



# 2023-2024

# Student Handbook

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

**Johnson County Campus**  
2112 Mayfield Pkwy  
Cleburne, TX 76033  
817-760-5500

**Burleson Higher Education Center**  
517 SW Johnson Ave.  
Burleson, TX 76028  
817-295-7392

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

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

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

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## **MISSION STATEMENT**

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

## **CORE VALUES**

- Accountability
- Dedication
- Integrity
- Respect
- Positivity

## **PREFACE**

The student handbook is published for the students at Hill College and includes information concerning rights, responsibilities, services, resources, student life, and college facilities. Policies, procedures, and regulations that contribute to the orderly life of the college community are also included. Please refer to the catalog for information on items like admissions, records, graduation, and academic standards. This publication does not constitute a contract between Hill College and the students. The college reserves the right to update this handbook, when necessary, without notice. The student handbook is available on the college website and a print copy is available upon request from the dean of students and/or the student experience office.

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

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

### **Title IX Coordinator**

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

### **Deputy Title IX Coordinator**

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

### **Deputy Title IX Coordinator**

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

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

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

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

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

## **GENERAL INFORMATION**

### **Attendance Guideline**

Students are required to regularly attend all lectures and laboratory periods. Each instructor will determine how attendance affects the student's progress in the course/program and the student's final grade. Attendance requirements are in the syllabi of each course.

A student who is absent from classes for the observance of a religious holy day may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence provided that proper advance notification is given to the instructor.

A student who is called to active military service that is of a brief duration, as determined by rule adopted by the Texas Higher Education Coordinating Board, will be allowed to make up all work provided the student follows the proper advance notification procedure. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

### **Pregnant or Parenting Students**

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

Pregnant or parenting student liaison for current or incoming students:

Lizza Ross

Vice President of The Student Experience

254.659.7501 or lross@hillcollege.edu

### **Bookstore**

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

### **Catalog**

The 2023-2024 edition of the Hill College Catalog is available online at:

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

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

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

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

### **Communication**

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

- **Schoology:** Schoology is the official learning management system of the college, a central portal for student and faculty organization of courses. For log-in instructions, visit the website at <https://www.hillcollege.edu/CampusLife/Library/SchoologyLogin.html>.
  - **Calendar:** Hill College maintains an academic calendar to include information on academics, athletics, general events, Performing Arts, student activities, holidays, registration dates and more. Students should be familiar with the Hill College events calendar found at the end of this handbook and online at <https://www.hillcollege.edu/Calendars/Calendar23-24.html>
- MyHC:** Students need to become familiar with the MyHC student portal, which is a student’s online gateway to a variety of self-service tools and resources to stay connected throughout their academic career. Students may view their transcript, final grades, account status, class schedule, holds and more. For easy instructions on how to access your MyHC student portal, visit our web page at <https://www.hillcollege.edu/Student/HowTo/index.html>.
- **Rebel Alert:** Rebel Alert is an emergency notification service which gives Hill College the ability to communicate health and safety information quickly by email, text message and voice message. All employees and enrolled students will automatically be signed up for Rebel Alert using the email and phone number currently on file. However, you will need to log on to make sure your information in the file is correct and up-to-date and to select your primary contact number. Please enter your contact information for Hill College to reach you with important announcements: <https://www.getrave.com/login/hillcollege>.
  - **Student email:** All Hill College students are issued a Hill College e-mail account upon admission to the college. Hill College student email is the official form of communication for Hill College students. Information regarding student accounts, registration status, financials, events, career opportunities, inclement weather, etc. will be sent to the Hill College student email account. All Hill College students are responsible for checking their student email account regularly and for knowing the information distributed via email. For assistance with webmail login or to contact the email administrator, visit the website at <https://www.hillcollege.edu/Student/HowTo/index.html>.

### **Distribution of Literature**

Written or printed materials, handbills, photographs, pictures, films, tapes or other visual or auditory materials not sponsored by Hill College shall not be sold, circulated, distributed, or posted on any College District premises by any student or registered student organization without the written consent of the dean of students. Materials which are obscene, contain defamatory statements about public figures or others, advocate imminent lawless or disruptive action, incite, or produce disruption, harass, constitute non-permissible solicitation or are an infringement upon intellectual property rights are prohibited.

### **Distance Education**

Services and information are provided electronically to effectively meet the needs of online/distance learners. Every Hill College student is given a MyHC, online student portal. MyHC contains links to online services for advising, admission, financial services, tuition, and fees, AskRebel, campus announcements, calendar, campus resources, Schoology, apply online, library, tutoring resources, Brainfuse, local weather and more!

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of a student’s educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

In compliance with the Family Educational Rights and Privacy Act 1974, as Amended, information classified as “directory information” may be disclosed to the public without prior written consent from a student unless Hill College Student Information Services is notified in writing by the student before the census date of the term. Hill College will not be responsible for the release of Directory Information prior to receiving the **Request to Withhold/Release Disclosure of Directory Information Form** in Student Information Services. A hold will remain on the student record until the student cancels the request to withhold directory information in writing.

Hill College designates the following as directory information:

- Name
- Address
- Telephone number
- Classification
- Field of study (major)
- Dates of attendance and enrollment verification
- Degrees, date awarded, honors/designations
- Most recent previous institution attended

For additional information regarding the Family Educational Rights and Privacy Act (FERPA) or to access the Request to Withhold/Release Disclosure of Directory Information Form, please see the website at [https://www.hillcollege.edu/Admissions\\_Aid/FERPA.html](https://www.hillcollege.edu/Admissions_Aid/FERPA.html).

### **Student Records**

Student records may be reviewed in person during regular business hours without charge upon written request to the director of student information services or vice president of the student experience. For in-person viewing, the records custodian or designee may be available to explain the record and to answer questions.

Copies of records must be requested in writing and may be available at a per copy cost, payable in advance. Financial hardship cases shall be dealt with individually. A student may be denied copies of records if they fail to follow proper procedures or pay the copying charge. Hill College records management officer:

Lizza Ross, Vice President of The Student Experience  
Hill College  
112 Lamar Drive  
Hillsboro, TX 76645  
254-659-7601 or [lross@hillcollege.edu](mailto:lross@hillcollege.edu)

### **Request to Amend Records**

Within 15 College District business days of the receipt of a request to amend records by the director of student information services and/or vice president of the student experience, the College District shall notify the student in writing of its decision on the request and, if the request is denied, the student's right to a hearing. If a hearing is requested, it shall be held within ten College District business days after the request is received.

### **Food Service**

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

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

- **Avanti Markets**  
Avanti Markets, located at HCC, JCC, and BHEC are conveniently located in the Student Center and offers a wide variety of drinks and snacks to students. These options provide faculty, staff and students with food and beverage options.
- **Vending Machines**  
Vending machines are throughout campus for student convenience, including the Student Center, Residence Halls and Administration Building. Students will find Avanti Markets in the Student Center, which offers two beverage coolers, a food cooler, and a snack rack.

### **Lost and Found**

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

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

To claim property, contact the student experience office. To ensure property is returned to the rightful owner, lost, and found requires the claimant to provide valid picture identification and to sign-off on the property release log.

### **Rowdy Card**

Rowdy Card is the official Hill College student ID. All students must obtain and carry a Rowdy Card. Lost Rowdy Cards should be reported to the student experience office or dean of students. A charge of \$25 is required to replace a lost, stolen, or damaged ID card. Students will use it for:

- Meal plans
- Library use
- Athletic events/extracurricular activities
- Optional access to a Herring Bank checking account with debit card capabilities

### **Standards of Conduct**

The college student is considered a responsible adult. Student conduct on Hill College premises must not interfere with the College's orderly processes and governance. The student's enrollment in the College District indicates acceptance of those standards of conduct as listed in the College's policy governing Student Conduct: <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=649&code=FLB#localTabContent>.

### **Student Responsibility**

Each student is responsible for knowing and complying with the contents and provisions of Hill College policy, rules, and regulations, which affect the student's standing with the College. Students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student is responsible for remaining in good standing and with the College financially.

### **Student Education Record**

A student education record contains records, files, documents, and other materials that contain information related to the student and which are maintained by the college to confirm 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. All records for currently enrolled students and for all official academic records are kept in student information services. Hill College follows the Retention Schedule for Records of Public Junior Colleges (Second Edition, Effective September 22, 2010) <https://www.tsl.texas.gov/slr/recordspubs/jc.html>.

### **Tuition and Fee Schedule**

Tuition and fees are payable in full at the time of registration. Students have an option for a payment plan at the time of registration. Failure to make payments on time may result in a student being dropped from classes! Please refer to the Hill College website at <https://www.hillcollege.edu/Business/Tuition-Fees/Tuition-Fees.html> for the current tuition and fee schedule. Tuition and fees are subject to change without notice. There is a \$200 surcharge for any course attempted more than twice per Education Code 44.014, 130.0034.

### **Payment Options**

To help meet your educational expenses, Hill College is pleased to offer PAY NOW, a secure online payment system offered through our partnership with Herring Bank. Students who choose to use PAY NOW may choose to make a one-time full payment from their checking or savings account or by Visa, MasterCard, or Discover credit cards. In addition to the variety of full pay choices, the student can use the College Green Payment Plan. The payment plan option allows students to pay their tuition, fees and/or residential life charges over time, making college more affordable. Payments may also be made in person at the business office on the Hill County Campus, Johnson County Campus, or Burleson Higher Education Center. <https://www.hillcollege.edu/Business/PmtOptDis/payment-options.html>

## **Refund Policy**

Hill College shall refund tuition and mandatory fees collected for courses from which the student drops or withdraws in accordance with the Drops and Withdrawal Refund Schedule. If a course do not materialize and is canceled by the College, 100% of all applicable tuition and fees will be refunded. Any debt owed to the College will be deducted before issuing a refund. Refunds are issued by direct deposit to the student's Rowdy Card bank account or other designated direct deposit bank account, or by check mailed to the student's address of record.

<https://www.hillcollege.edu/Business/Tuition-Fees/RP.html>

## **Internet**

Wireless internet is provided to Hill College students throughout various buildings at the campus/center. Access to the College District's technology resources is a privilege. Students are responsible for adhering to policies, rules and/or agreements regarding student use of technology resources. For more information and technical support, contact the IT Help Desk at (254)659-7625 or via email at [helpdesk@hillcollege.edu](mailto:helpdesk@hillcollege.edu). For more information, visit their website at [https://www.hillcollege.edu/Faculty\\_Staff/IT/Help/IT-Helpdesk.html](https://www.hillcollege.edu/Faculty_Staff/IT/Help/IT-Helpdesk.html).

## **HEALTH AND SAFETY**

### **Active Shooter Planning**

Hill College encourages all students to be aware of their surrounding and the possibility of an active shooter situation. Students should make every day a training day with knowledge of the Avoid-Deny-Defend strategy. For more information regarding active shooter planning, please visit the website at

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

### **Campus Safety**

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

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

### **Clery Act**

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

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

- Members of the Hill College department of campus safety
- Individuals who have responsibility for campus security but are not members of the Hill College department of campus safety. An example would be an individual that monitors the entrance into buildings and property or acts as event/activity supervision.
- An institution official with significant responsibility for student and campus activities, including student residence halls, student discipline and campus judicial proceedings. Examples include deans, directors, department heads, program coordinators, coaches, trainers, residence hall managers, resident assistants, and faculty advisors to student groups.

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

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

## Coronavirus

Human coronavirus is most spread in three ways:

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

## Delta Variant

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

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

## Drug-Free Schools and Communities Act

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

## Emergency Operation Plan

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

## Emergency Action Plan

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

## Fire Alarms/Fire Safety

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

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

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

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

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

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

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

### **Health and Wellness Services**

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

### **Mental Health Resources**

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

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

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

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

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

Local Law Enforcement: 911

### **Sexual Assault**

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

If a student or employee has been sexually assaulted:

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

Federal Campus Sexual Assault Victim's Bill of Rights:

- Survivors shall be notified of their options to notify law enforcement.
- The accuser and accused must have the same opportunity to have others present.

- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

Resources:

- [Family Abuse Center](#) 800.283.8401
- [National Domestic Violence Hotline](#) 800.799.SAFE(7233) or 800.787.3224 (TTY)
- [National Sexual Violence Resource Center](#) 877.739.3895
- [Rape, Abuse, and Incest National Network \(RAINN\)](#) 800.656.HOPE (4673)
- [National Teen Dating Abuse Helpline](#) 866.331.9474 or 866.331.8453
- [Centers for Disease Control and Prevention](#) 800.232.4636
- [Family Crisis Center of Johnson County](#) 800.848.3206
- [Advocacy Center for Crime Victims and Children](#) 888.867.7233
- [Human Trafficking Hotline](#) 888.373.7888
- [Texas Council of Family Violence Hotline](#) 800.799.7233 or 800.787.3224

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

### **Sexual Harassment**

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

### **Sexual Violence**

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

### **Watches and Warnings**

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

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

### **Title IX**

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

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

#### **Title IX Coordinator**

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

#### **Deputy Title IX Coordinator**

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

#### **Deputy Title IX Coordinator**

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

254-659-7731

254-659-7793

817-760-5504

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

## **ACADEMIC INFORMATION**

### **Classification of Students**

First-year students: Students with less than 30 semester hours of credit are first-year students.

Sophomore: Students with 30-60 hours of credit are classified as sophomores.

### **Grades**

The grades used in college reports and records are A (excellent), B (above average), C (average), D (below average), F (failure), I (incomplete), W (withdrawn). (A grade of "D" given in a developmental or remedial course is not considered passing and students could not advance to the next level of courses.) The lowest passing grade for most courses 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 forty-eight grade points divided by fifteen 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. Students requesting an incomplete (I) must see their instructor for approval. 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 to improve a grade will be awarded the grade from the last attempt.

### **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 twelve semester hours.

### **Dean's List**

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

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

### **Semester Hours and Credits**

The college operates on the semester plan with two long semesters of 16 weeks each, two 8-week terms, and four summer terms of 11 weeks, 9 weeks, and 5 weeks. 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. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study.

### **Enrollment Status and Maximum Credit Load**

#### **Full Time Status:**

Fall or Spring Terms: 12 hours

Summer Term (All Terms Combined): 12 hours.

#### **Load Maximums:**

**Fall or Spring Terms (All Terms Combined): 19 hours.**

16 Weeks: 19 hours

1<sup>st</sup> or 2<sup>nd</sup> 8 Weeks: 8 hours

3 Weeks: 3-4 hours (1 course)

**Summer Term (All Terms Combined): 12 hours.**

11 Week: 12 Hours

9 Week: 10 Hours

1<sup>st</sup> or 2<sup>nd</sup> Summer Session: 6 Hours

**Overloads:**

Students attaining a grade point average of at least 3.00 and having completed a minimum of fifteen semester hours at Hill College will be permitted to carry up to a maximum of 21 hours during a regular term or fifteen semester hours during all summer terms. Approval from the dean of instruction of the student's major program or the vice president of student learning and success is required for loads exceeding these maximum numbers.

**Course Cancellations**

Hill College reserves the right to cancel a course at any time. Course cancellations include but are not limited to low enrollment in the course, instructor change, loss of instructor and/or program changes. Students enrolled in the course will be contacted by the college. A 100% refund is assessed when a cancellation occurs. Course cancellations do not affect the six (6) hours drop rule. Depending on registration availability, a course may be added to replace the canceled course. Students in a developmental course that was canceled must enroll in at least one developmental course during the term or the student will be removed from all courses at the time of the cancellation.

**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 first-year student 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 towards 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 six courses.

All courses dropped after the census date (the 12<sup>th</sup> 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 of sick, injured, or needy
3. Death in the 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 childcare.
8. Lack of financial resources (supplies, travel, etc.).
9. Hill College determines that there is another 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.

## **Examinations**

- Semester Examinations. At the end of each semester examinations are given in all subjects according to a prepared schedule. Because of the value in bringing about a general view of a whole subject, no student is excused from any final examination for any reason. No final examination may be given other than on the regularly scheduled date unless approved by the vice president of student learning and success.
- Postponed Examinations. A student who misses a semester examination for reason beyond control should petition in writing for a postponed examination. The student will be notified of the time and place of the postponed examination if the request is granted. Absence from an examination without valid reason will result in a grade of "F" for the course.

## **Resigning from the College**

When a student finds it necessary to resign from school before the end of the semester, they should obtain a resignation form from the advising and success center. Full instructions for resigning from college will be given when the resignation form is picked up. Students may also resign from the college by sending a written request for such action to the advising and success center. The request must include the student's signature, the student's current address, ID number, phone number, and course names and numbers of the courses for which the student is currently enrolled. The date postmarked on the envelope will be the official resignation date. Students who resign 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 resign before the last day to drop a class will receive a performance grade for the course: [https://www.hillcollege.edu/Admissions\\_Aid/SchedChange.html](https://www.hillcollege.edu/Admissions_Aid/SchedChange.html).

## **Schedule Changes**

Any change in a student's class schedule after registration and prior to the census date of the semester is accomplished by completing the official Advising Form obtained from the advising and success center. Students must pay a \$10.00 change of schedule fee to the business office if they wish to add or drop a course after classes begin. No course(s) may be added after the date designated by the school calendar as the last date to add a course.

## **Scholastic Standards of Progress**

1. Measure of Quality. The records of all students who attempt twelve or more semester hours will be reviewed and evaluated at least once per year. A full-time student's record will be reviewed at the end of each semester. Full-time students and part-time students who have attempted twelve or more semester hours will achieve satisfactory progress in "Good Standing" if they earn a cumulative 2.0 grade point average or higher (on a 4.0 scale).
2. Scholastic Probation. Students who do not achieve satisfactory progress (cumulative minimum G.P.A. of 2.0) will be placed on Scholastic Probation for the next long semester. Students on scholastic probation are expected to attend every class unless hindered by circumstances beyond their control.
3. Scholastic Suspension. Students who are on scholastic probation and fail to achieve minimum cumulative G.P.A. of 2.0 or higher during the next term will be placed on scholastic Suspension (suspended from enrollment for the next long semester). After serving a one semester suspension these students will be eligible to re-enter on scholastic probation.

A student may appeal this action by submitting an online appeal application if there are extenuating circumstances which might alter the suspension status. Students are notified of the appeal decision through the online appeal status. If an appeal is denied, a student may request in writing to meet with the Admissions Committee for further review of circumstances. Approved appeals may have restrictions on enrollment.

4. Continued Scholastic Probation. Continued probation instead of suspension will be in effect for students who fail to achieve the cumulative 2.0 G.P.A. but in the current semester earn twelve or more semester hours with current 2.0 or higher G.P.A. When these students attain the cumulative minimum of 2.0 or higher G.P.A., they will be in "Good Standing."

5. Re-entry. Students who have been on suspension may re-enter on scholastic probation. If they fail to meet the minimum requirements as indicated, they will be placed on scholastic suspension for one calendar year. After one year the student may be admitted on scholastic probation. Should the student still not meet the minimum

requirements, he/she will be placed on scholastic suspension again for a calendar year and may be re-admitted only upon approval through the online appeal process.

### **Standards of Progress in Remedial Courses**

Students who do not make satisfactory progress in mandatory remedial course(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.

### **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 one of the regional accrediting bodies. Each transfer student is responsible for having official transcripts from all colleges sent to Hill College. A course from an 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
- student has been identified as seeking a certificate of degree from Hill College and
- student has attempted at least six (6) semester hours at Hill College.

### **Transcripts of Credit**

Official Transcripts are free of charge. Requests for official transcripts are completed and submitted electronically through a student's MyHC student portal. Students should allow 48 hours for processing of a transcript request. Information regarding transcript requests may be found at [https://www.hillcollege.edu/Admissions\\_Aid/Admissions/Transcripts.html](https://www.hillcollege.edu/Admissions_Aid/Admissions/Transcripts.html). If a student is not sure of MyHC login information, they can review the **MyHC login** instructions. If the student's MyHC portal is no longer active or they do not have a MyHC account, the student needs to email [admissions@hillcollege.edu](mailto:admissions@hillcollege.edu). A link will be provided to the official transcript request form. If a student needs additional assistance, they may call student information services at 254.659.7600.

### **Types of Degrees and Certificates**

Hill College offers the Associate of Arts Degree, the Associate of Science Degree, the Associate of Arts in Teaching, the Associate of Applied Science Degree, Certificate of Technology, Certificate of Completion, and Occupational Skills Award.

A student who fails to graduate at the expected time and completes the remaining requirements at another institution may transfer hours of work back to Hill College. Official transcripts must be requested to be sent to the student information services office. Reverse graduation students should complete an online graduation application.

### **Withdrawal from Courses**

#### **Withdrawal Prior to Census Date (Official Reporting Date)**

Any drop of a class prior to census date will not reflect on the official transcript. Drops prior to census date can be done online during open registration periods or in the advising and success center. Any drop may affect financial aid. Please see financial aid for further information.

#### **Course Withdrawal after Census Date (Official Reporting Date)**

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 academic calendar. The request for permission to drop a course is initiated by the student by procuring a drop card from the advising and success 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. Any drop may affect financial aid. Please see financial aid for further information.

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

A student enrolled in a developmental course for TSI (Texas Success Initiative) may not drop his/her only developmental course unless they withdraw 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 considering dropping a course should contact his/her instructor before initiating a drop or withdrawal.

## **THE STUDENT EXPERIENCE**

### **Advising and Success Centers**

The Hill College advising and success centers provide an inviting atmosphere that exhibits the highest ethical and professional standards while helping students to realize and achieve their educational and career goals. The advising and success center staff works to assist students with academic and personal success and transition. Advisors and success coordinators provide information on policies and degree requirements, assist in major selection based on personal and professional goals, help with course placement, institute academic plans, accommodations, and track progress towards graduation. For more information, students can email [advising@hillcollege.edu](mailto:advising@hillcollege.edu) or visit the website at <https://www.hillcollege.edu/Student/Advising/Index.html>.

### **Disability Services**

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

### **Career Services**

Hill College offers career services through the advising and success centers. Hill College partners with the College Central Network (CCN) to provide an online job portal for students, alumni, staff, and employers to interact with the goal of connecting job-ready students and alumni with career opportunities. Services include resume writing and posting, job searching, career portfolio development, career advice, podcasts, videos, documents, career articles, and assessment. As an online tool, CCN can be accessed from any campus/center or off-site location through the Hill College website for students on and off campus with the goal of allowing students to balance employment needs with their academic demands as well as meeting the needs of distance education learners. Students and alumni can create an account profile at [www.collegecentral.com/hillcollege](http://www.collegecentral.com/hillcollege).

### **Carl D. Perkins Grant Funding**

The advising and success center staff provide information about services, workshops, accommodations, and other opportunities for assistance with student success for Career and Technical Education (CTE) students. A career and technical education success coordinator works district wide to assist students with admission, registration, degree planning and graduation requirements. Perkins funds are used to provide tutoring services for CTE students through the advising and success centers. Also, Perkins funds are used to assist students with childcare and transportation needs for those who qualify to assist in retention and increase attendance. For more information, students may email [advising@hillcollege.edu](mailto:advising@hillcollege.edu) or visit the website at <https://www.hillcollege.edu/Student/Advising/PerkinsGrant/Perkins.html>.

Hill College is committed to compliance with the Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, and national origin in any program or activity receiving federal financial assistance as well as the Department of Health, Education, and Welfare, which issued regulations implementing title

VI in 1965. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs receiving or benefiting from federal financial assistance, which issued regulations implementing Title IX in 1975. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on handicap in any program or activity receiving federal financial assistance, with the department issuing regulations implementing Section 504 in 1977. These civil rights statutes apply to all vocational education programs.

### **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 scholarships designed to recognize a student's academic, career, and technical, and/or athletic ability. These scholarships are awarded based on ability and participation in specific activities. Information and applications are available in the student information services. Any student, upon request, may review a copy of documents describing the institutions accreditation, approval, and licensing bodies by contacting the vice president of institutional affairs.

Early admissions, dual credit, 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.

FAFSA Applications for Federal Financial Aid should be submitted by the priority dates of by **July 1st** for the fall semester, **November 1st** for the spring semester, and **April 1st** for the summer semester. For federal financial aid, summer is treated as one term and the federal aid used will be considered as continuation of the prior award year.

**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 return all requested documentation on or before the stated deadlines or the deadline noted in school correspondence.**

Student loans may not be awarded after the last day to receive a "W" for any semester. These dates are published in the yearly academic calendar.

**Federal Pell Grant-** Federal Pell Grants are available to eligible undergraduate students who have not yet received a bachelor's degree or a professional degree, are enrolled as a regular student in a degree or certificate program, meet program eligibility requirements, and have submitted a valid Student Aid Report (SAR). Students must establish grant eligibility by participating in a face-to-face class prior to census date (12<sup>th</sup> class day). Students participating in online classes must establish grant eligibility prior to census date (12<sup>th</sup> 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.

Effective 7-1-2012 Ability to Benefit (ATB) assistance for students without an official high school transcript, valid GED scores, or official college transcript(s) will no longer be available. Students using ATB enrolled prior to 7-1-2012 will still be eligible for the benefit if meeting satisfactory academic progress. A student may be eligible to enroll at Hill College on individual approval but would not be eligible to receive financial aid. Please contact Student Information Services if you have further questions.

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 expected to contribute toward the students' 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 documented 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. Grant 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 grades of all F's in the student handbook.

Clock Hour Programs – Students planning to enroll in one of the following clock hour programs should be aware that clock hour programs could affect the amount of your Title IV grants and loans. It is the student's

responsibility to discuss clock hour programs with Student Information Services and the program instructor. Clock hour programs include Cosmetology, Emergency Medical Services, Fire Academy, LVN Programs, and Police Academy.

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

**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 (Federal Work Study) 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. On 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 Financial Aid Office, and a copy is given to those who apply for and/or receive Federal Work-study. Work-Study students can 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, or institutional policy and guidelines.

**William D. Ford Direct Loan Program (DL)**—Students interested in applying for a student loan will be required to complete a FAFSA, Master promissory Note and Entrance counseling. FAFSA ([www.fafsa.ed.gov](http://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, the student must 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 for at least six credit hours (half-time statuses) or 3) is no longer at Hill College.

Loan refunds will not be released for 30 days after class begins for first-year, first time borrowers. Contact the Student Information 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.

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

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

**TEXAS Grant** – Beginning with the 2014-2015 school year, community college students are no longer eligible for the initial year TEXAS Grant awards. Community College students eligible for renewal year TEXAS Grant awards should contact Student Information Services prior to enrolling in classes.

**TEXAS Equal Opportunity Grant** – To receive a 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, and not have an associate's degree or baccalaureate degree. Students who continue in college and who meet program academic standards can receive awards for up to seventy-five semester credit hours for four years, or until they receive an associate 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). Transfer students eligible for renewal year awards should contact Student Information Services and advise them of their eligibility.

**State Work–Study – This program provides limited work opportunities for eligible Texas residents and not receiving an athletic scholarship.**

**Vocational Rehabilitation** – The Texas Educational Agency, through the Vocational Rehabilitation Division, offers assistance for tuition and fees to students who are vocationally disabled because of being physically or mentally disabled. For further information, contact Vocational Rehabilitation, 2205 Austin Avenue, Waco, Texas or the TRC in your area.

**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 Student Information Services for additional information. Exemptions and waivers include, but are not limited to the following:

Blind and Deaf Students

\*\*\*AFDC or TANF

Children of Disabled Fireman and Police Officers

Competitive Academic Scholarships for Nonresident Students

High School Valedictorians

Senior Citizen (65 and over)

Students in Foster Care or other residential care

Firefighter Tuition Exemption

Peace Officer Tuition Exemption

**Other Benefits** - Depending upon individual qualifications, students may receive benefits from the Bureau of Indian Affairs, Social Security Administration, Workforce Investment Act (WIA), or Texas Rehabilitation Commission. Students interested in these benefits must see each organization, respectively.

### **Financial Aid Application Procedures**

There are three (3) options to complete a FAFSA. On all applications, Hill College must be identified as one of the schools eligible for this information. The identification number for Hill College is 003573.

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](http://www.fafsa.ed.gov). This process allows the student to enter new applications or enter renewal applications.

Option 2 Mail FAFSA to the Federal Processor (Student must call 1-800-433-3243 to request a paper FAFSA): 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 about 4 to 6 weeks by mail or email (if an email address was given on the FAFSA).

Option 3 Electronically Filing at Hill College: Hill College provides computers at the Hill County Campus, Johnson County Campus, and Burleson Higher Education Center for this purpose. No fee is charged for this service.

After receiving the information, the financial aid office will alert the student by email to the information needed to complete their file. Financial Aid awards will not be made until the student's file is judged complete by Student Information Services. Students are provided a Hill College email account upon application and are encouraged to review it often.

### **Determination of Financial Need and Eligibility**

The amount of financial aid a student is eligible for will be determined by the Expected Family Contribution (EFC) calculated by the Federal processor and appears on the SAR and/or Institutional Student Information Record (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 Student Information Services.

### **Financial Aid Satisfactory Academic Progress Standards (SAP)**

All students receiving federal and/or state financial aid must demonstrate satisfactory academic progress (SAP) in accordance with institutional, state and/or federal 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.

- **Financial Aid Minimum Grade Point Average (GPA)**  
A cumulative GPA of at least 2.0 must be maintained upon each semester's completion. 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 will be included in the cumulative financial aid GPA calculation when the grades are posted on the Hill College transcript. For financial aid calculation purposes, remedial classes are counted in the GPA.
- **Successful Completion Rate**  
67% of all hours attempted each semester must be completed to successfully 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**  
Federal guidelines stipulate that the maximum time for successful program completion may not exceed 150% of the published length of the program. Transfer hours will count in the maximum time allowed. Repeated credits and remedial classes are counted in the maximum time calculation. Students who exceed the 150% maximum time limit will no longer be eligible to benefit from financial aid at Hill College.
- Students may change majors while attending Hill College. However, excessive major changes can result in a suspension status. It is the student's responsibility to contact Student Information Services when a major is changed to determine remaining aid eligibility.
- There is a limit of thirty total hours for remedial course work. Remedial hours attempted beyond the 30-hour limit will not be included in course load for determining enrollment status for Title IV payment purposes.

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 financial aid office when I's have been completed.

The grade of "D" will be considered failing in the Vocational Nursing program. However, a grade of "D" is considered passing for financial aid and will be considered as such for financial aid satisfactory academic progress.

If a student passed a class once, then is repaid for retaking it, and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time.

For questions, please contact Student Information Services or review the Federal Register 34CFR668.2(b).

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 their courses in a term.

### **Financial Aid Evaluation of Satisfactory Academic Progress Standards (SAP)**

Academic progress is evaluated at the end of the fall, spring, and summer semesters. All students receiving Title IV aid will be evaluated regardless of the number of hours enrolled. All coursework will be evaluated if the student receives financial aid.

Students not meeting financial aid SAP are notified by email on their Hill College student email account. Students may also view their financial aid SAP status on their MyHC student portal. Students are responsible for checking their student email account, and MyHC student portal for communication concerning file completion, award acceptance, and SAP.

- **Financial Aid Warning**  
This is a warning semester. Students who fail to meet one or more of the SAP standards during a long semester will be placed on financial aid warning. Students on warning will be eligible to receive financial aid during the next semester.
- **Financial Aid Suspension**  
Students currently on warning, and those 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 the 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 for courses.
- **Re-Entry**  
Students who are currently on suspension can regain an eligible status by enrolling at Hill College and successfully completing twelve credit hours with a 2.0 GPA and a 67% completion rate. These students are responsible for alerting the financial aid administrators of their success. The financial aid staff will evaluate the students' 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.
- **\*\*\*\*Academic Plan**  
*Students requesting an appeal that would not be able to reach financial aid SAP by the end of the next semester may be considered for an Academic Plan (AP). Placing a student on an AP requires a review of the selected major and determining a time in the future when the student will meet financial aid SAP. The student will be required to meet with the financial aid processor to discuss the class requirements and to sign off indicating he/she understands the requirements. The student must meet with the processor at the end of each semester. If the requirements for the semester were not met, the student is no longer eligible for financial aid until the minimum SAP requirements are met. The student will be on suspension until financial aid SAP minimums of 2.0 GPA and 67% completion rate is met.*

### **Financial Aid Appeal Procedure**

Students not meeting SAP are notified by email with information on how to file an appeal. The appeal application is on the Hill College website under quick links and on the financial aid web page. 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 when 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 status online. If the appeal is approved, financial aid eligibility will be restored for the next semester.

Students are responsible for checking their student email account and MyHC student portal for communication concerning file completion, award acceptance, and satisfactory academic progress.

If an appeal is denied, the student must have met the requirements of the academic plan, earning a 2.0 or better and a 67% completion rate prior to submitting a second appeal.

### **Financial Aid – Dropping Course(s) or Resigning from Hill College**

Reducing a student's enrollment during any semester may have significant penalties. If a student is considering dropping one or more courses or resigning from the college after their financial aid has paid or after the end of the drop and add period, the student should contact the financial aid 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 time for a period of time greater than the 6 month grace period or the grace period may be lost.

### **Residence Halls**

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

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

### **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. Scholarships may be based on the financial need of the student (determined by the FAFSA); others have specific requirements as stipulated by the donor. For scholarship information, please go to the Hill College website at [https://www.hillcollege.edu/Admissions\\_Aid/FinancialAid/Scholar-Grants-WkStudy.html](https://www.hillcollege.edu/Admissions_Aid/FinancialAid/Scholar-Grants-WkStudy.html) or contact the student information services office. The deadline for applying for academic and endowed scholarships is **June 1<sup>st</sup>**. These scholarships are awarded yearly and must be reapplied annually.

**Academic Scholarships**—Students with a GPA of 3.0 or better, on a 4.0 scale, can apply for an academic scholarship. Applications are available on the Hill College website. Application deadline is June 1.

**Endowed Scholarships**--Hill College offers endowed scholarships. Scholarship applications are available on the Hill College website.

**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**—Athletic scholarships in programs such as basketball, rodeo, soccer, softball, baseball, and volleyball 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 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.

### **Student Information Services**

Student information services is committed to aligning resources for the purpose of enhancing the quality and diversity of student body, student learning experiences, student satisfaction, and as a byproduct to improve student retention and graduation rates of our undergraduate enrollment. Students may contact the department by email at [sis@hillcollege.edu](mailto:sis@hillcollege.edu)

### **Testing Center**

The testing center maintains the highest compliance with nationally recognized professional testing standards and practices while bridging the testing gap between instructors and students. Testing centers are at the Hill County Campus, Johnson County Campus, and Burlison Higher Education Center. Tests offered include the TSI Assessment, College Level Entrance Exam (CLEP), GED, THEA ibt (internet-based testing), HESI A2 with CT, Correspondence Proctoring Services, Person Vue and more. For more information, contact the testing center at (254)659-7816 Hill County Campus or (817)760-5815 Johnson County Campus or via email at [testing@hillcollege.edu](mailto:testing@hillcollege.edu).

### **Transfer Services**

Advisors and success coordinators coordinate University visits and information, provide transfer assistance and advising. Students meet with advisors and success coordinators to learn about admissions, financial aid, and degree plans in preparation or transferring to four-year institutions. Hill College also hosts an annual college day with representatives from four-year universities. Additionally, four-year university representatives visit the Hill County Campus, Johnson County Campus, and Burlison Higher Education Center to assist students with planning their transfer to a university. Dates and information regarding transfer activities are provided on the website at <https://www.hillcollege.edu/Student/Advising/TransferServices.html>.

### **Tutoring Services**

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

### **Workshops**

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

### **Veterans**

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

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

**Federal, State, and/or Hill College Financial Aid Policies and Procedures are subject to change. For the most up-to-date version of policies and procedures, visit our website at [www.hillcollege.edu](http://www.hillcollege.edu).**

#### **Benefits for Texas Veterans**

Honorably discharged Texas veterans whose educational benefits from the Veterans Administration have been used up or lapsed may be entitled to free tuition under the state law. Texas Veterans and/or their dependents, 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 student's responsibility 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 financial aid 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 (about 6 months) beyond basic training.

Veterans should reference the Texas Veterans Commission at [www.tvc.texas.gov](http://www.tvc.texas.gov) for eligibility requirements.

## **STUDENT LIFE AND ACTIVITIES**

### **Student Centers**

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

### **Wellness Centers**

Hill College offers wellness centers on the Hill County and Johnson County Campuses which provide various weightlifting and cardio equipment for recreational use. Hours of operation are extended to accommodate students after business hours to include evenings and weekends:  
<https://www.hillcollege.edu/CampusLife/WellnessCenter.html>.

### **Intramural Sports**

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

### **Phi Theta Kappa**

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

### **Resource Room**

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

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

The Student Government Association (SGA) represents the entire student body. It is comprised of representatives from all clubs and organizations on campus. The Student Government Association represents the student body as a

whole and is the student voice for the administration of the college. Student Government officers are elected annually at the Hill County Campus, Johnson County Campus and Burleson Higher Education Center and meet weekly. For more information, contact the student activities director, dean of students or the vice president of the student experience.

### **Clubs and Organizations**

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

## **STUDENT CONDUCT**

### **Student Accountability**

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

### **General Expectations of Conduct**

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

### **Student Misconduct**

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

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

Students are responsible to know and comply with all rules contained in the departmental, residence life and student handbooks. All students' rights and responsibilities as listed within these handbooks are applicable to all students. Disciplinary actions may be taken by campus safety, residence hall, managers, dean of students, vice president of the student experience, or the president. All Hill College employees, however, have the authority to enforce college policy on campus/centers or at a college sponsored activity. In accordance with FM and FMA policies, if the student violates the policy while on College District premises, while attending a College District activity, or while elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District operations or objectives, the following actions may be imposed singularly or in combination upon an individual:

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

## 10. Expulsion from Hill College

### **Disciplinary Measures**

Students are responsible to know and comply with all rules contained in the departmental, residence life and student handbooks. All students' rights and responsibilities as listed within these handbooks are applicable to all students. A student shall be subject to discipline, ranging from a warning, monetary fines, probation, suspension, or expulsion in accordance with FM and FMA policies if the student violates the policy while on College District premises, while attending a College District activity, or while elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District operations or objectives.

### **Alcohol**

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

### **Behavior Targeting Others**

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

### **Concealed Carry**

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

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

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

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

### **Damage to College Property**

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

### **Dating Violence**

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

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

### **Debt**

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

### **Disciplinary Record**

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

### **Dishonesty**

Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors or intentionally or knowingly providing false information to the College or intentionally or knowingly falsifying records, passes or other College related documents is prohibited.

### **Display of a Concealed Handgun**

A license holder shall not carry a partially or wholly visible handgun, or intentionally or knowingly display a handgun in plain view of another person, even if holstered, on the campus premises, including public driveways, streets, sidewalks or walkways or parking lots on the premises of the College District:

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

### **Disorderly Conduct**

Conduct, which is disorderly, violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise is a disturbance of the peace on college premises or at college sponsored activities will be confronted by Hill College staff and/or campus safety and may be addressed through student conduct. Engaging in any conduct that the College District officials might believe will disrupt the College District program, incite violence, or cause or provoke a disturbance will be addressed by Hill College staff.

### **Disruptive Activity**

Participation in any activity in or around the campus/center which interferes with teaching, administration, disciplinary proceedings, college mission, processes or functions including public-service function or other college activities will be confronted by Hill College staff and/or campus safety and when appropriate referred to the dean of students. Disruptive activity includes obstructing or restraining the passage of persons in an exit, entrance, or hallway of a building without authorization; seizing control of a building; or preventing or attempting to prevent by force or violence or threat of force or violence a lawful assembly.

### **Drugs**

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

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

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

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

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

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

### **Gambling and Other Conduct**

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

### **Harassment or Discrimination**

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

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

### **Hazing**

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

### **Interrogations and Searches**

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

### **Misuse of Technology**

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

### **Open Carry**

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

### **Pets/Animals**

Pets/animals are prohibited in the facilities of Hill College. Students with the appropriate documentation may apply for accommodations with the advising and success center if they have a medical reason to request a service or support animal.

### **Parking**

A student who plans to operate a vehicle on campus must register and obtain a Hill College parking sticker. Parking

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

### **Scholastic Dishonesty**

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

### **Solicitation**

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

### **Sexual Assault**

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

If a student or employee has been sexually assaulted:

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

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

### **Sexual Violence**

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

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

### **Stalking**

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

### **Student Transcript Notations**

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

### **Profanity**

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

### **Tobacco/E-Cigarettes**

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

### **Weapons**

Possession, distribution, sale or use of firearms, location-restricted knives, clubs, knuckles, BB guns, air soft guns, fireworks, clubs, explosives, chains, or prohibited weapons and weapon facsimiles are not allowed on the college

premises. Any student intentionally, or unintentionally, possessing, distributing, selling, or using firearms, illegal knives, clubs, or other prohibited weapons on campus/center premises will be subject to disciplinary action by the dean of students. Students that take archery as a class and bring a bow and arrow need to plan with their instructor and the dean of students.

### **Theft**

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

### **Liability**

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

### **Missing Student Notification**

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

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

## **STUDENT COMPLAINTS**

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

### **Informal Process**

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

### **Formal Process**

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

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

1. Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion follow FFDA (LOCAL) and FFDB (LOCAL).
2. Complaints concerning retaliation relating to discrimination and harassment follow FFDA (LOCAL) and FFDB (LOCAL).
3. Complaints concerning disciplinary decisions shall follow FMA (LOCAL).

4. Complaints concerning a commissioned peace officer who is an employee of the College District follow CHA (LOCAL).
5. Complaints concerning the withdrawal of consent to remain on campus follow GDA (LOCAL).

## **LEVEL ONE**

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

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

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

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

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

## **LEVEL TWO**

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

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

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

The Level One record shall include:

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

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

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

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

### **LEVEL THREE**

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

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

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

The Level Two record shall include:

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

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

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

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

### **LEVEL FOUR**

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

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

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

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

The Level Three record shall include:

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

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

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

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

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

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

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

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

#### **ACADEMIC CALENDAR**

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

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