an undergraduate degree or certificate program within 16 months of high school graduation, has not been convicted of a felony or crime involving a controlled substance, established financial need according to the guidelines. Students must apply for financial aid using the Free Application for Federal Student Aid (FAFSA) and complete their financial aid file. In the first year of college, the academic standards are set by the college. Students must maintain a GPA of 2.5 or better to continue receiving this scholarship. Once a student has received his/her first TEXAS Grant, he/she has 6 years or 150 credit hours to be eligible if they maintain satisfactory progress.

Students awarded a TEXAS Grant prior to September 1, 2005 will be governed by the rules in effect as of January 1, 2005.

Students awarded an initial TEXAS Grant September 1, 2005 or later will:

- (i) be eligible to receive TEXAS Grants awards for up to 5 years if enrolled in a degree program of 4 years or less; for up to 6 years if enrolled in a degree program of more than 4 years;
- (ii) have new Satisfactory Academic Progress Requirements for continuation awards: complete the first year meeting the school's SAP requirement; thereafter, complete at least 24 hours per year and maintain at least a 2.5 overall GPA.

TEXAS EDUCATIONAL OPPORTUNITY GRANT (TEOG) – To receive the TEOG award, students must be a Texas resident, enroll at least half-time in the first 30 hours of a certificate or associate degree plan at a two-year institution, show financial need by completing the Free Application for Federal Student Aid (FAFSA), complete their financial aid file and their admissions file, not be convicted of a felony or crime involving a controlled substance, not have an associate's degree or baccalaureate degree, and not be eligible for a TEXAS Grant. Students who continue in college and who meet program academic standards can receive awards for up to 75 semester credit hours for four years, or until they receive an associate's degree, whichever comes first. The academic requirements for continuing in the program are completion of at least 75 percent of the hours taken in the prior academic year, plus an overall financial GPA of at least a 2.5 on a 4.0 scale (subject to change). If applying for a first-time award the family contribution of \$2000 or less (subject to change).

State Work-Study-This program provides a limited number of work opportunities for eligible students who are Texas residents and are not receiving an athletic scholarship. A completed FAFSA is required to establish eligibility.

Vocational Rehabilitation-The Texas Educational Agency, through the Vocational Rehabilitation Division, offers assistance for tuition and fees to students who are vocationally disabled as a result of being physically or mentally disabled. For further information, contact Vocational Rehabilitation, 2205 Austin Avenue, Waco Texas. Cleburne area students contact TRC, 904 North Main, Cleburne, Texas. Students from other areas may contact your nearest TRC office.

Texas Exemptions and Waivers-The State of Texas and Hill College provide and fund several tuition and/or exemptions and/or waivers. Interested students should contact the Office of Enrollment Management for additional information. Exemptions and waivers include, but are not limited to the following:

Blind and Deaf Students
AFDC or TANF
Certified Education Aides
Children of Disabled Fireman and Police Officers
Competitive Academic Scholarships for Nonresident Students
Dependents of Texas Veterans killed in action
Early High School Graduates
High School Valedictorians
Senior Citizen (65 and over)
Students in Foster Care or other residential care
Firefighter Tuition Exemption

HILL COLLEGE INSTITUTIONAL SCHOLARSHIPS

Students and/or prospective students may be eligible for institutional scholarships based on academic and/or vocational excellence, achievement, or ability in various activities such as athletics, band, choir, music, drama, and rodeo. Some scholarships are based on financial need of the student (determined by the FAFSA); others have specific requirements as stipulated by the donor. For scholarship information, please contact the Enrollment Management office in Hillsboro or Cleburne. The deadline for applying for academic and endowed scholarships is **July 1st**. These scholarships are awarded on a yearly basis and must be reapplied for annually. Please complete the online scholarship application found on the Hill College web site.

Academic Scholarships—Students with a 3.0 GPA or better, on a 4.0 scale, can apply for an academic scholarship. Applications are available in the Enrollment Management office and on the Hill College web site. Application deadline is July 1. Students receiving an endowed scholarship are requested to attend the donor/recipient thank you reception.

Endowed Scholarships-Hill College offers several endowed scholarships. Scholarship applications are available in the Office of Enrollment Management and on the Hill College web site. Students receiving an endowed scholarship are requested to attend the donor/recipient thank you reception.

Activity/Departmental Scholarships--Hill College awards scholarships based on ability and/or participation in band, choir, drama, art, and for other activities as designated by the college. Scholarship awards are made by the director or department of each individual program.

Athletic Scholarships--Scholarships in programs such as men's and women's basketball, men's and women's golf, men's and women's rodeo, women's softball, men's baseball, women's volleyball, and men's and women's soccer are awarded based on ability and/or participation in the program. These scholarships are awarded by the coach or director of the program.

Non-Institutional Scholarships--These scholarships are awarded to individuals by organizations and/or entities outside the institution. Organizations and/or individual recipients are responsible for notifying Hill College by August 1 in order for the award to be credited to the student's account in time for registration. Non-Institutional scholarships and/or awards will be credited to a student's account only after there is a signed statement from the donor stating that payment will be made directly to the college.

Application Procedures

There are three (3) options to apply for grant aid at Hill College. On all applications Hill College must be identified as one of the schools that are eligible to receive the information. The identification number for Hill College-Hillsboro is 003573 and Cleburne is E00935.

Option 1 FAFSA on the Web

Hill College recommends that a student complete the Free Application for Federal Student Aid (FAFSA) via the web. The address is www.fafsa.ed.gov. This process allows the student to enter new applications or enter renewal applications. For an available computer on campus, you may contact the Office of Enrollment Management.

Option 2 Mail FAFSA to the Federal Processor

Mail the Free Application for Federal Student Aid to the federal processor per directions on the application. A student should receive a Student Aid Report (SAR) in approximately 4 to 6 weeks either by mail or email (if an email address was given on the FAFSA).

Option 3 Electronically Filing at Hill College

Under special circumstances, Hill College provides electronic filing through the Office of Enrollment Management. No fee is charged for this service.

After receiving the information from the processor, the Enrollment Management office will alert the student to the information that is needed to complete his or her file. Students who wish to attend the Cleburne campus and who applied through FAFSA on the Web or mailed the application to the Central Processor will be required to submit their Data Release Number (DRN), if a correction is needed. Financial Aid awards will not be made until the student's file is judged complete in Financial Aid, as well as the Enrollment Management Office.

Rights and Responsibilities

Students have the right to know:

- What financial aid programs are available
- The deadline for submitting the application for each of the programs
- How financial aid is distributed
- Costs of attending the institution
- What resources are considered in the calculation of financial need
- The institutions refund policy
- The good standing and satisfactory progress guidelines for aid recipients
- Reviewing guidelines in the Hill College catalog

Students are responsible for:

- Completing all forms accurately and by the published deadlines
- Submitting information requested by the Office of Enrollment Management staff in a timely manner
- Keeping the Office of Enrollment Management informed of any changes in address, name, marital status, financial situation, and/or change in student status
- Reporting to the Office of Enrollment Management any additional assistance from non-institutional sources such as scholarships, or educational benefits
- Notifying the Office of Enrollment Management of a change in enrollment status
- Maintaining satisfactory academic progress
- Re-applying each year for aid
- Establishing eligibility for financial aid by attending class or in the case of an online class submitting an assignment as described by the instructor prior to the class census date. A student that does not establish eligibility prior to the class census date will be subjected to a reduction in the amount of financial aid funds he or she is eligible to receive.

Determination of Financial Need and Eligibility

The amount of financial aid that a student is eligible to receive will be determined by the "Estimated Family Contribution" (EFC) that is calculated by the Federal processor and which appears on the SAR and/or ISIR. This is the amount that a student and/or his or her family are expected to contribute towards the cost of meeting their educational expenses. Another factor that determines the amount of aid that will be received is the "Cost of Attendance" or "Cost of Education." This is the amount, as determined by federal and state guidelines, that it will cost the "average" student to attend Hill College per year (based on a 9-month budget). If you feel that you may have extenuating circumstances which might warrant additional expenses being added to your "Cost of Attendance" budget, contact the Office of Enrollment Management.

Criteria for Determining Aid

The amount of the Pell Grant to be awarded is determined by the "Cost of Attendance", the EFC, the number of hours of enrollment, and the Pell payment chart that is published by the United States Department of Education each year. After the amount of the Pell Grant has been determined, other campus-based awards may also be made based on the remaining unmet need of the applicant as well as the availability of funds.

The campus-based programs have limited funds available, and the majority of the funds are awarded to those neediest applicants who have the earliest completed files. Those students who are interested in the Work-Study Programs are required to complete a new hire application.

Student must establish Title 4 eligibility by attending a face-to-face class prior to census date. Online students should submit an instructors requirement prior to census date. If eligibility is not established prior to census date Title 4 access will be adjusted.

Estimated Cost of Attendance (Estimated Annual Amount for a Full-time Student)

	In-District	Out-of-District	Out-of-State/Nation
Tuition	1470	2160	2560
Fees	360	350	360
Books & Supplies	2415	2415	2415
Totals	4245	4935	5335
	On Campus	Off Campus	With Parents
Room & Board	3861	7564	4923
Transportation	1742	3485	3485
Personal Expenses	1742	1742	1742
Totals	7345	12791	10150

Note: To determine a student's approximate annual budget, add the appropriate institutional total to the appropriate living expense total. Financial assistance, including Federal Aid, State Aid, international scholarships, and external scholarships cannot exceed a student's cost of attendance (student budget).

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS EVALUATION

Academic progress is reviewed and evaluated at the end of the fall and spring semesters. Students receiving Title IV aid will be evaluated. Students attending full-time or less-than full-time will be evaluated. All course work will be evaluated whether or not the student received financial aid. It is the student's responsibility to request a re-evaluation, if they think that they should not be on probation or suspension.

SATISFACTORY ACADEMIC STANDARDS

MINIMUM CUMULATIVE GRADE POINT AVERAGE

2.0 or above

GPA Calculation

- Cumulative GPA includes only Hill College course work
- Grades of "W" Withdrawal are not counted in the GPA calculation
- Grades of "I" Incomplete, "F" Failing, "S" Satisfactory are counted in the GPA calculation
- For Financial Aid calculation-Developmental grades are counted in the Completion Rate and GPA

Grade Points *divided by* Semester Hours
= GPA

MINIMUM COMPLETION RATE

75% of all Attempted Hours

Completion Rate Calculation

Hours Earned *divided by* Hours Attempted
= Completion Rate

MAXIMUM TIME FRAME

150% of the published length of the degree or certificate

Maximum Time Frame Calculation

Total number
of hours in x 1.50 = 150%
degree or certificate

- ★ Dropping a course with a "W" will count against the financial aid completion rate
- ★ Students can drop a course only before the 12th class day without being penalized on the completion rate

Hours Attempted	Must Complete
20	15
19	14
18	14
17	13
16	12
15	12
14	11
13	10
12	9
11	9
10	8
9	7
8	6
7	6
5	4
4	3
3	3

- ◆ Students will be allowed to repeat a course one time when receiving a grade of "I", "W", "F", or "S"
- ◆ A grade of "D" will be considered failing in the Vocational Nursing Program or Developmental Courses
- ◆ There is a limit of 27 total hours for developmental course work
- ◆ Blank grades or I's will be considered failing until a letter grade replaces the incomplete or blank grade

Satisfactory Academic Progress Standards (SAP)

All students receiving federal and/or state financial aid must demonstrate satisfactory academic progress (SAP) in accordance with institutional, federal and/or state guidelines. All periods of enrollment at Hill College must be counted, including semesters where the student did not benefit from financial aid. There are three components included in the standards that compose satisfactory academic progress: cumulative grade point average (GPA), successful completion of courses, and time frame.

- **Financial Aid Minimum Grade Point Average (GPA):**
A cumulative GPA of at least 2.0 must be maintained upon the completion of each semester. Grades of A, B, C, D, F, and S will be included. Grades of W, and I are not included in the GPA. Transfer hours that apply toward the determined major will be included in the cumulative financial aid GPA calculation when the grades are posted on the Hill College transcript.
- **Successful completion rate:**
75% of all hours attempted each semester must be completed to successful maintain satisfactory academic progress (SAP). Hours attempted are measured according to enrollment on census date. Grades of F, W, and I are counted towards total hours attempted but not successfully completed each semester. For financial aid calculation purposes, remedial classes are counted in the completion rate.
- **Maximum Time Frame**
Federal guidelines stipulate that the maximum time frame for successful program completion may not exceed 150% of the published length of the program. Transfer hours that apply toward the determined major will count in the maximum time frame allowed. Repeated credits and remedial classes are counted in the maximum time frame calculation. Students who exceed the 150% maximum time frame limit will no longer be eligible to benefit from financial aid at Hill College.
- Students may change majors while attending Hill College. Only the hours that transfer to the new major will count towards the student's SAP. However, excessive major changes can result in a suspension status.
- Students enrolled in remedial (developmental) classes only are ineligible for federal assistance. There is a limit of 27 hours for remedial course work. Remedial hours attempted beyond the 27 hour limit will not be included in course load for determining enrollment status for Title IV payment purposes.

Students will be allowed to repeat a course one time and be awarded federal aid when receiving a grade of I, W, F, or S.

Blank grades or I's will be considered failing until a letter grade replaces the incomplete or blank grade and will count in the completion rate. Students are responsible for advising the Enrollment Management office when I's have been completed.

A grade of "D" will be considered failing in the Vocational Nursing program.

In addition to the standards indicated above, the Financial Aid Administrators may use professional judgment to terminate financial aid eligibility. This may occur in a situation such as when a student falls extensively below a satisfactory academic standard and does not have a reasonable chance to meet the standard requirements by the end of the semester, or when a student fails all of their courses in a term.

Evaluation of Satisfactory Academic Progress Standards (SAP)

Academic progress is evaluated at the end of the fall and spring semesters. All students receiving Title IV aid will be evaluated regardless of the number of hours enrolled. All course work will be evaluated whether or not the student received financial aid.

Students not meeting SAP are notified by email on their Hill College student email account. Students may also view their financial aid SAP status on their Campus Connect account. Students are responsible for checking their student email account, Campus Connect, or My Rebel for communication concerning file completion, award acceptance, and satisfactory academic progress.

Students are encouraged to enroll in summer terms to help achieve Financial Aid SAP. Students are responsible for alerting the Financial Aid administrators to reevaluate SAP at the end of the summer term.

- **Financial Aid Probation**
This is a warning semester. Students who fail to meet one or more of the stated standards during a long semester will be placed on Probation. Students on Probation will be eligible to receive financial aid during the next semester.
- **Financial Aid Suspension**
Students currently on probation, and who fail to meet one or more of the stated SAP standards will be placed on financial aid suspension. Students on financial aid suspension will not benefit from financial aid, including student loans until minimum SAP standards are met. Students on financial aid suspension are encouraged to continue their enrollment at Hill College. The student is responsible for payment of courses.
- **Re-Entry**
Students who are currently on suspension can regain an eligible status by enrolling at Hill College and successfully completing 12 credit hours with a 2.0 GPA and a 75% completion rate. These students are responsible for altering the financial aid administrators of their success. The financial aid staff will evaluate the student's progress. If a favorable SAP status has been acquired the student will be placed on financial aid probation. If the student remains above the minimum standards for the next long semester, the probation status will be removed.
- Students are responsible for notifying the financial aid administrators when they believe they have met the standards of satisfactory academic progress.

APPEALS PROCEDURE

Students not meeting SAP are notified by email with information on how to file an appeal. The application for an appeal is found on the Hill College web site under quick links. The appeal status may also be checked online. An appeal request should be completed at least 45 days prior to the end of the semester that the student is requesting financial aid. Students should be prepared with an alternate payment plan for tuition, fees, books, and supplies.

Appeals may be requested for, but are not limited to the following circumstances: personal tragedy; significant illness or injury; death of a family member; change in degree/major; or lapse of time since your previous enrollment at Hill College.

The appeal will be reviewed by a financial aid administrator and the student can view the appeal status on the Hill College Web site (Quicklinks, appeal status). If the appeal is approved, financial aid eligibility will be restored for the next semester. Future eligibility will be determined by meeting the requirements set forth by the approval. Students are responsible for checking their student email account, Campus Connect, or My Rebel for communication concerning file completion, award acceptance, and satisfactory academic progress.

If an appeal is denied, the student must complete a minimum of 12 Hill College hours, earning a 2.0 or better and a 75% completion rate prior to submitting a second appeal.

Students, whose appeal is denied, may within 10 days of receiving notification submit a second appeal. This appeal will be reviewed by the scholarship committee. The scholarship committee decisions are final and will be reported to the student in writing within 30 business days from receipt.

Dropping or Withdrawing from Courses

Reducing a student's enrollment during any semester may have significant penalty. If a student is considering dropping one or more courses or withdrawing from college after their financial aid has paid or after the end of the drop and add period, the student should contact the Enrollment Management Office to determine how this may affect their financial aid. This may include the following: 1) the student may be required to return some or all of the financial aid paid to their student account determined by the federally required return to Title IV process, 2) the student may be considered "deficient in attempted hours"; and, therefore, not making SAP progress, and 3) the student may go into repayment on federal loans if the student is enrolled less than ½ times for a period of time greater than the 6 month grace period or the grace period may be lost.

Treatment of Title IV Aid When a Student Withdraws

The law specifies how a school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law at Hill College are: Federal Pell Grants, Academic Competitiveness Grants, Stafford Loans, PLUS loans, and Federal Supplemental Educational Opportunity Grants (SEOG).

When you officially withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or Hill College or parent receive on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you receive more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all the funds that you earned, you may be due a post withdrawal disbursement (PWD). If the PWD includes loan funds, Hill College must get our permission before it can disburse them. You may choose to decline some or all of the loan funds so that you do not incur additional debt. Hill College may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the PWD.

Hill College must also get your permission before it can disburse directly to you any Title IV grant funds that are part of a post-withdrawal disbursement.

There are some Title IV funds that if you were scheduled to receive cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL funds that you would have received had you remained enrolled past the 30th day.

If you receive (or Hill College or your parent receives on your behalf) excess Title IV program funds that must be returned, your school, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that the school may

have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Hill College may also charge you for any Title IV program funds that the school was required to return. If you don't already know what the refund policy is, you can ask the school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

Unofficial Withdrawals and the Treatment of Title IV Aid

If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, Hill College must assume, for Title IV purposes, that the student has unofficially withdrawn, and use the midpoint of the semester in the calculation to determine the amount of Title IV assistance earned. If the school can verify the student's last date of attendance at an academically related activity that is beyond the midpoint of the semester that date can be substituted, in the calculation, for the midpoint date.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaide.ed.gov.

OVERDUE FINANCIAL OBLIGATIONS

All accounts must be paid when due. Before the end of each semester or term, each student should determine that all accounts are paid. Non-payment of any such accounts will be entered on the student's record, and the Office of Enrollment Management will withhold any grades, credits, diplomas, and other benefits until the obligation is discharged.

The student may be dropped from the rolls for nonpayment of any financial obligation. A service fee is charged for each returned check.

Mini-mester Courses

According to current regulations coursework taken during a mini-mester is not eligible for federal or state aid. When enrolling for a mini-mester course, you are responsible for full payment of tuition, fees, books, and supplies.

Other Benefits

Depending upon individual qualifications, students may receive benefits from the Veteran's Administration, Bureau of Indian Affairs, Social Security Administration, Workforce Investment Act, or Texas Rehabilitation Commission. Students interested in these benefits must see each organization respectively.

Veteran's Benefits and Services

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 Office of Enrollment Management is prepared to render assistance to the veteran in applying for his/her educational benefits. Veterans should make arrangements for admission to Hill College and application for veteran's benefits as far in advance of 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.

Under the post 9/11 GI Bill, the Veteran's Administration will cover tuition and fees, but only to qualifying veterans showing proof of VA benefit approval.

Benefits for Texas Veterans

Honorably discharged Texas veterans whose educational benefits from the Veterans Administration have been exhausted or lapsed may be entitled to free tuition under the state law. Texas Veterans who have exhausted their educational benefits may attend Hill College under the Hazelwood Act. All students qualifying for the Hazelwood Veteran's benefits will be exempt from tuition and educational related fees up to a maximum of 150 credit hours. Student service fees and late charges will be the responsibility of the student and are to be collected at registration.

Requirements:

1. Qualify as a Texas resident
2. Was a Texas resident at the time of entrance into the service
3. Have an honorable discharge
4. Have a copy of discharge papers (DD214) on file in the Enrollment Management Office
5. Present proof of ineligibility for educational benefits from the Veteran's Administration
6. Present proof of ineligibility for the Pell Grant or Supplemental Educational Opportunity Grant
7. Have served 180 days beyond basic training

Veterans should contact the Office of Enrollment Management for application procedures and to determine eligibility.

The Hope Scholarship Credit

Beginning January 1, 1998, students may be eligible to claim a non-refundable Hope Scholarship Credit against their federal income taxes. The Hope Scholarship Credit may be claimed for the qualified tuition and related expenses of students enrolled at least half-time in one of the first two years of postsecondary education and enrolled in a program leading to a degree, certificate, or other recognized educational credential. Eligible tuition and fees will be defined by IRS and will be offset by any grants, scholarships or refunds received.

The Hope Scholarship Credit may be claimed for payments of qualified tuition and related expenses made on or after January 1, 1998, for academic periods beginning on or after January 1, 1998. The Hope Scholarship Credit is not available for any amount paid in 1997.

The Lifetime Learning Credit

Beginning on July 1, 1998, students may be eligible to claim a non-refundable Lifetime Learning Credit against their federal income tax. The Lifetime Learning Credit may be claimed for the qualified tuition and related expenses of students enrolled in eligible educational institutions.

If a student is claiming a Hope Scholarship Credit, none of that student's expenses for that year may be applied toward the Lifetime Learning Credit.

The Lifetime Learning Credit may be claimed for payments of qualified tuition and related expenses made on or after July 1, 1998, for academic periods beginning on or after July 1, 1998. The Lifetime Learning Credit is not available for amounts paid in 1997.

For more information, contact your local Internal Revenue Service or tax preparer.

**Federal, State, and/or Hill College
Financial Aid Policies and Procedures
are subject to change.**

ADMINISTRATION OF HILL COLLEGE

Sheryl Kappus, Ph.D.	President
Billy D. Curbo	Vice President of Administrative Services
Roger C. Schustereit, Ed.D.	Interim Vice President of Instruction
Robert Riza, Ed. D.	Vice President of Student Services
Debra Hargrove, M.A.	Vice President of Human Resources and Organizational Development
Jessie White	Associate Vice President, Information Technology
William Gilker.....	Campus Manager/Dean of Students, JCC
John Bailey	Executive Director of Somervell/Bosque Operations
Russell Kunz, M.S.....	Executive Director, Continuing Ed., Corporate Training
Susan Gann	Dean of Instruction, Mathematics, Sciences, Humanities, Art, Education/Developmental Studies
Lizza Trenkle.....	Dean of Instruction, Technical Programs, Business & Computers, CE/CT
Joe Shaughnessy	Dean of Educational Support Services
Lori Moseley.....	Dean of Instruction, Health Sciences
Nancy Holland.....	Associate Dean @ Burleson
W. Scott Nalley	Associate Dean of Students, HCC
Debbie Gerik.....	Associate Dean of Financial Services
Jessica Brown.....	Associate Dean of Institutional Planning, Records & Effectiveness
Paul Brown.....	Athletic Director

STUDENT SERVICES PERSONNEL

Shane Apple	Enrollment Specialist III, Student Loans
Cindy Bastian.....	Enrollment Specialist II
Tammy Basye	Enrollment Specialist II
Jean Bauer.....	Administrative Assistant II @ Burleson
Brandi Boley.....	Enrollment Specialist I & Cashier
Traci Brown	Academic Advisor, TRIO Project Director
Matthew Busby.....	Academic Advisor, Transfer Coordinator
Cindy Clay.....	Enrollment Specialist III, VA/International Students
Phyllis Cunningham	Administrative Assistant I, Student Life
Sherry Davis	Enrollment Specialist IV, Director Student Records/Enrollment/Registration
Rachel DiBenedetto.....	Enrollment Specialist II
Terri Flynn.....	Director of Testing
Pat Garrett	Enrollment Specialist II
Carolyn George.....	Enrollment Specialist II
Vicente Guerrero.....	Testing Administrative Assistant II (Part-Time)
Melanie Hewitt.....	Enrollment Specialist II
Leslie Hipp	Enrollment Specialist I
Sue Hughes	Administrative Assistant III, V.P. Student Services
Josie Kallhoff	Career Services Coordinator/Academic Advisor
Dalerie Lamphere	Administration Assistant II
Vanessa Lovell.....	Academic Advisor, Learning Specialist/Tutor Coordinator
Frances Martinez	Enrollment Specialist II
Cindy McAllister	Academic Advisor I
Janie McPhail.....	University Center Coordinator
Tammie Nors	Administrative Assistant II
Kathleen Pustejovsky.....	Enrollment-Specialist III, Student Loans
Jan Rogan.....	Enrollment Specialist II
Susan Russell	Enrollment Specialist IV, Director of Financial Aid
Salley Schmid	Director of Counseling
Denella Stark	Enrollment Specialist II
Denise Stewart.....	Enrollment Specialist IV, Director of Concurrent Enrollment/Early Enrollment
Judy Tompkins.....	Academic Advisor II, Counseling
Brandi Turner	Enrollment Specialist III, VA/International Students
Cyndi Valerio.....	Enrollment Specialist III
Velma Volcik	Testing Administrative Assistant III (Part-Time)
Lemarian Wallace.....	Academic Advisor I, Counseling
Scott Warren, III.....	Enrollment Specialist IV, Director of School Relations & Recruiting
Sandra Wheeler.....	Administrative Assistant II, Counseling

PHILOSOPHY OF HILL COLLEGE

The Board of Regents, administrators, faculty, and staff at Hill College are committed to the concept that our college be an open door to learning. With this goal in mind, we extend an educational opportunity to students of all ages who can profit from instruction. Every effort is made to provide equal access to the educational opportunities offered at Hill College without regard to race, creed, color, age, sex, national origin, or disability.

In keeping with this philosophy, Hill College recognizes and accepts the responsibility for providing curricula for university bound students, for students seeking career opportunities in a variety of occupations, and for persons of the community seeking cultural enrichment, short-term skill training, or personal improvement opportunities. The College will seek to achieve these goals within the limits of its legal responsibilities and available fiscal resources.

MISSION STATEMENT

Hill College, a comprehensive community college, accepts as its mission the task of providing high quality comprehensive educational programs and services to the citizens of our service area which includes Hill, Johnson, Bosque, Somervell, and Hood Counties. Through comprehensive educational programs and services, which include technical, occupational, general education and college transfer curricula, the college strives to enhance the educational, cultural, and economic development of our service area and to assist both individuals and groups to prepare themselves for a more responsible and productive life.

CORE VALUES

Integrity
Educational Excellence
Student Success
Respect
Enthusiasm
Collaboration

“Respect” includes respecting differences, caring, and being “grounded in tradition.”

“Enthusiasm” includes intellectual spirit.

“Collaboration” includes civic responsibility, communications, responsiveness, and innovation through creativity.

PURPOSES OF HILL COLLEGE

The purposes of Hill College are defined in the Texas Education Code, Section 130.003, and shall be to provide:

1. technical programs up to two years in length leading to associate degrees or certificates;
2. occupational programs leading directly to employment in semi-skilled and skilled occupations;
3. freshman and sophomore courses in arts and sciences;
4. continuing adult education programs for occupational or cultural upgrading;
5. compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. workforce development programs designed to meet local and statewide needs;
8. adult literacy programs and other basic skills programs; and
9. such other purposes as may be prescribed by the Coordinating Board, Texas College and University System, or local governing boards, in the best interest of post-secondary education.

Hill College exists to serve these purposes as they relate first to the local service areas, then to the State of Texas, and finally, to the nation. It has accepted the challenge of providing the resources, curricula, instructional support, and personnel required to best serve the many educational needs of its students and adult clients.

CONTACT INFORMATION

Hill County Campus - Hillsboro

(254) 659-7600

STUDENT SERVICES	254-659-7790
Academic, Vocational Advising.....	254-659-7600
Add/Drop A Course.....	254-659-7600
Admissions/Enrollment Management.....	254-659-7600
Athletics.....	254-659-7860
Bookstore.....	254-659-7720
Business Office - tuition, fees, bills.....	254-659-7500
Career Information.....	254-659-7658
Counseling, Guidance.....	254-659-7650
Degree Plans and Advising.....	254-659-7650
Disabled Students.....	254-659-7650
Financial Aid and Scholarships/Enrollment Management ...	254-659-7600
Food Service.....	254-659-7717
Graduation/Enrollment Management.....	254-659-7650
Housing.....	254-659-7800
Library, Learning Resources.....	254-659-7830
Orientation.....	254-659-7650
Schedule of Classes.....	254-659-7820
Student Activities.....	254-659-7801
Student Employment.....	254-659-7730
Student Records/Enrollment Management.....	254-659-7650
Student Support Services.....	254-659-7650
Testing Center.....	254-659-7815
Transcripts/Enrollment Management.....	254-659-7650
Withdrawal from Classes.....	254-659-7650
INSTRUCTIONAL AFFAIRS	254-659-7820

CONTACT INFORMATION

JOHNSON COUNTY CAMPUS-CLEBURNE

Receptionist.....	(817)760-5515
Enrollment Management.....	(817)760-5600
Counseling Center.....	(817)760-5650
Business Officer.....	(817)760-5700
Testing Center.....	(817)760-5814
Continuing Education.....	(817)760-5821
Bookstore.....	(817)760-5720
Instructional Matters.....	(817)760-5916
Dean of Students & Student Activities.....	(817)760-5504
INSTRUCTIONAL AFFAIRS	254-659-7820
Burleson Campus	817-295-7392
Glen Rose Campus	254-897-4111