

STUDENT LIFE

Student Activities

The College encourages and promotes a program of extracurricular, cocurricular, and other student activities. Student participation depends upon the formation of student clubs, organizations, and honorary societies, as well as the production of student publications and the success of activities. Students are encouraged to participate in available activities and give suggestions concerning future events or desired clubs. Notifications about activities are provided through the campus digital screens, email, campus life alerts via text message, and College social media outlets.

Student Government

Elections are held each fall and spring to select students to represent the Highland student body. The Student Senate is an active group charged with recognizing campus clubs and organizations, developing inter-organizational cooperation, promoting student life on campus, and representing the student body in shared governance. Election to the Student Senate is an honor but also a significant responsibility.

Music

The Highland Music Department offers students the opportunity to participate in vibrant performance ensembles, which include the Chamber Singers, Royal Scots, Chorale, Concert Band, Orchestra, and Jazz Ensemble. Vocal and instrumental groups are open to all interested HCC students regardless of major. Course credit is available and is tuition-free.

Theatre

Highland provides a high-quality theatre experience. Any student, faculty, staff, or community member can actively participate in college theatrical productions on stage or behind the scenes. The theatre department offers a wide range of theatrical programs during the school year, including a children's theatre production for area elementary school students and the popular Summerset Theatre.

Prairie Wind

Prairie Wind is an award-winning annual publication collecting the best artwork, photography, literature, poetry, and music submitted by the many talented members of Highland Community College and artists in neighboring communities.

Intramural Sports

Students can participate in individual, co-educational, and team sports in the intramural program. If a particular sport is not offered, the intramural director will determine if sufficient participants are available to make a new sport or activity available.

Intercollegiate Sports

Highland is a member of the National Junior College Athletic Association, Region IV, and the Arrowhead Athletic Conference. Highland teams participate in men's golf, men's and women's basketball, men's and women's bowling, women's volleyball, women's softball, men's baseball, men's and women's cross-country, and e-sports.

Forensics

The Highland Forensics team participates in a nationally recognized student academic activity. Students attend intercollegiate forensics

tournaments throughout the year to present at various public-speaking events. The Forensics Program is open to all students.

Clubs and Organizations

Formal student groups are a vital part of any college experience. Clubs and organizations give students with similar interests a format for developing friendships and intellectual growth. Participation in campus activities allows for educational growth outside the formal classroom setting and helps students become active citizens on the campus and in their respective communities. Official Campus Clubs are listed on the College website. Information about forming a new club or organization is available through the Student Services Office.

Awards

Each year, Highland offers awards to recognize academic excellence, leadership, character, and service. The College president presents the Citizenship Award to two outstanding graduating sophomores. Other awards given by Highland include student government awards, honor student awards, and division awards.

Phi Theta Kappa

Phi Theta Kappa is an international honor society for community college students who have demonstrated academic excellence. To be eligible for membership, a student must have earned a GPA of 3.5 and completed 12 semester hours of baccalaureate degree coursework. Students who are eligible for membership each semester are contacted by letter and invited to attend an orientation meeting. A normal induction ceremony is held each spring and fall.

The benefits of being a member of Phi Theta Kappa include formal recognition for academic excellence and eligibility for scholarships at senior institutions. Phi Theta Kappa also provides opportunities for individual growth and development through scholarship, fellowship, leadership, and service.

Members wear gold stoles with the honor insignia at graduation and receive diplomas with the Phi Theta Kappa gold seal. For more information, call 815-599-3664.

Code of Conduct

Highland Community College respects the civil rights and liberties of each member; however, it is imperative that the College be free from coercion, harassment, and disruption to allow for the exchange and expression of ideas. It is also imperative that the College and the activities it sponsors remain safe and drug- and alcohol-free to enhance the pursuit of education and learning.

Students, student organizations, and campus visitors are expected to conduct themselves in such a manner as to be a credit to themselves, their organizations, the College, and the community. Violating local, state, or federal laws at any college-sponsored activity (on or off campus) or at any activity involving the use of Highland property will be considered a violation of the Code of Conduct and will result in disciplinary action.

It is expected that students will:

- Meet instructor expectations for attendance
- Be aware of all course and college requirements
- Complete all assignments in accordance with instructor expectations
- Meet all financial obligations to the College
- Register properly for classes each semester

- Fulfill all degree, certificate, or individual program requirements
- Follow college regulations and local, state, and federal laws
- Act honestly in all situations
- Respect faculty, staff, college personnel, and other students
- Make appropriate use of college equipment, grounds, and facilities

It is expected that student organizations and campus visitors will:

- Follow college regulations and local, state, and federal laws
- Make appropriate use of college equipment, grounds, and facilities
- Respect faculty, staff, college personnel, other students and organizations

The following are examples of unacceptable behavior while on Highland's Campus or at any Highland-sponsored activity or event:

- Giving false or misleading information to any College employee
- Tampering with or destroying any College record
- Possessing, being under the influence, supplying, or selling any alcoholic beverage, controlled substance, non-prescription drug, narcotic, or stimulant
- Using loud or abusive language
- Creating a hazard, physical or emotional, for others, self, or things
- Blocking access to buildings, rooms, driveways, or other access ways
- Using campus or other College controlled facilities without authorization
- Obstructing or disrupting of teaching, learning, studying, or other College activities
- Threatening, attempting, or committing physical violence
- Damaging, destroying, or unlawfully possessing College facilities or property
- Theft
- Hazing
- Possessing and/or using knives, guns, or any weapon
- Violation of any College regulation, local, state, or federal law will be subject to referral to criminal/civil authorities for investigation and/or action
- Operating any vehicle in an unsafe or reckless manner
- Parking or using a vehicle in unauthorized areas
- Skate and scooter equipment is allowed on campus for transportation purposes. Recreational use of these apparatus and recreational vehicles is acceptable only during college-approved activities.

Sanctions for Behavior Misconduct

Violations of the Student Code of Conduct or failure to fulfill expectations are subject to disciplinary action. Disciplinary action may include, but is not limited to, the following:

Warning: A written or spoken notice that continuation or repetition of violations of the Student Code of Conduct may be cause for more serious disciplinary action. (College personnel, Instructor, Dean, Vice President of Student Development and Support Services, or designee)

Disciplinary Probation: A written statement disqualifying a student or organization from participating in any or all College activities, holding an office or leadership role, or other limitations for a specified length of

time. (Vice President of Student Development and Support Services or designee)

Other Appropriate Sanctions: Depending upon the misconduct, other appropriate sanctions may include restitution, no trespassing notification, or an educational sanction such as participation in a specific program(s), either of an educational, rehabilitation, or counseling nature. (Vice President of Student Development and Support Services or designee)

Suspension: A written notice of exclusion from classes, privileges, and/or activities for a specific period of time. (Vice President of Student Development and Support Services or designee)

Dismissal: A written termination of student status for an indefinite period of time. (Vice President of Student Development and Support Services or designee)

Temporary Suspension by Instructor

An instructor has the authority to temporarily remove a student from the classroom if the instructor determines that the continued presence of the student would disrupt the educational process or endanger the physical well-being of others in the classroom or immediate area. All temporary removals from the classroom must be reported to the appropriate Dean or supervisor and the Vice President of Student Development and Support Services or designee within one (1) working day of the removal. Further disciplinary sanctions may be applied.

Authority to Impose Temporary Suspensions from the College

If the presence of any person or organization is an immediate and serious threat to other persons, property, or programs on the Highland campus or other college facilities, the President of the College or designee may impose an interim suspension from the College. The President or designee has the authority to remove or continue the suspension for the well-being of the College. During the suspension, the affected person or organization shall not enter or remain on Highland premises without the President or designee's prior written permission.

Notification and Due Process Procedures

1. Faculty, staff, or students shall notify the Vice President of Student Development and Support Services or designee within two (2) College business days that a student or organization is accused of violating, or has violated, the Student Code of Conduct.
2. The student or organization shall be notified by the Vice President within seven (7) College business days that they have been accused of violating the Student Code of Conduct. A meeting with the student or organization representatives shall be scheduled to discuss the alleged violations. The Vice President shall issue a written decision relating to sanctions. Copies of the decision shall be sent to the student or organization and placed in the student's or organization's file.
3. The student or organization may appeal the decision of the Vice President to the Judicial Review Board. The appeal must be in writing to the College's Affirmative Action Officer and made within seven (7) College business days from the issuance of the decision. The hearing before the Judicial Review Board is to take place within ten (10) College business days after receipt of the appeal. Decisions resulting in dismissal require a hearing before the Judicial Review Board. Appeals related to suspension must be heard by the Judicial Review Board. Other sanctions may or may not be heard by the Judicial Review Board.

Student Judicial Review Board

The following procedures shall be used by the Highland Student Judicial Review Board:

1. The Student Judicial Review Board hears appeals under the Student Code of Conduct, Academic Integrity and Academic Misconduct, and Other Student Academic Complaints outlined in the College catalog.
2. On the occasion that a Student violation necessitates serious penalties such as suspension or dismissal, it is the duty of the Student Judicial Review Board to provide a hearing, if requested or required, to determine proper disciplinary action and ensure that due process was delivered to the student. If the student is found innocent of the alleged violation of the Student Code of Conduct, it is the duty of the Student Judicial Review Board to refer the responsibility to the appropriate administrator to ensure that the student has the opportunity to make up all work missed and to expunge the disciplinary complaint from his/her record. The Student Judicial Review Board, upon review of complaints not involving suspension or dismissal, may elect not to hear a case and concur with prior actions taken.
3. The Student Judicial Review Board shall be composed of the following seven members: the Affirmative Action Officer or his/her designee, two administrators appointed by the President of the College, two faculty members appointed by the President of the Faculty Senate, and two Students appointed by the President of the Student Senate. A Recorder may be assigned to assist the Student Judicial Review Board. The Presiding Officer of the Student Judicial Review Board will be the Affirmative Action Officer or their designee. Appointments to the Student Judicial Review Board will be made as needed. In appeals related to personal or private health information, the student filing the appeal may elect that no Student will be appointed to the Student Judicial Review Board.
4. The student's written appeal will be shared with the appointed Student Judicial Review Board members prior to a hearing. No member of the Student Judicial Review Board who has a direct interest in the case shall sit in judgment of that case. A member of the Student Judicial Review Board determined to have an interest in the case shall be replaced by the authority making the original appointment.
5. The first hearing will be held within 10 school days after receipt of the appeal. The selection of the hearing date(s) will be made by the Affirmative Action Officer. Although the student's academic schedule will be taken into consideration, the Affirmative Action Officer will determine the hearing date(s) and will provide the date(s) to the Student and the Student Judicial Review Board.
6. The student and the HCC representative may provide documents for the Affirmative Action Officer to distribute to the Student Judicial Review Board for their review prior to the hearing.
7. A verbatim record of the hearing shall be taken, and the entire proceeding shall be electronically recorded.
8. Student Judicial Review Board meetings are closed and by invitation only. All details of the hearing are confidential.
9. If accepted for hearing, both parties to the appeal will present additional supporting documents and information at the first hearing date.
10. The Student Judicial Review Board sits in review of a decision made by faculty or administration. The Student Judicial Review Board has the authority to uphold, reverse or modify the decision being appealed. Decisions by faculty or administration are presumed

correct and it is the burden of the student to produce evidence to support the decision to be overturned or modified.

11. At the conclusion of a hearing, the Student Judicial Review Board will discuss the case, outside the presence of the parties, and subsequently render their decision (e.g., uphold, reverse or modify the decision being appealed or reconvene for additional hearing).
12. The Student Judicial Review Board's decision will be delivered to the student filing the appeal and the HCC representative within 24 hours of the completion of the hearing. The decision will be delivered by the Presiding Officer of the Student Judicial Review Board.
13. The Student Judicial Review Board's written decision is the final internal appeal opportunity in the Student judicial rights due process.
14. The Affirmative Action Officer will maintain a record of all hearings and pertinent documents.
15. The Student Judicial Review Board members are not to discuss matters before the Board with anyone and are to respect the privacy of all persons involved. Questions about a Student Judicial Review Board case should be directed to individual Student Judicial Review Board members and the assigned Affirmative Action Officer.
16. Providing false or misleading information at the hearing or to the Student Judicial Review Board is against College policy.
17. The Student Judicial Review Board members shall not retaliate against any person or party for participating in a matter before the Student Judicial Review Board.
18. Any interference by a College employee in this process may be reported to the employee's supervisor and may subject the employee to possible discipline.
19. The Student Judicial Review Board may request that the Presiding Officer contact the College attorney for legal counsel.

The responsibilities of the student after submitting a written appeal include:

1. Students may submit documentation to support their appeal to the Affirmative Action Officer within 48 hours of filing their appeal. These documents will be shared with the Student Judicial Review Board for review prior to the hearing.
2. Student may provide to the Affirmative Action Officer a list of possible witnesses to support their appeal. Prior to testimony, witnesses shall identify themselves and state their relationship to the present case.
3. If accepted for hearing, student may present their appeal at the first Student Judicial Review Board hearing.
4. Student may have an advisor, parent or guest with them at the hearing. The advisor, parent or guest is allowed to hear the proceedings of the Student Judicial Review Board, but are not permitted to speak or intervene during these proceedings.
5. The student is entitled to question the HCC Representative and any witnesses.
6. Student Judicial Review Board meetings are closed and by invitation only. All details of the hearing are confidential.
7. Questions outside of a Student Judicial Review Board hearing should be directed to the assigned Affirmative Action Officer rather than individual Student Judicial Review Board members.
8. Providing false or misleading information is against College policy.
9. The student shall not retaliate against any person or party for participating in a matter before the Student Judicial Review Board.
10. Any interference by a Student or witness in this process risks having charges or additional charges filed against them.

The responsibilities of the HCC Representative (decision-maker) include:

1. HCC Representative may submit documentation to support their decision related to the appeal matter to the Affirmative Action Officer within 48 hours of notification from the Affirmative Action Officer of the filing of an appeal. These documents will be shared with the Student Judicial Review Board for review prior to the hearing.
2. HCC Representatives may provide the Affirmative Action Officer with a list of possible witnesses to support their decision. Prior to testimony, witnesses shall identify themselves and state their relationship to the present case.
3. If accepted for hearing, HCC Representative may present their documentation to support their decision at the first Student Judicial Review Board hearing.
4. The HCC Representative is entitled to question the student and any witnesses.
5. The HCC Representative will follow through with the final decision of the Student Judicial Review Board.
6. The HCC Representative will maintain confidentiality.
7. Student Judicial Review Board meetings are closed and by invitation only. All details of the hearing are confidential.
8. Questions outside of a Student Judicial Review Board hearing should be directed to the assigned Affirmative Action Officer rather than individual Student Judicial Review Board members.
9. Providing false or misleading information is against College policy.
10. The HCC Representative shall not retaliate against any person or party for participating in a matter before the Student Judicial Review Board.
11. Any interference by a College employee in this process may be reported to the employee's supervisor and may be subject to possible discipline.

Academic Integrity and Academic Misconduct

Academic integrity rests on two principles: first, that academic work is represented truthfully as to its source and its accuracy; second, that academic results are obtained by fair and authorized means. "Academic Misconduct" occurs when either of these guiding principles is knowingly violated. Examples of these violations include:

1. **Cheating:** Giving, using, or attempting to use unauthorized materials, information, notes, study aides, or other devices in any academic exercise, including unauthorized communication of information.
2. **Fabrication and Falsification:** Unauthorized alteration or invention of any information or citation in an academic exercise.
3. **Plagiarism:** Using another's ideas, words, or work and misrepresenting or presenting them as your own original work without properly citing or acknowledging the source.
4. **Artificial Intelligence (AI) Usage:** Using generative AI to create any academic coursework, unless otherwise indicated in the course syllabus.
5. **Facilitating Academic Misconduct:** Giving or attempting to help another commit an act of academic misconduct.
6. **Tampering with Materials, Grades, or Records:** Interfering with, altering, or attempting to alter records, grades, or other documents without authorization from an appropriate College official for the purpose of changing, falsifying, or removing the original information found in such records.

Sanctions for Academic Misconduct

Tier 1: Any of the following sanctions may be imposed at the discretion of the instructor. Once the sanction has been imposed, the instructor will file an academic misconduct report with the instructor's Dean or supervisor. If the Dean or supervisor determines that this is a second offense, he/she will notify the Vice President/Chief Academic Officer, Academic Services so that Tier 2 sanctions may be imposed.

1. An oral reprimand;
2. A written reprimand to the student;
3. An assignment to repeat the work or an alternate assignment;
4. A reduction in grade on the assignment;
5. A reduction in course grade;
6. A failing grade in the course.

Tier 2: Sanctions are imposed by the Vice President/Chief Academic Officer, Academic Services when the student has been found responsible for two or more previous academic misconduct offenses or when the conduct is deemed egregious. Academic misconduct probation is defined as a specified period of time (no longer than one academic year) during which student privileges are revoked and further violations will lead to suspension from the College. **Note:** Except for Tier 2C, when these sanctions are imposed, an "XF" designation is entered into the transcript, indicating that academic dishonesty has occurred. Student privileges are revoked until the sanction is lifted or the student completes remediation. See Section C under "Procedures and Rights":

1. Academic misconduct probation;
2. Temporary suspension from the College;
3. Permanent dismissal from the College.

Procedures and Rights

1. An instructor may, with due notice to the student, treat as unsatisfactory any student performance that is the product of academic misconduct. The instructor will issue written documentation of incident(s) and sanction(s) to the student and to the Dean to whom the instructor reports. If the student has been found responsible for a prior incident, the Dean will notify the student and the faculty member involved that Tier 2 sanctions will be imposed.
2. If a student wishes to protest a grade based upon work judged by an instructor to be a product of academic misconduct, they must follow the procedures outlined in the "Grade Complaints" section below. If the student wishes to protest a verbal or written warning, they must follow the "Non-Grade Complaint" procedures outlined below.
3. With the exception of the Tier 2C sanction, students receiving other Tier 2 sanctions and a failing grade in the course will receive an "XF" on the college transcript, indicating that academic dishonesty has occurred. This will remain on the transcript until the student completes a remediation program and/or academic integrity counseling. Students receiving Tier 2 sanctions are prohibited from participating in College-sponsored extracurricular activities. This includes, but is not limited to, athletic events, clubs, and other college organizations. Once the remediation program is completed or the probation or suspension period has been lifted, the "X" designation is removed, and privileges are reinstated.

Other Student Complaints

Highland Community College students have the right to express their opinions regarding treatment in academic or service matters. The

following process is for complaints that are not related to academic grades. For grade complaints, see the grade complaints procedure.

Students shall express concerns initially with the appropriate faculty or staff member within seven (7) College business days of the occurrence that gives rise to the complaint. If the complaint is not resolved to the student's satisfaction, the student may request a review of the complaint by the Dean or supervisor to whom the instructor or staff member report.

The request must be in writing and must be received by the Dean or supervisor within five (5) College business days after the initiated attempt at resolution. The Dean or supervisor will discuss the complaint with the instructor or staff member and student before deciding the appeal. The Dean or supervisor shall issue a written response covering the outcome of the review within seven (7) College business days after receipt of the request.

The instructor or staff member will be briefed about the response to the student. If the result of the Dean's or supervisor's review is unsatisfactory to the student, the student may appeal in writing to the Vice President/Chief Academic Officer, Academic Services within five (5) College business days after receipt of the Dean's response, or to the appropriate Vice President in the case of a staff member.

The Vice President/Chief Academic Officer, Academic Services or VP shall review the complaint fully and issue a written reply within ten (10) College business days of receipt of written student appeal. If the result of the Vice President/Chief Academic Officer, Academic Services's or VP's review is unsatisfactory to a student, a written appeal may be made to the Judicial Review Board within five (5) College business days of receipt of the Vice President/Chief Academic Officer, Academic Services's or VP's reply.

Grade Complaints

Highland Community College students have the right to express their concerns regarding course grades. Students shall initially express their concerns to the appropriate faculty or educational staff member within five (5) college business days of a contested grade being made available to the student.

If the complaint is not resolved to the student's satisfaction, the student may request a review of the complaint by the Dean or supervisor to whom the instructor reports. The request must be made in writing and must be received by the Dean or supervisor within five (5) College business days after the initiated attempt at resolution.

The Dean or Supervisor will discuss the complaint with the student and instructor before deciding the appeal. The Dean or Supervisor shall issue a written response summarizing the situation and covering the outcome of the review within five (5) College business days after receipt of the request. The instructor will be given a copy of the written response to the student. If the result of the Dean's or Supervisor's review is unsatisfactory to the student, or if the instructor who gave the initial grade disagrees with the Dean's or Supervisor's resolution of the issue, the student or the instructor may appeal in writing, including a copy of the Dean or Supervisor's written response to the Vice President/Chief Academic Officer, Academic Services within five (5) College business days after receipt of the Dean's or Supervisor's response. The Vice President/Chief Academic Officer, Academic Services shall review the complaint fully and attempt to mediate within five (5) College business days. If unsuccessful, the Vice President/Chief Academic Officer, Academic Services will issue a written summary and decision within five (5) College business days. If the result is unsatisfactory to the student or instructor,

either the student or instructor may file a written appeal, including a copy of the Vice President/Chief Academic Officer, Academic Services's written summary and decision to the Grade Appeals Committee. The written appeal shall be submitted to the committee within five (5) College business days after the written decision of the Vice President/Chief Academic Officer, Academic Services. The committee shall review the prior decisions and the supporting materials and will hear testimony from the student, instructor, and anyone else the committee deems appropriate. The committee shall issue a final written decision within ten (10) College business days after receiving the written appeal. The decision of the committee shall be final and binding on all parties.

The committee shall consist of two College administrators or professional staff appointed by the President of the College, two faculty members appointed by the President of the Faculty Senate, and one student senator appointed by the President of the Student Senate. No member of the Grade Appeals Committee who has a direct interest in the case shall sit in judgment of that case. A member of the Grade Appeals Committee determined to have an interest in the case shall be replaced by the authority who made the original appointment. Any parties involved in the appeal (e.g., students or faculty) shall not discuss the appeal with committee members outside of the committee meeting. Both parties will have an equal opportunity to address the committee. The charge of the committee shall be to review the merits of the appeal on the basis of the original complaint. No additional basis or justification for the complaint shall be admitted. The appeal will be upheld if the committee finds that a mistake or unfair treatment occurred, leading directly to the contested grade.

Sexual and Other Harassment Complaints

Highland Community College is committed to maintaining a safe and healthy educational and employment environment that is free from harassment and other forms of discrimination based on sex, pregnancy, sexual orientation, and gender-related identity and expression. The College prohibits all forms of sex-based misconduct, including, but not limited to, sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment based on protected characteristics under its Sexual Misconduct and Violence (3.27), Discrimination-Related Harassment (4.035), and Sexual Harassment (4.034) policies.

It is the policy of Highland Community College to comply with Title IX of the *Education Amendments of 1972* ("Title IX"), the *Violence Against Women Reauthorization Act* ("VAWA"), Title VII of the *Civil Rights Act of 1964* ("Title VII"), the *Illinois Human Rights Act*, the *Jeanne Clery Campus Safety Act* ("Clery Act"), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Employees or students found to have engaged in prohibited misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College. Contractors, visitors, and any other third parties found to have engaged in prohibited misconduct will be addressed in accordance with the authority of the College in the context of the relationship of the third-party to the College.

An individual who believes he/she has been harassed should report the harassment to the Vice President of Student Development and Support Services (Title IX Coordinator), Director of Human Resources (Affirmative Action Officer and Investigator), Manager of Career Services (Investigator), Human Resources Manager (Investigator) or the Dean of

Nursing and Allied Health (Investigator) within 45 days of the date of the alleged event or incident.

The Investigator(s) will process the complaint according to the process identified in the College's Sexual and Other Harassment or Sexual Misconduct and Violence Policy. The Resources and Rights for Victims, policies, and procedures for confidential and other reporting may be found on the website at highland.edu/student-information/student-right-know (<https://highland.edu/student-information/student-right-know/>).

Hazing

Highland Community College is committed to fostering a safe, healthy, and inclusive environment for all. College student groups (e.g. registered student organizations, intramural, club and athletic teams, and other recognized student groups) and individual students are prohibited from hazing. Students, student groups, and athletic teams are essential contributors to Highland's mission, offering meaningful experiences that promote leadership, connection, and personal development. Acts of hazing undermine these core values and are prohibited under Illinois law. As such, Highland Community College forbids any form of hazing, whether conducted alone or in collaboration with others on or off campus.

Hazing is defined as any intentional, knowing, or reckless act committed by a person whether individually or in concert with others, against another person or persons regardless of the willingness of such other person or person to participate. This act is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization. Hazing includes acts that:

- Cause or create a risk of physical or psychological injury
- Result in humiliation, intimidation, or demeaning treatment
- Go beyond the reasonable risks typically encountered during participation in a Highland Community College Student Organization

Reporting

Highland Community College encourages all members of the campus community who are aware of, have witnessed, or experienced conduct that they believe constitutes hazing to report the violation. Reporting options include:

- Code of Conduct Violation
- Report in person to Campus Security, Room H114
- Call the on-campus Security at 815-599-3652
- Report incident online using the Incident Reporting system on highland.edu
- Call 911

Investigating Incidents

The Vice President/CSSO, Student Development & Support Services, or designee, will investigate and address reports of hazing violations in accordance with the Highland Community College Code of Conduct. In addition, reports of hazing may be investigated by the on-campus Security Department, with support from other law enforcement agencies, as outlined in of the Code of Conduct. All disciplinary actions and appeals will follow the procedures established in the Code of Conduct.

Illinois State Law

720 ILCS 5/12C-50. Hazing.

1. A person commits hazing when he or she knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution, if the act is not sanctioned or authorized by that educational institution and the act results in bodily harm to any person.
2. Sentence. Hazing is a Class A misdemeanor, except that hazing that results in death or great bodily harm is a Class 4 felony.

Campus Transparency Report

An institution is not required to develop a Campus Hazing Report until the institution has a report and a finding of a hazing violation. When one is reported and founded then the report must be posted on the College website with specific information and updated every 6 months.

Assessment of Student Learning Outcomes

According to its mission, Highland Community College is committed to providing quality education and learning opportunities. Central to assuring quality is the College's program of assessment of student learning outcomes.

Highland Community College's faculty and staff members have identified student learning outcomes to help measure and promote student learning in the general education core curriculum, identified programs in the transfer curriculum, and the occupational programs leading to the AAS degree.

Students will participate in activities designed to assess learning in Highland's academic and occupational programs or within individual courses or courses of study. This partnership of learners and teachers will assist Highland in its efforts to continuously improve the quality of teaching and learning at the institution.

Highland has identified six General Education outcomes, also known as Institutional Outcomes, that apply to all degree-seeking students.

- Written Communication: Students will be able to produce written work that displays college-level skills, insight, and critical thinking through meaningful and appropriate content.
- Oral Communication: Students will be able to prepare and deliver a purposeful presentation designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.
- Critical Thinking: Students will be able to evaluate and create arguments that consider a variety of issues, ideas, artifacts, and events.
- Quantitative Literacy: Students will demonstrate the ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations.
- Information Literacy: Students will engage in reflective discovery of information, evaluate information based on an understanding of how it is produced and valued, synthesize information to create new knowledge and participate ethically in communities of learning.
- Diversity: Students will recognize diversity in the global community and model culturally competent civic and social participation.

Highland has also identified four Student Services learning outcomes.

- Personal Competency
- Identity, Diversity, and Inclusion
- Leadership Development
- Community Engagement

Information Technology Services Policies

The Information Technology Services Acceptable Use Policy and Password Policy below were updated in 2024 and are likely to be updated regularly based on changes in technology and user behavior. The latest version of these guidelines can be found on the College's website at highland.edu (<https://highland.edu>). The version found on the College Website supersedes this printed version and will be considered the current official College policy.

Highland Community College provides technology resources to meet the College's purpose, to support our educational and community values, programs and initiatives. Highland Community College's Information Technology Services department's goal is to provide high-quality services to the campus community to facilitate and enhance learning. To ensure these goals and expectations are met, these policies must be followed when using the technology resources of the College.

Information Technology Services Acceptable Use Policy Scope

This policy defines the acceptable use of computing resources owned, operated, and managed by Highland Community College. This policy applies to all persons accessing or using Highland's technology resources, including all employees, students, affiliates, volunteers, or visitors at the College, hereafter referred to as users.

Policy

To promote an excellent information and network security posture for Highland Community College, users must comply with institutional and external standards for appropriate use, whether on campus or from remote locations.

The purpose of this policy is to outline the acceptable use of computing resources and any information maintained in any form and any medium within the College's computing resources, and to explain violations of acceptable use. Additionally, all creation, processing, communication, distribution, storage, and disposal of information by any combination of college resources and non-college resources are covered by this policy, which supplements all applicable College policies, including harassment, patent and copyright, student and employee disciplinary policies, and FERPA, as well as applicable federal and state laws.

Highland Community College values the privacy rights of all individuals using its computing resources. As a usual business practice, Highland does not routinely monitor individual usage of its computing resources. Nonetheless, users should be aware that all computing resources are the property of Highland. As such, the College may access and monitor computing resources and any information stored on or transmitted through those computing resources, for legitimate business purposes, including, but not limited to, system monitoring and maintenance, complying with legal requirements, police investigations, investigating security incidents, and administering this or other Highland policies. Further, to protect systems on the Highland network, the College may, without prior notice if deemed necessary, remove compromised devices from the network, block malicious traffic from entering the network, and

prohibit devices within Highland's network from connecting to known malicious outside entities.

User Accounts

The use of Highland's computer systems and network requires that the College issue a user account. Every computer user account issued by Highland is the responsibility of the person whose name it is issued. Users are responsible for any activity originating from their accounts that which they can reasonably be expected to control. Under any circumstances, accounts and passwords may not be used by persons other than those to whom the Highland Network Administrator has assigned them. In cases when unauthorized use of accounts or resources is detected or suspected, the account owner should change the password and report the incident.

College-recognized clubs and student organizations may be issued a user account. Club advisors shall designate a particular person(s) (e.g., club president) authorized to act on behalf of the club or organization. This person(s) is responsible for all activity on the account and will be subject to College disciplinary procedures for misuse.

The College employs various measures to protect the security of its computing resources and its user's accounts. Users should be aware, however, that the College cannot guarantee security and confidentiality. Users should therefore engage in "safe computing" practices using long complex passphrases, employing Multifactor Authentication, and guarding their passwords and MFA methods.

User Responsibilities

Users of Highland Community College's technology resources have a shared responsibility with the College's Information Technology Services staff to maintain the integrity of systems, services, and information.

User responsibilities include:

1. To use the College's technology resources responsibly, only for college business purposes, and consistent with the terms of this policy. All college business is to be conducted on college-owned or college-contracted services. User's personal activities need to use non-Highland accounts, email accounts, data storage, and devices.
2. To access only files and data that the user owns, that are publicly available, or to which the user has been given authorized access by the data owner.
3. To use only legal versions of copyrighted software in compliance with vendor license agreements.
4. To comply with College, federal, state, and local regulations regarding access and use of information resources (e.g., College policies regarding the sensitive information and dissemination of information outside the campus, Federal Copyright Act, The Family Education Rights and Privacy Act, Gramm-Leach-Bliley Act, Red Flag, HIPAA, codes of professional responsibility, etc.).
5. To keep technology accounts (computer, network, and application) secure:
 - a. Lock Highland devices when leaving unattended.
 - b. Do not share personal credentials or privileges with others. Access to technology resources is not transferable.
 - c. Report suspected unauthorized access to a supervisor or the Information Technology Services department.

d. Allow all ITS Department software and security patches to install.

6. To keep all institutional data in safekeeping. Specifically, information containing any personally identifiable information (PII) or data of students, staff, or others should not leave the institution in a digitally unsecured method and should always be stored on the College's storage drives.

7. To ensure digital content is compliant with other College policies, copyright laws, and applicable local, state, federal laws (including, but not limited to: Americans with Disabilities Act and Web Content Accessibility Guidelines 2.0). Published digital content is not to be used for commercial purposes or for activities not related to the purposes of the College, without written authorization from the College.

8. To inform the ITS department when planning for a new service, or when changing an existing college service or function. The only exceptions are if the service or function does not, in any way, interface with technology.

9. No user shall seek to hold Highland Community College liable for damage resulting from unauthorized interception, use, misuse, damage, or destruction of information resources. Each authorized user shall hold Highland Community College harmless and indemnify it for any expense or loss caused by their own unauthorized interception, use, misuse, damage, or destruction of information resources, or by violating this policy.

Violations of Acceptable Use

Violations of this Policy include, but are not limited to:

1. Illegal Use - Using computing resources to upload, download, transmit, post, or store any material or data that, intentionally or unintentionally, violates any applicable local, state, national or international law, or violates the rules, policies, or procedures of the College or any college department is prohibited. Transmitting, uploading, downloading, or storing any material that infringes upon an existing copyright, trademark, patent, trade secret, or other legal right using computing resources is also prohibited.

2. Threats or Harassment - Using computing resources to transmit material or data that causes or encourages physical or intellectual abuse, damage, or destruction of property or that knowingly causes or encourages harassment, explicit or implied, is prohibited.

3. Transferring of Use - Permission to use computing resources is granted to individuals and may not be transferred to others. Sharing of a username/password assigned to an individual is expressly prohibited. Use of another user's ID or seeking to access another user's account is prohibited. Similarly, individuals may not use their user credentials to provide access to Highland's wireless network to other individuals. The following will be considered theft of services.

- a) Acquiring a username in another person's name.
- b) Using a username without the explicit permission of the owner and Information Technology Services.
- c) Allowing another person to use one's username without the explicit permission of Highland's ITS department.
- d) Using former system and access privileges after association with Highland has ended.

4. Malicious Content - The use of Highland computing and messaging systems to transmit material that contains malicious content, such as malware or phishing scams, or any other content that may damage

computer systems or collect or misuse personal information is prohibited.

5. Intercepting Communications - Using packet sniffers, password capture applications, keystroke loggers, and other tools that perform similar behavior or any form of network wiretapping on computing resources is prohibited. Using such tools to diagnose, analyze, or mitigate ongoing service issues or security violations may be permitted when conducted by authorized personnel.

6. Forgery or Impersonation - Falsifying or removing identifying information on computing resources with intent to deceive, defraud, or misguide is prohibited. Impersonation of other persons or groups with the intent to harm is prohibited. Unauthorized use of the College's registered Internet domain name(s) is also prohibited.

7. Unauthorized Access or Penetration Attempts (i.e., "hacking") - Unauthorized access or penetration attempts of Highland computing resources, or a remote entity using Highland computing resources, are prohibited. Users must not use computing resources to impair or damage the operations of any computers, networks, terminals, or peripherals.

8. Service Interruptions - Using computing resources to permit or promote activity that adversely affects the integrity or performance of computing resources is prohibited. Denial of service attacks, forged packet transmission, and similar actions may be permitted when conducted by authorized College personnel.

9. Circumvention of Controls - Deliberately circumventing security controls or exploiting vulnerabilities at Highland or any other network from Highland equipment or network is prohibited. Gaining access by exceeding the limits of assigned authorization is likewise prohibited. Users shall not develop or use procedures to alter or avoid the accounting and monitoring of the use of computing facilities. For example, users may not utilize facilities anonymously or by using an alias. They may not send messages, mail, or print files that do not show the correct username of the user performing the operation.

10. Excessive or Unreasonable Use - Users shall not use information technology resources excessively. Excessive use of information technology resources by a particular user or for a particular activity reduces the amount of resources available to satisfy the needs of other users. Excessive use may degrade or jeopardize system functionality and result in significant costs to the College. Some examples of excess use may include writing a program or script or using an Internet bot to perform a repetitive task such as attempting to register for a class or purchasing event tickets online.

11. Fraudulent Activity - Using computing resources to transmit material or communications to promote a financial scam or wrongdoing is prohibited.

12. Creation, Interference with, or Transmission of Wireless Signals - The Creation of a new wireless network requires explicit permission from Highland's ITS department. Interfering with Highland's wireless networks or attaching a device to transmit a Highland network is strictly prohibited.

13. Personal Gain - Computing resources may not be used for commercial purposes or for personal financial or other gains.

14. Abuse of Communication Systems - Sending unsolicited messages, which, in the College's judgment, is disruptive to system resources or generates a significant number of user complaints, is prohibited. This includes using any college communication system (email, text, app,

or phone calls) to send spam, bulk, or malicious messages, including commercial advertising, political tracts, or other inappropriate use of system distribution lists. Bulk messaging should not be the venue for any all-campus conversations.

15. Institutional Image - Unless resources are used to meet the College's purpose, to support our educational and community values, and/or to support our programs and initiatives, users are prohibited from accessing, submitting, publishing, displaying, or posting any defamatory, inaccurate, abusive, obscene, profane, sexually oriented or explicit, threatening, racially offensive, harassing, or illegal material.

16. Abuse of Incidental Personal Use - Incidental personal use must not:

- a) Be illegal.
- b) Interfere with a Highland employee's job responsibilities/work.
- c) Interfere with the legitimate education and business purposes of Highland.
- d) Result in any measurable cost to the College.
- e) Adversely affect the availability, integrity, or reliability of Highland IT systems or cause harm to the activities of others using the IT systems.
- f) Violate this policy or other College policies.
- g) Be inconsistent with the College's status as a state entity and its non-profit, tax-exempt status.

17. Physical Security - Unauthorized access to, destruction, extension, or alteration of, theft, damage, or tampering with any physical computing resources, including computer workstations, kiosks, card swipes, printers, audio-visual equipment, telephone/fax equipment, classroom equipment, or wiring closets is prohibited. This applies to all network wiring, hardware, and in-room jacks. Users shall not use the network to provide Internet access to anyone outside of the College community for any purpose other than those that are in direct support of the academic mission of the College.

Reporting & Enforcement

Violations of this Policy may be reported through one's supervisor, the Highland ITS Service Desk, or as otherwise permitted through College policy.

The College may, without notice, disable or suspend access to the system as part of any routine maintenance or concern over the safety and security of the system.

Users who violate this policy may be denied access to college computing resources and may be subject to other penalties, including financial costs, and/or disciplinary action, including possible expulsion or dismissal. Alleged violations will be handled through the college disciplinary procedures applicable to the user. The College may suspend, block, or restrict access to an account, independent of such procedures, when it reasonably appears necessary to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.

When Highland ITS becomes aware of a possible violation, an investigation will be initiated with relevant campus offices, such as the appropriate Vice President, Human Resources, and local authorities. Users are expected to cooperate fully in such investigations when requested.

To prevent further unauthorized activity during such an investigation, Highland ITS may suspend authorization for the use of all computing facilities for the user(s) involved in the violation.

Information Technology Services Password Controls

Scope

This policy applies to anyone who has a Highland user account, including, but not limited to, students, employees, volunteers, and consultants. It also applies to electronic devices and systems connected to the College's network, including computers, network switches and routers, mobile devices, and laptop computers.

Policy

This policy identifies the minimum password requirements needed to protect Highland Community College data and systems. The security of the College's data is highly dependent upon the secrecy and characteristics of the password. Compromised passwords can result in loss of data, denial of service for other users, or attacks directed at other Internet users from a compromised account. Compromised passwords can also result in the inappropriate disclosure of private data, such as private student data, institutional data, and private employee data. To prevent unauthorized access to Highland's computer systems, users must practice proper password management. This includes:

- Never share a personal Highland password with anyone. However, if ITS department-supplied credentials for a shared account(s) are allocated, then only authorized users may know those credentials, and their usage and storage be treated as personal credentials.
- Never use a Highland password for personal accounts.
- Passwords should never be written down and left in plain sight. If a password must be written down, it should be stored in a secure location.
- Passwords should never be stored electronically in plaintext. A password manager should be used to securely store passwords electronically.
- All users must enroll their accounts in and use Multifactor Authentication (MFA) when configurable.
- Users must secure workstations when they are away from them. Devices will be subject to lockouts for inactivity after 10 minutes.
- Users must change their password if there is suspicion it has been compromised. Users must immediately report suspected password compromises by contacting the ITS Service Desk.
- After multiple unsuccessful consecutive logon attempts (e.g., incorrect passwords) the user's account may become automatically locked. Users may need to contact the Service Desk to unlock their account.
- Proper password management also applies to externally hosted software used for College business. If password standards cannot be followed with a hosted service, contact the ITS Service Desk.

Standards

Passwords must meet the following complexity requirements:

- Must contain at least 12 characters.
- Must contain 3 out of the following character types:
 - Uppercase letter
 - Lowercase letter
 - Number
 - Special character (e.g. !@#*&)

- Must not contain the user's first name, middle name, last name, or username.
- Must not match any of your recent previous passwords.

Reporting & Enforcement

Violations of this Policy may be reported through one's supervisor, the Highland ITS Service Desk, or as otherwise permitted through College policy.

Users who violate this policy may be denied access to college computing resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal. Alleged violations will be handled through the college disciplinary procedures applicable to the user. The College may suspend, block, or restrict access to an account, independent of such procedures, when it reasonably appears necessary to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.

When Highland ITS becomes aware of a possible violation, an investigation will be initiated with relevant campus offices, such as the appropriate Vice President, Human Resources, and local authorities. Users are expected to cooperate fully in such investigations when requested.

To prevent further unauthorized activity during such an investigation, Highland ITS may suspend authorization for the use of all computing facilities for the user(s) involved in the violation.

Social Media Guidelines and Acceptable Uses

General Posting Recommendations

1. Be honest about your identity. If you desire to post about Highland in an unofficial capacity, please identify yourself as a Highland faculty or staff member. Never conceal your identity for the purpose of promoting Highland through social media. An excellent resource about transparency in social media sites is the Blog Council's "Disclosure Best Practices Toolkit" at <http://socialmedia.org/disclosure/>.
2. Be accurate in your posts. Make sure that you have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your sources whenever possible. If you make an error, correct it quickly and visibly. This will earn you respect in the online community.
3. Be respectful to others. You are more likely to accomplish what you want if you are positive and respectful while discussing a bad experience or disagreeing with an idea or person.
4. Be a valued member of the sites in which you are participating. If you join a social network like a Facebook group or comment on a blog, make sure you are contributing valuable input. Refrain from posting information about topics like Highland events unless you are sure it will be of interest to readers. Self-promoting behavior is viewed negatively and can lead to you being banned from certain sites or groups.
5. Take care to think before you post. There's no such thing as a "private" social media site. Search engines can turn up posts long after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you

feel annoyed or passionate about a subject, it's advisable to hold off posting until you are calm and clear-headed.

6. Maintain confidentiality at all times. Do not disclose confidential or proprietary information about Highland, its students, its alumni or your fellow employees. Use good ethical judgment and follow College policies and federal requirements, such as FERPA and HIPAA. As a guideline, don't post anything that you would not present at a conference.
7. Respect College time and property. As stated in Section 5.23 of the College Policy Manual, computers and your work time are to be used for College-related business. It is appropriate to post at work if your comments are directly related to accomplishing college-related goals, such as seeking sources for information. You should maintain your personal sites on your own time using non-Highland devices.

Official Highland Community College Social Media Accounts

To ensure that any and all interactions on behalf of Highland represent the College's best interests, the following guidelines are for those Highland employees authorized to participate and/or maintain official social media sites on behalf of the College. These guidelines are designed to be broad in nature to accommodate differences in online venues while maintaining a universal code of conduct.

1. To be recognized by the College as an official HCC social media account, the account administrator(s) must seek approval from the Community Relations (CR) office. The CR office will review all social media inquiries. This office should also be used as a resource for the college community for any social media needs. The CR Office will ensure the pages are set up properly according to the social media site's policy.
2. All Highland Community College social media accounts including, but not limited to academic departments, student clubs and organizations, and public events, must have a HCC faculty or staff member as an administrator at all times. The CR office will have administrator privileges.
3. Should an HCC employee account administrator leave the College for any reason or no longer wish to be an account administrator, the CR office should be notified before removing him/herself from that role. College employees identified as account administrators are held responsible for managing and monitoring content of their officially recognized accounts.
4. Administrators are responsible to remove content that may violate the College's policies. If you have questions regarding the appropriateness of a post to a site that you administer, please contact the CR office.
5. Paid advertising, including but not limited to boosting, sponsoring, or promoting a post through social media must be coordinated through the Community Relations office.

Content

1. Content published on Highland Community College-related social media accounts must follow the guidelines established in the Plan to Maintain Accessible Features on Public Highland Community College Websites and Social Media Accounts.
2. Use good judgment about content and respect privacy laws. Do not include confidential information about the College, its staff, or its students.

3. Do not post content that is threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
4. Be mindful of posting personal opinions on official College social media accounts. Do not use the HCC name to promote any product, cause, or political candidate.
5. By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content.
6. HCC has the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
7. When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos from an outside source, always include citations. Provide a link to the original material if applicable.
8. Do not use information and/or conduct activities that may violate local, state, or federal laws, and regulations.
9. Crisis communications will be directed from the Public Information Officer and must be shared in a timely manner on all Highland Community College social media accounts including, but not limited to, academic departments, student clubs and organizations, and public events.

General Information

Bulletin Boards

Bulletin boards are located in each building for students, faculty, and staff for communication of campus activities. The Office of Marketing and Community Relations may authorize bulletin board usage on campus. Deans or Directors charged with building responsibility may also authorize the posting of items in the appropriate building. Contact the Office of Marketing and Community Relations to request posting of announcements on the digital screens or campus calendar accessible through the College website. The Dean or Director may also remove any unauthorized item or any item found to be in violation of the Code of Conduct.

Campus Hours - 5 a.m. to 11 p.m.

No one is to be on campus at other times without special permission. Unauthorized visitors during hours of closure will be considered as trespassers.

Guests

Guests and visitors are encouraged to avail themselves of Highland's hospitality. Highland students are responsible for the actions of their visitors or guests at College activities both on and off campus. The Code of Conduct will be applied to all.

Security

Campus security is a responsibility shared by all members of the campus community. If an urgent security issue arises, call Campus Security 815-599-3451 (x3451 from a campus phone) or call 911. The Campus Security line is answered 24 hours a day, seven days per week excluding Sundays 7 a.m. to 11 p.m. and College observed Holidays. To speak directly with security on campus for non-emergencies, call 815-599-3652 (x3652 from a campus phone).

Reporting Conduct and Security Concerns

The College utilizes an online reporting tool for 24-hour notification of concerns or issues. To access the service, select the Incident Reporting Form found on the College website's Quick Links Menu. Early notification of concerns allows the College to respond more proactively.

Resources and Rights for Victims of Sexual Misconduct

Highland Community College believes members of the College community and visitors should have a learning environment free of sexual misconduct, including domestic violence, dating violence, sexual assault and stalking. College procedures and reporting options pertaining to sexual misconduct are contained in the comprehensive policy and on the College website in the Resources and Rights for Victims of Sexual Misconduct at highland.edu/students/documents/Rights_and_Resources_for_Victims_of_Sexual_Misconduct.pdf (https://highland.edu/wp-content/uploads/2024/10/Rights_and_Resources_for_Victims_of_Sexual_Misconduct_24.pdf). The College's first concern is for the safety and well-being of individuals in our campus community who have been the target of any act of sexual misconduct.

To contact the Title IX Coordinator or a Deputy Investigator:

Title IX Coordinator, Liz Gerber
Marvin Burt Liberal Arts Building, M-101
815-599-3531
Liz.Gerber@highland.edu

Title IX Deputy Investigator, Karen Brown
Student/Conference Center, H-232
815-599-3402
Karen.Brown@highland.edu

Title IX Deputy Investigator, Christie Lewis
Student/Conference Center, H-243
815-599-3609
Christie.Lewis@highland.edu

Title IX Deputy Investigator, Anthony Musso
Student/Conference Center, H-109
815-599-3597
Anthony.Musso@highland.edu

Title IX Deputy Investigator, Stephanie Eymann
Ray and Betty Stamm Health Science Nursing Wing, N-161
815-599-3439
Stephanie.Eymann@highland.edu (Stephanie.eymann@highland.edu)

Students may file a confidential report through the online incident reporting system at highland.edu/student-information/complaint-process. The College's confidential advisor will respond to all confidential reports submitted.

Non-Discrimination

Highland Community College does not discriminate on the basis of race, creed, religion, political philosophy, color, national origin or ancestry, gender, sexual orientation, age, physical or mental handicap unrelated to ability, marital status, unfavorable discharge from military service or other factors prohibited by applicable laws and Executive Orders, and is committed to equal opportunity for all applicants and members of its student body, faculty, staff and officers. See "Non-Discrimination Statement" section under "Introduction to the Catalog".

Tobacco, Drug & Alcohol Use on Campus

Highland Community College is committed to fostering a healthy, safe, and productive environment for students, faculty, staff, and visitors. In compliance with the Federal Drug-Free Schools and Communities Act, Highland strictly prohibits the unlawful possession, use, distribution, or manufacture of drugs (including marijuana) and alcohol on campus or any property owned or controlled by the College.

Violations of this policy, as outlined in the College's Code of Conduct and personnel manual, may result in disciplinary action, including suspension, expulsion, termination of employment, and/or legal prosecution.

Sanctions are consistent with local, state, and federal laws and may include incarceration and fines. The College also offers educational programs on substance abuse prevention throughout the year.

Additionally, Highland adheres to the Illinois Smoke-Free Campus Act, which prohibits smoking on all College-owned, operated, or leased property, including buildings, grounds, and vehicles. This ban covers all forms of smoking, including cigars, cigarettes, pipes, and other smoking

devices. The use of e-cigarettes and all tobacco products, including smokeless and chewing tobacco, is also prohibited. Smoking and tobacco use are only permitted inside private vehicles.

By maintaining a tobacco-free and drug-free campus, Highland supports the well-being of its campus community and promotes a healthier learning and working environment.

Eating Regulations

Eating is allowed only in designated areas in the buildings, except as allowed by College staff.

Highland Traditions

School Colors: Orange, Dark Blue, Brown and White

School Mascot: "Roary" the Cougar

Community Theatre: Summerset Theatre

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