



## INDUSTRIAL MAINTENANCE PROGRAM STUDENT HANDBOOK 2019-2020

### WELCOME

Our faculty wishes you success in achieving your career goals. We hope you, in a student capacity, will join faculty and administration in our ongoing efforts in maintaining an outstanding and safe program. This handbook is designed to assist you in areas of requirements, policies, and procedures during your course of study in Industrial Maintenance. It is a supplement to the Hill College Catalog (<https://www.hillcollege.edu/Student/Catalog/Index.html>) and the Hill College Student Handbook (<https://www.hillcollege.edu/CampusLife/index.html>). For general information relating to the college and student information, please refer to these publications.

**The specific program rules and policies identified in this handbook must be followed to remain in good standing within the Industrial Maintenance Program.** Should you have questions or need clarification regarding any content, please feel free to discuss it with your instructor, the program coordinator or the Dean of Instruction. After reading through this program student handbook, you will be asked to sign a statement (last page of this document) acknowledging that you understand its contents.

### MISSION

In accordance with the overall mission and the strategic plan of Hill College, the Department of Industrial Maintenance seeks to provide a learning-centered environment of quality educational courses that ensures students complete their degrees, gain entry into the field of Industrial Maintenance, and are responsive to the changing needs of business/industry.

### PHILOSOPHY

The Industrial Maintenance faculty are committed to the philosophy, mission and core values of Hill College and in doing so are dedicated to the preparation of students in the field of Industrial Maintenance.

We believe that the faculty have the responsibility to plan, implement and evaluate the teaching-learning process and to provide those experiences to ensure safe practice. The student should accept the responsibility for learning as the faculty serves as only a facilitator in the learning process.

## **ACADEMIC AND STUDENT SERVICES INFORMATION**

### **ATTENDANCE AND PARTICIPATION POLICIES**

The faculty believe that experiences in the classroom and laboratory/shop cannot be adequately duplicated if a student is absent excessively. In addition, the program is designed to teach good work habits and safety practice, such as attendance.

Students must attend class at the time for which they are enrolled. Students who have a scheduling conflict must meet with the instructor immediately to discuss the conflict.

Any absences in the Fall, Spring, Summer and Mini Semesters exceeding three days is considered excessive and will place a student on departmental probation for the remainder of the semester.

If absences should exceed 10 days in one semester, the student will be requested to withdraw from the program for excessive absences. Students not withdrawing will receive a class grade of "F".

All supplies left at Hill College will become the property of Hill College after 10 days. Students are responsible for contacting the program director and making arrangements to pick up their personal supplies.

### **ATTENDANCE EXPECTATIONS**

Attend each class/lecture meeting and arrive on time and stay the entire block/class period. If an emergency arises that prevents class attendance, causes late arrival, or early departure, inform the instructor as soon as possible. Keep in mind that if you are absent, you cannot participate and this will affect your grade. Failure to attend regularly may result in an "F" in the course(s).

### **ABSENCES/TARDIES**

Absences will affect grades given on lab sheets, which could potentially lead to failure of course(s). Students are responsible for making up any work missed due to excused absences. Arrangements must be made with the instructor for make-up work to be submitted. A missed test is to be taken the first day back to class. Workbook or other assignments are to be turned in the first day back to class. Tests and other work not completed or submitted the first day back will result in a "0" grade unless documentation of extenuating circumstances is provided on the first day back.

### **REPORTING ABSENCES**

Excused absences allow students to submit make-up assignments and missed tests. Types of excused absences or documented leave of absence (LOA) are: doctor's notes, court requests, childcare issues, transportation issues, family emergencies, and other extreme circumstances approved by your instructor. Documentation for a leave of absence must be submitted prior to leave request approval.

Each student is responsible for his/her own medical care throughout the program year. If the student needs to make an appointment with his/her private physician, the student should try to schedule the time so that it does not conflict with the program schedule or class time. **You must provide documentation from a doctor to return to school if you have been absent due to an illness.**

## **SCHOOL-SPONSORED EVENTS**

A student missing class for a college-sponsored event must provide documentation from the activity sponsor listing the event date, event time, and contact information for the sponsor or designated school official prior to the event.

## **TARDINESS**

Any tardies after the first three will be counted as an absence. The instructor will advise and issue a written warning to students with excessive tardiness as tardiness affects grades.

Early departures from class will be counted as a tardies.

## **COURSE/PROGRAM WITHDRAWALS**

1. Hill College reserves the right to request at any time the withdrawal or dismissal of any Industrial Maintenance student whose health, conduct, excessive absences, personal qualities, and/or scholastic records indicate that it would make it inadvisable for the student to continue with the program.
2. If there is voluntary withdrawal from the program, the student should withdraw prior to the withdrawal deadline by submitting a request form from Enrollment Management. Withdrawal deadlines are published in the Hill College Academic Calendar (<http://www.hillcollege.edu/events/index.html>). It is the student's responsibility to follow withdrawal procedures.
3. Withdrawal courses appear on the student's record with a grade of "W". Until a student has officially withdrawn, the student remains on the class roster and may receive a grade of "F" for the course(s). Students are responsible for understanding the impact of withdrawing from a course which may impact their financial aid, veterans' benefits, GI bill, international student status, and academic standing. Per state law, first time students enrolling after the fall 2007 semester at any Texas College or University may not withdraw (receive a "W") for more than six (6) courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without penalty.

## **PROGRAM DISMISSALS**

1. It will be the discretion of the program Coordinator, Director, and/or Dean of Instruction to recommend dismissal of a student who has shown evidence of unsatisfactory practical performance, failure to follow the code of student conduct while in the classroom or shop area, receipt of multiple written disciplinary forms, excessive absences, or flagrant violations of college or program policies.
2. If the student has an unresolved problem with his/her dismissal, then he/she may proceed with the academic grievance procedures. The guidelines for grievance procedures are outlined in the Hill College Student Handbook (<https://www.hillcollege.edu/CampusLife/index.html>).

## **STUDENT ACCOMMODATIONS**

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

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## **SUPPORT SERVICES FOR 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.

## **SCHEDULE CHANGES**

Students who have registered for the semester may choose to add or drop classes during the semester. For deadlines, please refer to the Hill College Academic Calendar (<https://www.hillcollege.edu/events/index.html>).

Adding or dropping courses may affect financial aid, veterans' benefits, international student status, or academic standing. Students are advised to see a campus advisor or counselor or the appropriate department for assistance before making changes to their schedule. For further information on schedule changes, adds/drops/withdrawals refer to the student handbook or inquire within Student Information Services.

## **ADVISING SERVICES**

Hill College has a staff of professional advisors to help students make educational and career decisions, select courses, adjust to college life, understand transfer requirements, improve study skills, and develop personally and socially. The Advising and Success Center, located on all Hill College campuses, provides information on college resources and refers students to community resources when needed. Students its website at: <https://www.hillcollege.edu/Student/Advising/Index.html> for more information.

## **FINANCIAL AID**

The Hill College Student Information Services Office is available to help students locate resources to finance their education.

## **LIBRARY**

Hill College libraries offer a large selection of books, print materials, audiovisuals, electronic resources, and computer software available to students. Reference librarians are available at each campus or via e-mail or phone to assist students in finding resources and information. Library resource information and contact information is online at: <https://www.hillcollege.edu/CampusLife/Library/index.html>. For information about checking out material from the library contact the librarian.

## **TESTING CENTER**

Current Testing Center guidelines, contact names and phone numbers, and websites for the national test providers can be accessed via Hill College webpage at: <https://www.hillcollege.edu/Testing/index.html>.

## **TEXTBOOKS AND SUPPLIES**

Required textbooks and supplies and their costs may change without notice. Contact the Hill College bookstore for a current list of required materials prior to purchasing any book. An additional supply and

uniform list may be found on the program website:

<https://www.hillcollege.edu/Academics/Business-Industry/IndMaint.html>

### **PARKING**

Students are allowed to park only in designated parking areas per Hill College campus policy. All students should have in place a Hill College parking sticker affixed to their vehicle.

### **GRADUATION/COMMENCEMENT**

Each student who has completed the certificate requirements will be allowed to participate in graduation. Commencement exercises are held in May of each year. Students should work with their advisor to complete the graduation application and for application deadline information. Students not meeting requirements will not be recommended for graduation by the faculty advisor.

### **GRADE CHANGE POLICIES/PROCEDURES**

Students should discuss grade concerns with their instructor. Hill College Industrial Maintenance Technology faculty follow the college's policies on grade changes.

### **SCHOLASTIC DISHONESTY**

The Industrial Maintenance Technology department follows the college's policies for scholastic dishonesty. Information is located in the Hill College Student Handbook and in the Hill College Policy Manual.

### **NON-DISCRIMINATION**

Hill College prohibits discrimination, including harassment, against any student on the basis of age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities or employment policies. Students who believe they have been discriminated against or denied an accommodation to which they are entitled should follow the appeals procedure outlined in the Hill College Student Handbook.

### **TITLE IX SEXUAL HARASSMENT, SEXUAL ASSAULT, DATING AND DOMESTIC VIOLENCE, STALKING OR RAPE**

Hill College strives to maintain a work and educational environment free from discrimination, sexual harassment, stalking, dating and domestic violence, and related retaliation in accordance with applicable federal and state laws. Students may contact the Office of Student Services, Dean of Students, Campus Safety, or Campus Security Authority (CSAs) for assistance with reporting a complaint. Students may also make inquiries or file a complaint by contacting the Title IX Coordinator, Mr. Rex Parcels, at 254.659.7821. For more information regarding Sexual Assault, please visit the Hill College website at [http://www.hillcollege.edu/safety/sexual\\_assault.html](http://www.hillcollege.edu/safety/sexual_assault.html).

### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

The Industrial Maintenance Technology department follows the college's policies for student complaints. Information is located in the Hill College Student Handbook and in the Hill College Policy Manual.

### **SACSCOC ACCREDITATION**

Hill College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Southern Association of Colleges and Schools Revised 05/19

Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hill College.

## **INDUSTRIAL MAINTENANCE SPECIFIC RULES AND REGULATIONS**

Failure to comply with these rules and regulations will result in disciplinary action, which may take the form of a verbal warning, a written warning or referral to the Dean.

1. Students will be neatly groomed and must wear the required clothing and protective items in the shop areas.

- Safety glasses (clear lens only) at all times in the shop area.
- Earplugs in areas of high noise levels.
- No flannel type pants or shorts worn.
- No jewelry worn in the shop area.
- No hoodies in the shop area.

2. Clean-up duties are required of each student. Students are to begin the clean-up process 15 minutes prior to the end of class. This includes sweeping the immediate work area, returning equipment to the tool boxes or tool crib and assisting with the surrounding work area. Students not completing clean-up duties will obtain a verbal warning on the first offense and a written warning on the second offense. On the third offense, students will be reported to the Dean of Students.

3. An instructor must check and approve all projects. All projects are performed under supervision of an instructor and evaluated for a grade in order to monitor student's progress. No personal projects will be allowed without the prior approval of the instructor.

4. Students will be expected to do assigned practical work and projects. Refusal will result in a referral to the Dean of Instruction.

5. There will be no smoking, tobacco use, drinking or eating in the shop area. Tobacco products must be used in the designated area outside and a minimum of 25 feet from the building.

6. Students should not waste materials/supplies.

- Do not remove materials/supplies from lab/shop areas.

- Do not use material/supplies for practice or projects without instructor approval.

7. OSHA regulates the use of compressed air for cleaning in 29 CFR1910.242 (b) as follows:

Operator shall not use compressed air for cleaning themselves or clothing.

The operator shall not direct compressed air at nearby employees.

Compressed air used for cleaning work areas shall not exceed 30 psi at the outlet, and shall be permitted only with chip guarding or PPE to protect operator and others from flying debris

8. Students are prohibited from having visitors in the shop/lab area. Visitors should check in with the instructor.

9. Do not leave a machine running unattended. Make sure all moving parts have come to a complete stop before you leave the work area or make adjustments.

10. Students should handle equipment and tools with respect and safety. Mishandling, breaking, destroying, or removing of equipment or school property will result in the student being asked to leave for the remainder of the class period. Students may be referred to the Dean of Students.

- Do not use equipment or adjust equipment that you are not familiar with using.

- If at any time a student notices that equipment is damaged or in need of repair, advise an instructor immediately.

- If at any time a student suspects an unsafe condition, advise an instructor immediately.

11. Students are to report all accidents and/or injuries to an instructor immediately

12. Personnel tools may not be brought in for use in the shop area.

13. Cell Phones – Cell phones should be on silent at all times and should not be visible during class time. Students may not use cell phones during lab times; this includes texting, bluetoothing, emailing or any other cell phone function. Cell phone calls should be taken during breaks, unless an emergency arises. In case of emergency, students are to take calls outside of the classroom and lab areas.

14. Conduct – Considerate conduct is expected in order to maintain a safe environment which is conducive to learning. Students are required to follow the Hill College Code of Student

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Conduct, which is found in the Student Handbook. Profanity, complaining, undermining or arguing with an instructor will not be tolerated. The student will meet with the instructor to discuss the situation and/or resolve the difference. If the student's misconduct warrants, a written warning may be

Issued in lieu of a verbal warning or the student may be referred directly to the Dean of Students.

15. Lockers are provided for each student's use. Personal items should not be left in the lab/shop area. Lockers are to be cleaned out at the end of each semester. Items left in lockers at the end of the semester will become the property of Hill College.

16. Electronic Devices—Use of unauthorized electronic devices (devices that are not being used for the delivery of instruction) in the classroom or lab setting is prohibited.

17. Parking:

- Parking stickers should be obtained during the registration/enrollment process or from the Student Services Office. Parking stickers should be visible at all times. Students should park in the appropriate areas at each campus/center location.

- Students should not be in the parking lot or in their vehicles during class/lab times without permission. Students, who are in the parking lot or in their vehicles, except during break times, will be asked to leave for the remainder of the day.

18. Students must have a Hill College student ID, which can be obtained during registration.



# ACKNOWLEDGEMENT

I HAVE READ THE HILL COLLEGE INDUSTRIAL MAINTENANCE PROGRAM STUDENT HANDBOOK. BY SIGNING BELOW, I INDICATE MY UNDERSTANDING OF AND WILLINGNESS TO COMPLY WITH HILL COLLEGE AND INDUSTRIAL MAINTENANCE POLICIES, RULES AND REQUIREMENTS.

I AM AWARE THAT IT IS MY RESPONSIBILITY TO READ THE HILL COLLEGE CATALOG AND THE HILL COLLEGE STUDENT HANDBOOK AND TO ABIDE BY ALL OF THE RULES AND GUIDELINES SET FORTH IN THESE DOCUMENTS.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SEMESTER/YEAR

Emergency contact information

Name of contact \_\_\_\_\_

Phone number \_\_\_\_\_

Relationship to student \_\_\_\_\_



Publication Relations and Marketing Office  
**Student Photo Release Form**

I hereby grant Hill College permission to use my likeness in a photograph or a video in any and all of its publications, including outside billboards and websites, without payment or any other consideration.

I understand and agree that these materials, videos and photographs are the property of Hill College.

I hereby irrevocably authorize Hill College to edit, alter, copy, exhibit, publish or distribute these for purposes of advertising, marketing, and publicizing Hill College's programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written/physical or electronic copy, wherein my likeness appears. I also waive any right to royalties or other compensation or considerations arising or related to the use of these photographic materials.

I hereby hold harmless and release and forever discharge Hill College from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other person acting on my behalf of my estate have or may have in the future by reason of this authorization and release.

I am at least 18 years of age and am competent to contract in my own name and represent myself. I have read this document before signing and I fully understand the contents, meaning, and impact of this agreement.

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Signature

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Date

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Printed Name

If the person signing is under the age of 18, their signature must be accompanied by that of a consenting parent or guardian, as follows:

I hereby certify that I am the parent or legal guardian of \_\_\_\_\_, named above, and I do hereby give my consent without reservation or further consideration to the foregoing on behalf of this minor child.

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Signature of Parent/Legal Guardian

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Date

---

Printed Name of Parent/Legal Guardian

---

Date

**Industrial Maintenance**  
**PROGRAM STUDENT HANDBOOK**

**2017-18**

**DISCIPLINARY FORM**

This form is used to document all forms of discipline to verify student acknowledgement. A student may be sent home if an Instructor deems it necessary for any form of misconduct and/or failure to follow the policies, rules and requirements set forth by Hill College and/or the Industrial Maintenance Department.

**Reason for Discipline:**

- \_\_\_\_\_ Failure to be neatly groomed/not wearing the required clothing at all times (Rule #1)
- \_\_\_\_\_ Failure to wear protective items in the lab/shop areas at all times (Rule #1)
- \_\_\_\_\_ Not completing clean-up duties (Rule #2)
- \_\_\_\_\_ Failure to have an instructor check and approve all projects (Rule #3)
- \_\_\_\_\_ Failure to do practical work/projects (Rule #4)
- \_\_\_\_\_ Smoking, vaping, tobacco use, drinking or eating in the appropriate area or lab/shop area (Rule #5)
- \_\_\_\_\_ Failure to handle equipment and tools with respect and safety (Rule #6)
- \_\_\_\_\_ Failure to obey OSHA regulations for compressed air (Rule #7)
- \_\_\_\_\_ Bringing visitors into the shop/lab area (Rule #8)
- \_\_\_\_\_ Failure to turn machinery off or coming to complete stop (Rule# 9)
- \_\_\_\_\_ Abusing Hill college property or material (Rule #10)
- \_\_\_\_\_ Failure to report accident(s) and/or injuries to an instructor (Rule #11)
- \_\_\_\_\_ Use of personal tools in shop area (Rule #12)
- \_\_\_\_\_ Improper use of Cell Phones/I-pods (Rule #13)
- \_\_\_\_\_ Inconsiderate conduct or not maintaining a safe environment (Rule #14)
- \_\_\_\_\_ Unauthorized use of electronic devices in the classroom or lab/shop area (Rule #16)
- \_\_\_\_\_ Other \_\_\_\_\_

**Method of Discipline:**

- \_\_\_\_\_ Verbal Warning (1<sup>st</sup> offense; will be retained in the Instructor's files)

\_\_\_\_\_ Written Warning (2<sup>nd</sup> or severe offense; will be forwarded to Dean of Instruction)

\_\_\_\_\_ Referral to Dean of Students or Dean of Instruction: (3<sup>rd</sup> offense or matters of extreme noncompliance)

Your signature acknowledges this disciplinary action. It does not indicate agreement or disagreement with the action.

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF INSTRUCTOR

\_\_\_\_\_  
DATE