



2019-2020

Student Handbook

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

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

**Burleson Center
130 E. Renfro
Burleson, TX 76028
817-295-7392**

www.hillcollege.edu

Approved by the Board of Regents on Tuesday, August 20, 2019.

Hill College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hill College.

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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

VISION

- Grow Hill College to be the "College of Choice"
- Showcase Hill College as a unique and innovative institution of teaching and learning
- Promote student success

PREFACE

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Hill College is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of age, race, color, religion, sex, national origin, disability, 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. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Ms. Jamie Jaska
Director of Human Resources
112 Lamar Drive
Hillsboro, TX 76645
jjaska@hillcollege.edu
254-659-7731

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

U.S. Department of Education

GENERAL INFORMATION

Attendance Guideline

Students are required to regularly attend all lecture 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 reasonably 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.

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 of time as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began.

Bookstore

The Hill College Bookstore is operated for the convenience of the students and faculty. Bookstores are conveniently located on both the Hill County and Johnson County campuses. Both new and used textbooks are available as well as book rentals, school supplies and apparel. At the end of each semester, the bookstore will repurchase or buy back a limited number of textbooks remaining in adoption at prices based on the period of use and the condition of the book. The company develops and recommends policies to the Vice President of Administrative Services. <https://www.bkstr.com/hillhillsborostore/home>

Catalog

The 2019-2020 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 Student Services 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 Student Services.

Checklist of Things to Do Your First Week

During the first week of the semester, you may feel overwhelmed with the many things that you need to accomplish. Listed below you will find some 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 student 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/EmpDir.html>.

Schoology: Schoology is the official learning management system of Hill 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 event 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/Events/index.html>.

MyRebel: Students need to become familiar with the MyRebel 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 MyRebel Log-in Instructions, visit the website 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 on 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>.

RebelMail: All Hill College students are issued a Hill College e-mail account upon admission to the college. RebelMail 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 on a regular basis and responsible to know 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 Student. 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 strictly prohibited.

Distance Education

Services and information are provided electronically to effectively meet the needs of online/distance learners. Every student at Hill College is given a MyRebel, online student portal. MyRebel 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, Smarthinking, 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 general public without prior written consent from a student unless the Hill College Student Information Services is notified in writing by the student before the census date in 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 listing
- 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.

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 Student Services. 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 on an individual basis. A student may be denied copies of records if he or she fails to follow proper procedures or pay the copying charge. Hill College Records Management Officer:

Vice President of Student Services
Hill College
112 Lamar Drive
Hillsboro, TX 76645

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 Student Services, the College District shall notify the student in writing of its decision on the request and, if the request is denied, of his or her 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:

Days	Breakfast	Lunch	Dinner
Monday - Friday	7 - 8:30am	11:30am – 1pm	5:30 – 7pm
Saturday - Sunday		12 - 1pm	5 – 6pm

- Rowdy's: A snack bar located in the Hill County Campus Student Center, Rowdy's provides faculty, staff and students with food and beverage options during hours when the Dining Hall is not available (<https://www.hillcollege.edu/CampusLife/Student%20Activities/RowdyCafe.html>).
- Vending: Food and beverage vending machines are located throughout the facilities at the campuses and centers to provide options for all on-site students during open hours.

Lost and Found

Articles which are lost and found on campus are held by Student Services. 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
Under \$300	1 month
\$300 or above	Minimum 3 months
Cash	3 months

To claim property, contact the Student Services 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.

Official Summons/Directives

Administrative officers of the college may request that a student come to the office to discuss matters concerning records, financial affairs, conduct, educational programs, or other affairs. These requests are OFFICIAL SUMMONS. Failure to respond to an Official Summons and/or failure to comply with directives given by College District personnel may result in formal disciplinary action. Verbal and/or physical abuse directed toward any college staff member will not be tolerated and violations may result in disciplinary action being taken. Students, who fail to provide identification when requested to do so by College District personnel, will be subject to disciplinary action.

Rowdy Card

Rowdy Card is the official Hill College student ID. It is required that all students obtain and carry a Rowdy Card. Lost Rowdy Cards should be reported to the Office of Student Services. A charge of \$25 is required to replace a lost, stolen or damaged ID card. Students will use it to:

- Receive financial aid disbursements
- Receive book refunds
- 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. The conduct of students on the premises of Hill College must not interfere with the orderly processes and governance of the College. The student's enrollment in the College District indicates acceptance of those standards of conduct.

Student Responsibility

It is the responsibility of each student to be knowledgeable of and to comply 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 directly 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.tsl.texas.gov/sites/default/files/public/tslac/slr/recordspubs/Schedule%20JC%20-%20Effective%202010-09-22.pdf> 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 payments 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 also has the convenience of using 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 located on the Hill County Campus, Johnson County Campus or Burseson 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,%20Fees%20and%20Other%20Charges/RP.html>

Wireless Internet

Wireless internet is provided throughout various buildings at the campus/centers. 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.

HEALTH AND SAFETY

Campus Safety

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

- Hill County Campus 254-659-7777
- Johnson County Campus 817-760-5777
- Bursleson 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.

In order to ensure all criminal activity is disclosed, the Clery Act requires Hill College to identify individuals and organizations to which crimes may be reported as a result 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 official of an institution who has significant responsibility for student and campus activities, including, but not limited to, 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>.

Drug Free Schools and Communities Act (DFSCA)

The Drug Free Schools and Communities Act (DFSCA) requires institutions of higher education to establish programs 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 more information regarding confidential referrals, resources, and educational programs, please contact the Dean of Students or visit the website at <https://www.hillcollege.edu/Safety/DFSCA.html>.

Emergency Operation Plan

Hill College is a partner with City and County Emergency Management Services. For more information regarding the Hill College Emergency Operation Plan (EOP), please refer to the plan at <http://www.hillcollege.edu/safety/Hill%20College%20Emergency%20Plan%205-18-2015%20FINAL.pdf>.

Emergency Action Plan

Hill College also has Emergency Action Plan for the college district to assist with emergency response actions for fire, medical, tornado/severe weather, armed intruder and hazardous materials. Students should be familiar with the Emergency Action Plans provided at <https://www.hillcollege.edu/Safety/Emergency.html>.

Fire Alarms

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 your face to prevent smoke inhalation
- Check the door or doorknob with the back of your 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 your name, building name, room number and situation.
- Walk quickly in an orderly manner, through the exit and continue at least 100 feet from the building.
- DO NOT re-enter the building until you are told to do so by a Hill College faculty/staff member.

Periodic fire drills will be conducted, and all students are required to participate if present. **Evacuation is absolutely 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.

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 Alcohol and Drug Abuse, Bacterial Meningitis, Ebola, Health Awareness, and Mental Health. For more information, visit the website at <https://www.hillcollege.edu/safety/health.html>.

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 is capable of giving 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.
- 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](#)
- [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

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 Office of Student Services, Dean of Students, Campus Safety, or Campus Security Authority (CSAs) for assistance with reporting a complaint. Students may also make inquiries or file a complaint by contacting the Title IX Coordinator:

Ms. Jamie Jaska, Director of Human Resources
 Hill College
 112 Lamar Drive
 Hillsboro, TX 76645
 254.659.7731
jjaska@hillcollege.edu.

For more information regarding Sexual Assault, please visit the Hill College website at <https://www.hillcollege.edu/safety/SexAssault.html>.

ACADEMIC INFORMATION

Classification of Students

Freshman: Students with less than 30 semester hours of credit are freshman.

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 48 grade points divided by 15 semester hours, thus a grade-point average of 3.20 for the semester hours attempted. Under this system a student must have at least a 2.00 for the "C" average required for graduation.

In case of illness or similar emergency, a grade of incomplete (I) may be given. 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 in an attempt 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 12 semester hours.

Dean's List

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

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

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

1st or 2nd 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

1st or 2nd Summer Session: 6 Hours

Overloads:

Students attaining a grade point average of at least 3.00 and having completed a minimum of 15 semester hours at Hill College will be permitted to carry up to a maximum of 21 hours during a regular term or 15 semester hours during all summer terms. Approval from the Dean of Instruction of the student's major program or VP of Instruction 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. 100% refund is assessed when a cancellation occurs. Course cancellations do not affect the six (6) hour drop rule. Depending on registration availability, a course maybe added to replace the canceled course. Students in a developmental course that was canceled must enroll in at least one developmental during the term or the student will be removed from all course(s) 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 freshman in fall 2007 or later.

Based on this law, Hill College may not permit a student to drop more than six courses during their undergraduate career, including courses taken at another Texas public institution of higher education. Any course that the student drops is counted 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 the total of six courses.

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

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

1. Illness
2. Care 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 child care.
8. Lack of financial resources (supplies, travel, etc.).
9. Hill College determines that there is other good cause for the student to drop the course with appropriate documentation.

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

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

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 Instruction.

- **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, he or she should obtain a resignation form from the Academic Advising and Success Center. Full instructions for resigning from college will be given at the time the resignation form is picked up. Students may also resign from the college by sending a written request for such action to the Office of Enrollment Services. The request must include the student's signature, the student's current address, social security 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.

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 Academic Advising and Student 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: https://www.hillcollege.edu/Admissions_Aid/SchedChange.html.

Scholastic Standards of Progress

1. **Measure of Quality.** The records of all students who attempt 12 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 12 or more semester hours will be considered to be achieving 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 restriction to 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 12 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. It is the responsibility of each transfer student to have official transcripts from all colleges attended 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: <https://www.hillcollege.edu/Student/Advising/TransferServices.html>.

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. All requests for official transcripts must be in written form signed by the student. Transcripts can be sent electronically via Speede servers within Texas to most public and private colleges and universities. Please allow 48 business hours for processing of transcript request. The transcript request form may be found on the web page at https://www.hillcollege.edu/Admissions_Aid/Admissions/Transcripts.html. Transcripts may be requested:

- **In person** - You can request your official transcript in person at any of the Hill College locations: Hill County Campus, Johnson County Campus or Burleson Center.
- **By mail** – Print, complete and sign the transcript request form
Mail the form to: Hill College
Student Information Services
112 Lamar Drive
Hillsboro, TX 76645
- **By fax** – Print, complete and sign the transcript request form. Fax the form to 254-582-7591.
- **By email** – Print, complete and sign the transcript request form. Scan the form and email the file to enrollmentinfo@hillcollege.edu.

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 graduation specialist in Student Information Services. 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 Academic 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 Academic 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 who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college.

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

STUDENT SERVICES

Academic Advising and Success Centers

The Hill College Academic 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 Academic Advising and Success Center staff works to assist students with academic and personal success and transition. Advisors provide information on policies and degree requirements, assist in major selection based on personal and professional goals, help with course placement, institute academic plans and track progress towards graduation. For more information, 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 (117 kB) and the Americans with Disabilities Act (ADA) of 1990 (117 kB) prohibit discrimination in the recruitment, admission, and treatment of students with disabilities. Students with qualified and documented disabilities may request accommodations which will enable them to participate in and benefit from educational programs and activities. Students must provide appropriate documentation of the disability, complete an Accommodation Request Form for special accommodation/modification, and schedule and participate in an interview with a Hill College academic advisor or success coordinator. For additional information, please visit the website at <https://www.hillcollege.edu/Student/Advising/ADA.html>.

Career Services

Hill College offers career services through the Academic 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 ultimate 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.

Carl D. Perkins Grant Funding

The Academic 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 Academic Advising and Success Centers. Additionally, Perkins funds are used to assist students with childcare and transportation needs for those who qualify as a way to assist in retention and increase attendance. For more information, visit the website at <https://www.hillcollege.edu/Student/Advising/PerkinsGrant/index.html>.

Financial Aid

The purpose of financial aid at Hill College is to provide financial assistance to any student who might be denied a college education because of insufficient funds (*based on documented need*). In addition to need-based assistance,

Hill College offers a number of scholarships designed to recognize a student's academic, career and technical, and/or athletic ability. These scholarships are awarded on the basis of 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 Office of the Vice President of External Affairs.

Early Admissions, Dual Credit 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 the purpose of 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 on 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 (12th class day). Students participating in online classes must establish grant eligibility prior to census date (12th class day) by submitting a post, submitting an assignment, or by the criteria set forth by the instructor. Award amounts adjust according to the number of hours a student is enrolled in and the award will adjust down when a student does not establish eligibility as described.

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

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

All awards from financial assistance programs funded by the federal or state government are administered according to laws and regulations governing those programs. Policy and guidelines are subject to change as required by federal, state, 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) are required each academic year. The Master Promissory Note requires a signature once every ten years. If no disbursement is made within one year of signing, then the student will be required to sign a new Master Promissory Note. Entrance and Exit counseling are required for the loan program. Policy and guidelines concerning loan counseling are ongoing and subject to change. Please refer to the website for the latest instructions on loan procedures. Repayment on a student loan begins 6 months after one of the following events: 1) the student graduates, 2) ceases to be enrolled at least 6 credit hours (half-time status) or 3) is no longer 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.

Some TPEG funds are 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 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 75 semester credit hours for four years, or until they receive an associate's degree, whichever comes first. The academic requirements for continuing in the program are completion of at least 75 percent of the hours taken in the prior academic year, plus an overall financial GPA of at least a 2.5 on a 4.0 scale (subject to change). Transfer students eligible for renewal year awards should contact Student Information Services and advise of their eligibility.

State Work-Study – This program provides a limited number of work opportunities for eligible students who are Texas residents and are not receiving an athletic scholarship.

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

Texas Exemptions and Waivers – The State of Texas and Hill College provide and fund several tuition and/or exemption 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 that are eligible to receive the 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. 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 approximately 4 to 6 weeks either by mail or email (if an email address was given on the FAFSA).

Option 3 Electronically Filing at Hill College

Hill College provides computers at the Hill County Campus, Johnson County Campus and Burleson 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 that is needed to complete his or her 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 that a student is eligible to receive will be determined by the Expected Family Contribution (EFC) that is calculated by the Federal processor and which 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 frame.

- **Financial Aid Minimum Grade Point Average (GPA)**
A cumulative GPA of at least 2.0 must be maintained upon the completion of each semester. Grades of A, B, C, D, F, and S will be included. Grades of W, and I are not included in the GPA. Transfer hours 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 Frame**
Federal guidelines stipulate that the maximum time frame for successful program completion may not exceed 150% of the published length of the program. Transfer hours will count in the maximum time frame allowed. Repeated credits and remedial classes are counted in the maximum time frame calculation. Students who exceed the 150% maximum time frame limit will no longer be eligible to benefit from financial aid at Hill College.
- Students may change majors while attending Hill College. 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 30 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 of 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 course work will be evaluated whether or not the student received 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 MyRebel student portal. Students are responsible for checking their student email account, and MyRebel 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 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 of courses.
- **Re-Entry**
Students who are currently on suspension can regain an eligible status by enrolling at Hill College and successfully completing 12 credit hours with a 2.0 GPA and a 67% completion rate. These students are responsible for alerting the financial aid administrators of their success. The financial aid staff will evaluate the student's progress. If a favorable SAP status has been acquired, the student will be placed on financial aid probation. If the student remains above the minimum standards for the next long semester, the probation status will be removed.
- Students are responsible for notifying the financial aid administrators when they believe they have met the standards of satisfactory academic progress.
- ******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 will be required to meet with the processor at the end of each semester. If it is determined that 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 application for an appeal is found on the Hill College website under Quick Links and can be located 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 that the student is requesting financial aid. Students should be prepared with an alternate payment plan for tuition, fees, books, and supplies.

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

The appeal will be reviewed by a financial aid administrator and the student can view the 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 MyRebel 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 penalty. 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 men and women. 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 accommodations to have designated rooms. 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 provide 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 in order to reserve a room. Room assignments are made on a first come, first serve basis. Student preference will be accommodated while space is available. Where no preference is expressed, room assignments are made as applications are received. 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. Some scholarships are based on financial need of the student (determined by the FAFSA); others have specific requirements as stipulated by the donor. For scholarship information, please go to the Hill College website at https://www.hillcollege.edu/Admissions_Aid/FinancialAid/Scholar-Grants-WkStudy.html or contact the Student Information Services. The deadline for applying for academic and endowed scholarships is **June 1st**. These scholarships are awarded on a yearly basis and must be reapplied for annually.

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

Endowed Scholarships--Hill College offers several 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-- Scholarships in programs such as men’s and women’s basketball, men’s and women’s rodeo, men’s and women’s soccer, women’s softball, men’s baseball, women’s 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** in order for the award to be credited to the student’s account in time for registration. Non-Institutional scholarships and/or awards will be credited to a student’s account only after there is a signed statement from the donor stating that payment will be made directly to the college.

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.

Testing Center

The Hill College 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 located at the Hill and Johnson County Campuses. 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.

Transfer Services

Academic Advisors and Success Coordinators coordinate University visits and information as well as 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 Burleson 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 Academic 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 assistant. Additionally, Smarthinking is an online tutoring service that Hill College makes available to all students. Smarthinking provides tutoring in mathematics, Biology, Chemistry, Physics, Economics, Accounting, Statistics, Spanish and other subjects. For more information, contact the Academic Advising and Success Center at (254)659-7650 or via email at advising@hillcollege.edu.

Workshops

Throughout the year, Academic 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 minute 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

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 and the Business Office are prepared to render assistance to the veteran in applying for his/her educational benefits. Veterans should make arrangements for admission to Hill College and application for veteran's benefits as far in advance of the contemplated registration date as possible. As enrollment certifications are not mailed to the Veterans Administration until after the official census date of each term, VA students should be prepared to pay their tuition and fees at the time of registration.

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.

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 responsibility of the student and are to be collected at registration.

Requirements:

1. Qualify as a Texas resident
2. Was a Texas resident at the time of entrance into the service
3. Have an honorable discharge
4. Have a copy of discharge papers (DD214) on file in the 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 beyond basic training

Veterans should reference the Texas Veterans Commission at 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 Center are a place 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 persons 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 providing various weight lifting 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 that is dedicated to creating an atmosphere in which 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 Office of Student Life. Intramural sports are voluntary, and Hill College accepts no responsibility or liability.

Phi Theta Kappa

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

Rebel Resource Room

The Rebel Resource Room stocks 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 Rebel Resource Room on the Hill County Campus, in the Administration Building: <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 to the administration of the college. Student Government officers are elected annually at the Hill County Campus, Johnson County Campus and Burleson Center and meet weekly. For more information, contact the Office of Student Life.

Clubs and Organizations

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

Phi Theta Kappa, Ping Pong Club, Student Ambassadors, Sigma Phi Omega, Student Government Association, United Christian Fellowship and United Way Student Leadership.

STUDENT CONDUCT

Student Accountability

As adults, 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 any Hill College policy/procedure or State of Texas or federal law.** Such behavior will result in disciplinary action, which can include, but is not limited to, monetary fines, community service, probationary periods, suspension and expulsions.

Student Misconduct

When a student is confronted with possible 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

Disciplinary actions may be taken by Campus Safety, Residence Hall Managers, Dean of Students, Vice President of Student Services, or the President. All Hill College employees, however, have the authority to enforce college policy on campus/centers or at a college sponsored activity. 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, and damage
5. Banned from student activities, specific building or entire campus
6. Scholastic penalties – failing grade on assignment, examination or in 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 as students are prohibited from using or being under the influence of intoxicating beverages on College District premises or off premises at a College District-sponsored activity. Students and their guests are required to comply with state and local statues as well as college policy concerning use, possession, control, manufacture, transmission, sale, distribution and consumption of intoxicating beverages. 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 but not limited to 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 where notice is not required to be posted:

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

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 the dumpsters located in close proximity 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

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

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 reasonably believe will substantially disrupt the College District program or incite violence 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.

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, bong, hookah pipes, clips, residue, seeds and stems, bowls, a smoke filled residence hall 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

Gambling on Hill 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 strictly prohibits hazing with or without the consent of a student.

Interrogations and Searches

College District official 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 official may initiate a search in accordance with 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, 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 strictly 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.

Parking

A student who plans to operate a vehicle on campus must register the vehicle and obtain a Hill College parking sticker. Parking stickers are available in the Office of Student Life on the Hill County Campus or from Student Services at the Johnson County Campus and Burleson Center. There are designated parking areas for student and visitors. Areas designated for residents are located adjacent to Residence Halls on the Hill County Campus. Reserved spaces for Residence Hall Managers and handicapped 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, but not be limited to, cheating, plagiarism and collusion.

Solicitation

No soliciting or selling is allowed on Hill College property unless prior approval has been granted by Student Services through compliance with the Solicitation Policies.

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 strictly 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 and E-Cigarettes

The use and sale of all tobacco and/or e-cigarette products is prohibited inside all College District facilities. Smoking, dipping, and chewing are only allowed in designated areas. Students who are found with residue from, or items such as, but not limited to, 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

BB guns, air soft guns, firearms, fireworks, illegal knives, clubs, explosives, chains, or prohibited weapons and weapon facsimiles are not allowed on the college premises. Possessing martial arts weapons or decorative weapons, including knives, are considered to be a violation of college regulations expressly forbidding possession of weapons on college property. 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 make arrangements with your instructor and the Dean of Students.

Theft

It is illegal for students to be in possession of any property that is not their own. This includes, but is not limited to, 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 as a result of 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 home owner'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

When there is a concern about a student, the Dean of Students should be contacted immediately. Students have the option to register an emergency contact number which will be made available to those who have a 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 the age of 18 will automatically have their parent or guardian notified as required by law. Reports of missing students will be referred to local law enforcement. 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 in order 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 the concerns. Concerns should be expressed as soon as possible.

Formal Process

A student may initiate the formal process by timely filing a Hill College Student Complaint Form. The Hill College Student Complaint Form may be filed by hand-delivery, electronic communication, including email and fax, or U.S. Mail.

According to FLD (LOCAL), Student Complaints, 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).

LEVEL ONE

A Hill College Student Complaint Form – Level I must be filed:

1. Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.
In most circumstances, students shall file Level One complaints with the department chairperson or student services counselor. 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 forwards 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 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 academic dean or dean of students to appeal the Level One decision.

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.

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 Hill College Student 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 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.

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

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

LEVEL FOUR

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

The appeal notice must be filed in writing, on a Hill College Student Complaint Form – Level IV, within ten days after receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline.

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

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

The Level Three record shall include:

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

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

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

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

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

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

ACADEMIC CALENDAR



Hill College Academic Calendar 2019-2020

FALL 2019

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Holidays	
Labor Day	September 2, 2019
Thanksgiving	November 27-29, 2019
Christmas Break	December 19, 2019-January 8, 2020
Martin Luther King Jr. Day	January 20, 2020
Spring Break	March 16-20, 2020
Good Friday	April 10, 2020
Summer Hours Begin	May 18, 2020
Memorial Day	May 25, 2020
Summer Hours End	August 5, 2020
<i>Administrative Offices Closed During All Holidays Every Friday Administrative Offices are closed during Summer Hours</i>	

Fall 2019	
All Staff Day (Administrative Offices Closed)	August 16, 2019
Residence Halls Open	August 22, 2019
Graduation (No Ceremony)	December 12, 2019
Registration	
Fall Online Registration Opens (All Terms)	April 15, 2019
Drop/Add (1st 8 Week & 16 Week)	August 26-30, 2019
Drop/Add (2nd 8 Week)	October 21-25, 2019
December Mini Registration Opens	October 1, 2019
Drop/Add (May Mini)	December 17, 2019
Financial Aid Deadlines*	
Fall 2019 FAFSA	July 1, 2019
Spring 2020 FAFSA	November 1, 2019
Summer 2020 FAFSA	April 1, 2020
* Deadlines for FAFSA are priority deadlines. Financial Aid will continue to process aid applications after deadlines, but students should make other payment arrangements for tuition and fees until applications are complete.	

Payment Deadline	
Course Drops for non-payment are processed weekly. Payment is due at registration. Reinstatements for course drops are permitted up to the Census Date in the term.	
1st 8 Week No Reinstatements After	September 3, 2019
16 Week No Reinstatements After	September 11, 2019
2nd 8 Week No Reinstatement After	November 28, 2019
Dec. Mini No Reinstatement After	December 17, 2019
Additional late fee applied on registration after 1st class day of term.	

Course Dates	
Start Date	
16-Week	August 26, 2019
1st 8 Week	August 26, 2019
2nd 8 Week	October 21, 2019
December Mini	December 16, 2019
Census Date	
16-Week	September 11, 2019
1st 8 Week	September 3, 2019
2nd 8 Week	October 28, 2019
December Mini	December 17, 2019
Last Date to Withdraw	
16-Week	November 15, 2019
1st 8 Week	October 4, 2019
2nd 8 Week	November 22, 2019
December Mini	December 27, 2019
Final Exams	
16-Week	December 9-12, 2019
1st 8 Week	October 18, 2019
2nd 8 Week	December 12, 2019
December Mini	January 3, 2020
End Date	
16-Week	December 12, 2019
1st 8 Week	October 18, 2019
2nd 8 Week	December 12, 2019
December Mini	January 3, 2020

Faculty Dates	
Unofficial Roster Certification	
16 Week	September 4, 2019
Official Roster Certification	
16-Week	September 13, 2019
1st 8 Week	September 4, 2019
2nd 8 Week	October 29, 2019
December Mini	December 18, 2019
Progress Reporting	
*Only required to report D & F Grades	
16-Week	September 30-October 4, 2019
1st 8 Week	N/A
2nd 8 Week	N/A
December Mini	N/A
Grades Due	
16-Week	December 13, 2019
1st 8 Week	October 21, 2019
2nd 8 Week	December 13, 2019
December Mini	January 6, 2020



Hill College Academic Calendar 2019-2020

SPRING 2020

JANUARY	FEBRUARY	MARCH	APRIL	MAY
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Holidays	
Labor Day	September 2, 2019
Thanksgiving	November 27-29, 2019
Christmas Break	December 19, 2019 - January 5, 2020
Martin Luther King Jr. Day	January 20, 2020
Spring Break	March 16-20, 2020
Good Friday	April 10, 2020
Summer Hours Begin	May 18, 2020
Memorial Day	May 25, 2020
Summer Hours End	August 6, 2020
Administrative Offices Closed During All Holidays	
<i>Every Friday Administrative Offices are closed during Summer Hours</i>	

Spring 2019	
Faculty/Staff Report for Work	January 9, 2020
All Staff Day	January 10, 2020
Administrative Offices Reopen to Public	January 13, 2020
Residence Halls Open	January 16, 2020
Graduation (Ceremony)	May 14, 2020
Registration	
Spring Registration Opens	October 15, 2019
Drop/Add (1st 8 Week & 16 Week)	January 21-24, 2020
Drop/Add (2nd 8 Week)	March 23-27, 2020
May Mini Registration Opens	March 1, 2020
Drop/Add (May Mini)	May 19, 2020
Financial Aid Deadlines*	
Spring 2020 FAFSA	November 1, 2019
Summer 2020 FAFSA	April 1, 2020
Fall 2020 FAFSA (New Award Year)	July 1, 2020

* Deadlines for FAFSA are priority deadlines. Financial Aid will continue to process aid applications after deadlines, but students should make other payment arrangements for tuition and fees until applications are complete.

Payment Deadline	
Course Drops for non-payment are processed weekly. Payment is due at registration. Reinstatements for course drops are permitted up to the Census Date in the term.	
1st 8 Week No Reinstatements After	January 28, 2020
16 Week No Reinstatements After	February 5, 2020
2nd 8 Week No Reinstatement After	March 30, 2020
May Mini No Reinstatement After	May 19, 2020
<i>Additional late fee applied on registration after 1st class day of term.</i>	

Course Dates	
Start Date	
16-Week	January 21, 2020
1st 8 Week	January 21, 2020
2nd 8 Week	March 23, 2020
May Mini	May 18, 2020
Census Date	
16-Week	February 5, 2020
1st 8 Week	January 28, 2020
2nd 8 Week	March 30, 2020
May Mini	May 19, 2020
Last Date to Withdraw	
16-Week	April 19, 2020
1st 8 Week	February 28, 2020
2nd 8 Week	May 1, 2020
May Mini	May 28, 2020
Final Exams	
16-Week	May 11-14, 2020
1st 8 Week	March 13, 2020
2nd 8 Week	May 14, 2020
May Mini	June 4, 2020
End Date	
16-Week	May 14, 2020
1st 8 Week	March 13, 2020
2nd 8 Week	May 14, 2020
May Mini	June 4, 2020

Faculty Dates	
Unofficial Roster Certification	
16 Week	January 29, 2020
Official Roster Certification	
16-Week	February 7, 2020
1st 8 Week	January 29, 2020
2nd 8 Week	March 31, 2020
May Mini	May 20, 2020
Progress Reporting	
*Only required to report D & F Grades	
16-Week	February 24-28, 2020
1st 8 Week	N/A
2nd 8 Week	N/A
May Mini	N/A
Grades Due	
16-Week	May 15, 2020
1st 8 Week	March 23, 2020
2nd 8 Week	May 15, 2020
May Mini	June 8, 2020



Hill College Academic Calendar 2019-2020

SUMMER 2020

MAY						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY						
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Holidays	
Labor Day	September 2, 2019
Thanksgiving	November 27-29, 2019
Christmas Break	December 19, 2019 - January 8, 2020
Martin Luther King Jr. Day	January 20, 2020
Spring Break	March 16-20, 2020
Good Friday	April 10, 2020
Summer Hours Begin	May 18, 2020
Memorial Day	May 25, 2020
Summer Hours End	August 6, 2020
Administrative Offices Closed During All Holidays	
<i>Every Friday Administrative Offices are closed during Summer Hours</i>	

Summer 2019	
Graduation (No Ceremony)	August 13, 2020
Registration	
Summer Registration Opens	April 1, 2020
Drop/Add (11 Week)	May 21-26, 2020
Drop/Add (Summer I & 9 Week)	June 8-11, 2020
Drop/Add (Summer II)	July 13-16, 2020
Financial Aid Deadlines*	
Summer 2020 FAFSA	April 1, 2020
Fall 2020 FAFSA (New Award Year)	July 1, 2020
Spring 2021 FAFSA	November 1, 2020
* Deadlines for FAFSA are priority deadlines. Financial Aid will continue to process aid applications after deadlines, but students should make other payment arrangements for tuition and fees until applications are complete.	

Payment Deadline	
Course Drops for non-payment are processed weekly. Payment is due at registration. Reinstatements for course drops are permitted up to the Census Date in the term.	
11 Week No Reinstatements After	June 11, 2020
9 Week No Reinstatements After	June 17, 2020
Summer I (5 Week) No Reinstatement After	June 11, 2020
Summer II (5 Week) No Reinstatement After	July 16, 2020
Additional late fee applied on registration after 1st class day of term.	

Course Dates	
Start Date	
11-Week	May 21, 2020
9-Week	June 8, 2020
Summer I 5 Week	June 8, 2020
Summer II 5 Week	July 13, 2020
Census Date	
11-Week	June 11, 2020
9-Week	June 17, 2020
Summer I 5 Week	June 11, 2020
Summer II 5 Week	July 16, 2020
Last Date to Withdraw	
11-Week	July 16, 2020
9-Week	July 16, 2020
Summer I 5 Week	July 2, 2020
Summer II 5 Week	August 6, 2020
Final Exams	
11-Week	August 6, 2020
9-Week	August 6, 2020
Summer I 5 Week	July 9, 2020
Summer II 5 Week	August 13, 2020
End Date	
11-Week	August 6, 2020
9-Week	August 6, 2020
Summer I 5 Week	July 9, 2020
Summer II 5 Week	August 13, 2020

Faculty Dates	
Official Roster Certification	
11-Week	June 15, 2020
9-Week	June 18, 2020
Summer I 5 Week	June 15, 2020
Summer II 5 Week	July 20, 2020
Grades Due	
11-Week	August 10, 2020
9-Week	August 10, 2020
Summer I 5 Week	July 13, 2020
Summer II 5 Week	August 17, 2020