Early College
HIGHLAND COMMUNITY COLLEGE

(785) 442-6141| earlycollege@highlandcc.edu

Early College Student Handbook

Welcome to Highland Community College!

Dear High School Student:

It is our pleasure to welcome you to Highland Community College (HCC). We think you made a good choice in joining the HCC academic community, and we look forward to helping you attain your educational goals. As a high school/college student, you are to be commended on challenging yourself and getting a jump-start on your college education. One of our goals at HCC is to deliver each student with the guidance and support needed to have a positive educational experience. As an HCC dual-credit student, you are a key part of our educational institution, and we look forward to serving you.

This reference guide is designed to be a supplement to the Kansas Board of Regents dual credit enrollment policy. You will find here basic information about the college and its operations and policies, which are well established, continually assessed, and updated to reflect changes at the college and in higher education as well. The board of trustees, administration, faculty, and staff are all involved in determining policies and operating procedures. This guide and all updates to it are posted on the HCC Web site at www.highlandcc.edu.

We hope you will find this a useful guide. We promise to do our part to make your educational experience with us a good one, and we wish you all the best for your future.

Sincerely,

Sara M. Smith
Associate Dean of Instruction,
Early College
Highland Community College

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Overview & Benefits

Concurrent enrollment courses are offered within the high school setting for students at that high school only, during their regular school day. Concurrent credit is given to students for one curriculum that the student is already taking through high school. Students take one course but receive both high school and college credit.

Concurrent classes are completed in the high school classroom, a setting that students are familiar and comfortable with, and therefore they are more apt to perform better. This also allows smaller students to instructor ratios than if the course was taken at a college or university

Dual-credit enrollment classes are taught by a postsecondary educational institution faculty member in which students receive both high school and college credit for completing the course. These courses can be completed in variety of formats: online, off-campus, on-campus, and hybrid.

Students get a jump start on the college experience, which will allow for more flexibility in their post-secondary education. Courses are affordably priced – the current cost of tuition and fees can be found at https://highlandcc.edu/pages/tuition-costs_1.

Students are not required to purchase textbooks; instead, the student rents books during the enrolled semester. Most college textbooks range from $50-130 each. Students may be required to purchase consumable books (lab manuals, supplemental books, study guides).

Early College Enrollment Requirements

Dual Credit Enrollment of High School Students in Eligible Public Postsecondary Institutions through Cooperative Agreements Entered Pursuant to the Kansas Challenge to Secondary School Students Act

The Kansas Challenge to Secondary School Students Act, K.S.A. 72-3220 through 72-3224, (Challenge Act) provides a means for school districts, in cooperation with eligible postsecondary institutions, to challenge high school students by procuring early college opportunities. The Kansas Board of Regents encourages all system postsecondary institutions to collaborate with local school districts and provide dual credit opportunities to high school students through cooperative agreements entered pursuant to the Challenge Act. The Challenge Act does not mandate system postsecondary institutions to offer dual credit enrollment to students in local school districts. However, if an eligible system postsecondary institution chooses not to offer dual credit enrollment with local districts pursuant to the Challenge Act, in accordance with Board policy for Off-Campus Delivery of Academic Courses and Programs, the home institution shall allow eligible system postsecondary institutions outside the institution's service area to provide the Challenge Act opportunities with those school districts. The Challenge Act requires dual credit to be offered only through a cooperative agreement.

a. Purposes of Dual Credit Cooperative Agreements

Systemwide purposes of Dual Credit Cooperative Agreements are:

i. To Reduce Time-to Degree and Lower Costs

Dual Credit Cooperative Agreements enable students to get an early start on their college education, thus potentially reducing the time required to complete a degree.

ii. To Challenge High School Students and Promote College-Level Success

Dual Credit Cooperative Agreements are aimed at providing a college-level learning experience for qualified students by enhancing the amount, level, and diversity of learning in high school beyond the traditional secondary curriculum. Systemwide Transfer courses are especially encouraged.

iii. To Foster Improved Relationships Between Kansas Public Postsecondary Education Institutions and Kansas Secondary Schools

Dual Credit Cooperative Agreements are intended to foster improved relationships among stakeholders by clarifying expectations, roles, and responsibilities.

b. Procedures and Standards for Implementing Dual Credit Cooperative Agreements

i. Requirements of Dual Credit Cooperative Agreements Entered into Pursuant to the Kansas Challenge to Secondary School Students Act For purposes of this policy:

Each eligible postsecondary educational institution that accepts high school students for dual credit enrollment pursuant to the Kansas Challenge to Secondary School Students Act must have a cooperative agreement with the respective school district. The cooperative agreement shall include, but need not be limited to, the following:

(1) The academic credit to be granted for course work successfully completed by the student at the institution, which credit shall qualify as both high school and college credit;

(2) The requirement that such course work qualify as credit applicable toward the award of a degree or certificate at the institution;

(3) Except as otherwise provided in subsection b.ii below, the requirement that the student shall pay the negotiated amount of tuition and related costs charged by the institution for the student's enrollment; and

(4) The requirement that the eligible postsecondary educational institution shall notify the student or the student's parent or guardian if the course the student enrolled in is not a systemwide transfer course approved by the Board of Regents and, as a result, the student may not receive credit for such course if the student transfers to or attends another state postsecondary educational institution.

ii. Payment for Dual Credit Courses

(1) The board of education of a school district, in its discretion, may pay all or a portion of the negotiated amount of tuition and related costs, including fees, books, materials and equipment, charged by an eligible postsecondary educational institution for a student's dual credit enrollment at such institution. As part of any agreement entered into pursuant to this section, the board of education of a school district shall not be required to pay any amount of tuition and required fees that are waived for an eligible foster child pursuant to the foster child educational assistance act, K.S.A 75-53,111 et seq., and amendments thereto, except that the board, in its discretion, may pay any related costs that are not waived pursuant to that act. Any such payment shall be paid directly to the eligible postsecondary educational institution and shall be credited to the student's account.

(2) Except as otherwise provided in K.S.A. 72-3223(b), and amendments thereto, each student enrolled in dual credit enrollment courses at an eligible postsecondary educational institution pursuant to K.S.A. 72-3220 et seq., and amendments thereto, shall be responsible for the payment of the negotiated tuition and related costs, including fees, books, materials and equipment, charged by such institution for the student's enrollment.

(3) The board of education of a school district, in its discretion, may provide for the transportation of a student to or from any eligible postsecondary educational institution.

(4) School districts are precluded from paying tuition for any technical education courses that are funded as part of the Excel in Career Technical Education program, but in its discretion a school district may pay all or a portion of the negotiated amount of related costs, including fees, books, materials and equipment, charged by an eligible postsecondary educational institution for a student's dual credit enrollment at such institution.

c. Definitions

For purposes of this policy and the Kansas Challenge to Secondary School Students Act:

i. "Student" means a person who:

(1) is enrolled in grades 10, 11, or 12 maintained by a school district, or a gifted child who is enrolled in any of the grades 9 through 12 maintained by a school district;

(2) has an individualized plan of study or an individualized education program;

(3) has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary institutions;

(4) has been authorized by the principal of the school attended to apply for enrollment at an eligible postsecondary educational institution; and

(5) is acceptable or has been accepted for enrollment at an eligible postsecondary educational institution as a degree-seeking or non-degree seeking student.

ii. Dual Credit Courses" as defined by the Higher Learning Commission are courses taught to high school students for which the students receive both high school and college credit and involve the accredited institution's responsibility for the quality of its offerings.

iii."Dual Credit Cooperative Agreement" means a written memorandum of understanding between an eligible postsecondary institution and a school district entered pursuant to the Kansas Challenge to Secondary School Students Act for the purpose of offering dual credit courses to eligible students who receive both high school credit and college credit.

iv."Eligible postsecondary educational institution" means any state university, community college, technical college, municipal university, affiliated institute of technology, or accredited independent institution.

v. "Dual credit enrollment" is a subset of dual credit and means enrollment of high school students in dual credit courses, pursuant to a dual credit cooperative agreement. Courses are taught by a postsecondary educational institution faculty member in which students receive both high school credit and college credit for completing the course.

vi."Concurrent enrollment" is a subset of dual credit and means enrollment of high school students in dual credit courses, pursuant to a dual credit cooperative agreement. Courses are taught by high school teachers during the regular high school day in which students receive both high school credit and college credit for completing the course.

iv. "Dual enrollment" means enrollment of high school students in college courses outside a cooperative agreement between the district and postsecondary institution entered pursuant to the Kansas Challenge to Secondary School Students Act, in which a transcript is issued for credit from the institution without regard to high school credit. All modes of delivery of academic offerings and all campus locations are appropriate for dual enrollment courses including main campus, additional locations, and distance delivery.

e. Curriculum Standards, Course Content/Materials, and Assessment of Students Applicable to Public Eligible Postsecondary Educational Institutions

i. Courses administered through a dual credit cooperative agreement shall be university/college catalogued courses with the same departmental id, course descriptions, numbers, titles, and credits. Courses must have been approved through the curriculum approval process of the postsecondary partner institution.

ii. The high school and college-level prerequisites, the content of courses, course goals and objectives, must be the same as those for the same courses offered to students at any location or by any delivery method.

iii. Materials such as textbooks must be comparable to those used in the same course throughout the postsecondary partner institution. Procedures for selection of textbooks and related material by high school faculty who teach concurrently enrolled students must follow the postsecondary partner's institutional policies.

iv. College faculty at the postsecondary partner institution shall annually, or as necessary, review concurrent enrollment courses in their discipline to ensure that:

(1) Concurrent enrollment students are held to equivalent grading standards and standards of achievement as those expected of students in on-campus sections;

(2) concurrent enrollment students are being assessed using equivalent methods (i.e., papers, portfolios, quizzes, labs) as students in on-campus sections;

(3) high school faculty are utilizing an equivalent final examination for each concurrent enrollment course as is given in a representative section of the same course taught at the public postsecondary institution awarding the course credit; and

(4) high school faculty are applying equivalent scoring rubric for the assigned course as is used in the on-campus course; and that course management, instructional delivery, and content meet or exceed those in regular on-campus sections.

(5) Remedial/developmental course work shall not be offered as a concurrent enrollment course.

f. High School Faculty Teaching Concurrent Enrollment Courses Pursuant to a Cooperative Agreement with a Public Eligible Postsecondary Educational Institution

i. Qualifications

(1) High school faculty teaching college-level, non-tiered concurrent enrollment courses through a dual credit cooperative agreement shall meet the faculty qualifications and standards established by the nationally recognized agency that accredits the sponsoring higher education institution.

(2) Faculty teaching college-level tiered technical courses through a dual credit cooperative agreement shall attain instructional eligibility by meeting the academic standards established by the nationally recognized agency that accredits the sponsoring higher education institution.

(3) Postsecondary partner institutions may set higher standards and are responsible for meeting the accreditation requirements for all course offerings.

ii. Orientation, Professional Development and Evaluation

(1) The postsecondary partner institution shall provide the high school faculty with orientation and training in course curriculum, assessment criteria, course philosophy, and administrative requirements.

(2) The postsecondary partner institution shall provide the high school faculty with ongoing professional development opportunities.

(3) Orientation and/or professional development activities shall include collaborative faculty development such as pedagogy, instructional design, course management, instructional delivery curricular reform initiatives, and student assessment strategies.

(4) The postsecondary partner institution shall conduct evaluations of high school faculty teaching concurrent enrollment courses within campus faculty evaluation schedules.

g. Student Eligibility for Enrollment, Advising and Student Guides Applicable to Dual Credit Cooperative Agreements with Public Eligible Postsecondary Educational Institutions

i. High school students enrolled dual credit in courses administered through a cooperative agreement shall be enrolled as degree or non-degree/non-matriculated students at the postsecondary partner institution. Each dual credit enrolled student must meet the postsecondary partner institution's requirements for admission as a degree-seeking or non-degree/non-matriculated student. Dual credit enrolled students shall have met institutional enrollment requirements; satisfied course prerequisites; and followed institutional procedures regarding assessment/placement. In order to enroll in a dual credit course, students shall achieve the same score or subscore on a standardized placement test as is required for students enrolled in the same on-campus course. Postsecondary partner institutions may establish higher standards and are responsible for meeting the accreditation requirements for all course offerings.

ii. Only students meeting the above requirements and authorized by the high school principal or designee, as having an individualized plan of study or individualized education program may apply for dual credit enrollment at an eligible postsecondary educational institution pursuant to the Kansas Challenge to Secondary School Students Act.

iii. Advising of students who desire to enroll in dual credit courses must be carried out by both the high school and postsecondary institution.

iv. Students shall be provided with a student guide created as part of the cooperative agreement that outlines their rights and responsibilities as university/college students. The student guide shall also provide a description of how courses may be transferred in the Kansas public postsecondary education system. Student guides shall include a link to the Kansas Board of Regents Transfer Kansas website and/or a link to the institution's course catalog if Systemwide Transfer (SWT) courses are clearly indicated to provide notification to students of courses approved for SWT. Student guides will include implications of student enrollment in courses not approved for SWT.

v. In order to remain eligible for participation in dual credit enrollment, a student shall remain in good standing at the eligible postsecondary educational institution.

h. Reporting of Dual Credit Enrollment Entered Pursuant to the Kansas Challenge to Secondary School Students Act

i. Each eligible postsecondary educational institution that accepts students for enrollment pursuant to the Kansas Challenge to Secondary School Students Act shall submit a report annually to the state board of regents. Such report shall include, but not be limited to, the following:

(1) The number of students from each school district enrolled at the eligible postsecondary educational institution, including the number of students in the custody of the secretary for children and families;

(2) the number of students who successfully complete the courses in which such students are enrolled at the eligible postsecondary educational institution;

(3) the tuition rate charged for students compared to the tuition rate charged to individuals who are regularly enrolled and attending the eligible postsecondary educational institution; and

(4) the amount and percentage of tuition each school district is paying pursuant to K.S.A. 72-3223, and amendments thereto.

ii. The state board of regents shall compile and prepare a summary report of the submitted reports pursuant to subsection g.i, above, and shall submit such report to the house standing committee on education and the senate standing committee on education on or before February 1 of each year.

iii. Institutions will report the following as a part of the regular Kansas Postsecondary Database collection:

(1) Demographic information for each high school student enrolled.

(2) Credentials of high school faculty teaching concurrent enrollment courses; and

(3) College credit hours generated by each high school student regardless of enrollment type.

iv. By January 31 of each year, each public postsecondary institution shall provide to Board staff a list of high schools with which it has dual credit cooperative agreements. All institutions will also submit the following to the Board office:

(1) A sample copy of the dual credit enrollment cooperative agreements used with local school districts; and

(2) A sample copy of the student guides for dual credit enrollment students.

v. All reports and information shall be reviewed for compliance and the results will be provided to the Board President and Chief Executive Officer.

[1] These definitions apply for purposes of this policy and the Kansas Challenge to Secondary School Students Act. Different definitions may apply for other purposes, such as data collections requiring IPEDS terminology and definitions.

Admissions & Preparing for Enrollment

HCC has an open admission policy. To be admitted, each student must complete an application for admission or enrollment form. Any high school student having a gifted IEP or who is classified as a sophomore, junior, or senior may be admitted as a student upon written approval from the high school principal. Students should complete the following to get started.

1. Complete at least one of the following tests: ACT, SAT, Asset, or Accuplacer test. Students should see their counselor for more information and to sign up for testing.
    a. The ACT and SAT are given periodically throughout the year at various locations in Kansas. An application packet can be picked up in the Counselor's Office
    b. The Accuplacer test is administered by HCC to interested sophomores and juniors during the school day at their high school, typically in April. The test may also be scheduled by appointment at the main campus or regional centers. There is no fee when the test is taken for HCC course prerequisites. Accuplacer scores from other colleges may also be used to meet HCC requirements.
2. Check scores for placement (refer to Chapter 3 for details)
3. Identify plans to enroll in dual credit classes when completing class schedule with counselor.
4. Start saving money to pay for dual credit classes. Tuition and fees will be due in August/September for fall semester classes and January/February for spring semester classes.

HCC Website, MyHCC & Email Account

The college website is www.highlandcc.edu. In addition to general information about the college, nearly every document in this packet is available on the website.

For more information on Early College for High School Students please visit: HCC Early College. There you will find an overview of our Early College program, how to get started as a student, information on eligibility and prerequisites, tuition and payments, important dates for the semester, the student handbook, and much more. This website will be a helpful resource for the school counselor, building representative, students, and parents. We encourage students participating in Early College visit this site as it was created as a resource for those needing questions answered about this program.

HCC utilizes an online interface for both students and instructors to view course information. The online system is called MyHCC. Students may use MyHCC to enroll, drop, and add concurrent (if instructed to do so), online, regional, and on-campus classes, check grades, and pay tuition and fees.

Students will log in to the homepage and enter the username and temporary password in the HCC Login Box. The first-time user will be required to verify identity with the HCC User ID number and birthdate before accessing their MyHCC account. Upon successful verification, a “Congratulations” screen opens, and the account is ready for access.

Upon accessing the account for the first time, students should change the temporary password to a personal password that they will remember. To change your password, click on the “My Profile” in the HCC myLogin page. Please be sure to read and follow the password guidelines listed and enter your old and new passwords, and then click on save. For assistance, contact the Early College office or the college IT Help Desk at 785-442-6060.

Every student is issued an e-mail account through HCC. For instructors, the website is http://www.highlandcc.edu. After successfully logging into your HCC account, choose the e-mail application from the option screen.

Your e-mail address is lastname.firstname@highlandcc.edu. All college information will be sent to this address.

Textbooks, eBooks, & other Course Materials

The book rental program is a service provided by HCC. Consumable materials, such as workbooks, are not included and are provided at an additional cost to the student.

Students who fail to return rented books in accordance with this policy will be charged the current replacement cost. Academic transcripts will be withheld until payment is received.

Student Placement Testing

Placement testing may be required for math and English courses to ensure students are properly placed and have the best chance of success. HCC strongly encourages all prospective Early College students to complete the ACT during their junior year and have the results sent to HCC. This helps ensure accurate reporting and provides essential placement data for course assignments.

HCC offers placement tests by appointment and may arrange testing sessions at students' respective high schools. Students are permitted one free testing session. Any subsequent testing sessions will incur a $25 retesting fee, with a minimum two-week waiting period between tests. HCC may also administer placement tests for other institutions; however, a $25 fee per test will apply.

HCC is making positive changes to impact student enrollment. To view the full placement score chart, please visit HCC Placement Score Requirements. Virtual placement testing is also available for a fee. If you need to schedule a virtual Accuplacer test, please visit Placement Test Scheduling Form.

Placement Testing for Students Requesting Accommodations

Both the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act mandate that tests be administered in a way that does not discriminate against individuals based on disability. Accommodation under the ADA and Section 504 are designed to mitigate the impact of the individual's disability on their performance.

Common accommodation during placement testing may include extended time (up to time and one-half) or distraction-free testing environments. The appropriate accommodation is determined based on the student's disability and specific needs. However, the institution is not required to provide accommodation that would lower academic standards, fundamentally alter the nature of the program, or impose an undue burden on the college.

Students requesting accommodation during placement testing must submit the HCC online form and provide appropriate documentation from their Individual Education Plan (IEP) at least one week prior to the testing date. The Early College office will coordinate with the school to ensure proper testing conditions are arranged.

If a student fails to notify HCC or has not had accommodation verified, they may need to re-schedule their testing session off-site, at a time that works for both the student and the Early College office.

Student Enrollment & Payment Policies

The Early College office or the high school counselor initiates concurrent enrollment in college classes. Each high school has specific procedures, but generally students will follow the following enrollment process:

1. Students applied for admission at www.highlandcc.edu and select the High School Application for Admissions. Applications are typically processed within 1-3 business days.
2. Once accepted, the student will receive a login id and password email from HCC's IT department and an Acceptance email from Early College. Included in the Acceptance email are step-by-step directions on the enrollment process, setting up payment plans, etc.
3. From their HCC account the student will be able to register for classes, view a statement of fees they owe, set up payment plans, and email Early College with questions or concerns.

Following enrollment, HCC will confirm student eligibility, placement testing scores, and any prerequisite requirements to complete the enrollment process. Students with a hold on their account from previous semesters will not have access to register until the issue is resolved. Possible holds on the account could be due to missing account information or unpaid tuition and fees.

Enrollment is completed at the beginning of the fall and spring semesters or at the end of the previous semester. Some courses, such as science lab classes, may be taught the entire academic year. The student must complete enrollment and submit payment in a timely manner to ensure college credit for courses.

Payment for classes is typically due mid-September for the fall semester, January for the spring semester or by the payment due date for students enrolling online through their MyHCC account. High school students are not eligible for federal financial aid until they have earned a high school diploma.

Dependents of full-time HCC employees are eligible for a waiver of fees. The employee must complete the Dependent Waiver of Fees form with the President's office each semester to confirm eligibility.

Payment plans are another way HCC makes college more affordable. Payment plans are set up to be made in 3-5 payments throughout the current semester. There is a $25 non-refundable fee plus 10% of the total anticipated balance due immediately to establish a payment plan for all fall and spring semesters. All payments are subject to a 2.85% service fee. No charge ACH options are available through your MyHCC account. Please login and choose the Finances tab and then Make a Payment for more details. Students enrolling in yearlong courses may setup a yearlong payment plan option.

Guidelines for Use of Payment Plans

1. Students must be paid in full or signed up for the Payment plan by the posted deadlines.
2. Students may finance 90% of their semester bill and must *pay 10% of their semester bill upon signing up for the payment plan (*for fall and spring semesters only).
3. Students defaulting on payments may not be allowed to access the payment plan for subsequent semesters.
4. There will be no monthly service fee accessed for a payment plan set up to charge via ACH (bank account)
5. There will be a 2.85% service fee for a payment plan set up to charge your Debit or Credit Card
6. A $30 late fee will be charged for every payment missed.
7. Balances more than 90 days past due may be sent to collections.

If a student is unable to make payment to their payment plan on time, they should contact HCC Financial Services at (785) 442-6001. Visit Payment Plans to review payment plan options and directions for establishing a payment plan.

Final Grades

Final grades represent your instructor's evaluation of your academic work. These grades will be posted to your official transcript. Grade reports are available online by accessing your MyHCC account at www.highlandcc.edu. Your GPA will have an effect on future Federal financial aid eligibility as well as scholarships and current scholastic standing.

An HCC transcript is the record of a student's academic work. It contains a list of courses taken and the grades earned. To request an official transcript, please visit your MyHCC account.

Grade Appeals

Students are responsible for meeting the standards for academic performance established for each course on which they are enrolled. The establishment of the criteria for grades and the consistent evaluation of student academic performance are the responsibilities of the instructor.

This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as the term is used here, consists only of any of the following:

1. The assignment of a grade to a particular student on some basis other than documented performance in the course.
2. The assignment of a grade to a particular student by applying more exacting or demanding standards than were applied to other students in the course.
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

Step 1: A student who wishes to appeal a course grade must notify the Vice President for Academic Affairs' (VPAA) office within 30 working days of the date on which the grade was posted. The VPAA's office outlines the allowable criteria for appealing a grade (see above) and, if appropriate, provides the student with the grade appeal form and assists in contacting the instructor to begin the process.

Step 2: The student meets with the instructor to review assignment grades, attendance, and any other factors that affected the final grade. The instructor should check all calculations and ensure that any assignments accepted for credit have been posted and included. This meeting must take place within 30 working days of the end of the term for which the grade was posted. The result of the meeting will be to leave the grade as posted or raise the grade. The instructor will notify the VPAA's office of the result of the meeting. If a grade change is necessary, the instructor submits a grade change request to the Registrar with a copy to the VPAA's office. The VPAA's office will notify the student of the decision via email.

Step 3: If the student is unsatisfied with the decision from step 2 and wishes to file a formal grade appeal, the student must notify the Vice President for Academic Affairs within 10 working days of the decision. The student and the instructor will receive an email from the VPAA requesting all documentation pertinent to the grade appeal. This will include copies of assignments, documentation of absences due to college events, tests, and any other material that is relevant. These materials must be received by the VPAA's office within 10 working days of the date of the request.

Step 4: The VPAA (or designee) reviews all materials from the student and instructor. Within 10 working days, email notification is sent to students and the instructor of the decision to uphold the grade as posted or change the grade. If a grade change is necessary, the VPAA submits a request to the Registrar.

Step 5: If the student chooses to appeal the Step 4 decision, he or she must notify the VPAA within 10 working days of the notification. A 3-panel review committee, composed of two instructors and an academic advisor/dean/director, is convened to review the appeal. This committee may decide to uphold the grade as posted or raise the grade; the committee must send its decision to the VPAA within 15 working days of being convened. The decision is emailed by the VPAA's office to the student, instructor, and Registrar (if a grade change is required). The decision of the committee is final and may not be appealed.

Academic Advising

Academic advising is available to HCC Early College students to make the transition from high school to college. Academic advisors help students explore careers, learn about college majors, and obtain information regarding course prerequisites, graduation requirements, and course load limits. Please contact the Early College office if you need assistance.

Students' Rights & Responsibilities

Students at HCC are dedicated to growing both academically and personally. The HCC Community has defined six "Shared Performance Expectations" that are essential for all members of the community to exhibit in order to grow personally and academically. Visit the HCC Student Handbook for more information.

Degree Planning & Course Selection

You can find associate degrees and General Education Requirements in the Appendix. Degree planning can be difficult so we encourage students, even those in high school, to look at our degree planning sheets so they can choose the classes that best fit their goals for the future. Please visit Degree Planning & Course Info for more information on course descriptions, syllabi, and a full list of the academic disciplines offered at HCC. HCC has also developed a HS Class Suggestions guide to aid High School students course selections. With the help of HCC, high school students have the opportunity to complete anywhere from their general education requirements to an associate degree while obtaining their high school diploma.

Transferability of Courses

The Kansas Board of Regents has now approved over 100 courses for guaranteed transfer among all Kansas public postsecondary institutions. A student who completes these courses at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other public institution in Kansas in pursuit of a degree or credential.

Course Equivalency Guides can be found on the Kansas Board of Regents website.

HCC has developed transfer guides to assist HCC students in making the smoothest possible transition to other institutions of higher learning. In transferring, nothing will substitute for sound planning. Students should consult closely with their advisor and the college they are transferring to ensure they enroll in courses that transfer. More information can be found at HCC Transfer & Credit for Prior Learning.

Systemwide General Education – Seven Bucket Framework

34-35 credit hours are required, and the variation will be based on the natural and physical sciences bucket. Some institutions will require a four-credit course to complete the natural and physical sciences bucket while others will require a five-credit hour course to complete the natural and physical sciences bucket. It is understood that most students will likely require 35-credit hours because most institutions employ five-credit hour general education science courses.

Tutoring

Student Support Services offer tutoring on campus Sunday through Thursday during the regular college semester. Students who are taking courses on campus are the ones most likely to utilize these services, but students not taking courses on campus are welcome to call Student Support Services for assistance during office hours, 8:00 AM- 5:00 PM, Monday through Friday. Tutoring sessions are available through Zoom video connections for students not located near the HCC Campus. Students' services can be arranged by appointment by calling (785) 442-6058.

Americans with Disabilities Act

Guidelines for Requesting Accommodations
Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their needs for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services.
Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the "Disabilities Self-Identification Form" at Disability Services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

Student Conduct

All students are expected to maintain a high standard of academic and personal integrity. Respectful behavior toward peers, instructors, and the learning environment is essential. Disruptive, disrespectful, or dishonest conduct will not be tolerated and may result in disciplinary action.

Students are responsible for understanding and adhering to the college's code of conduct. For complete details on student rights, responsibilities, and disciplinary processes, please review the Student Handbook, available online at: https://highlandcc.edu/pages/handbook.

Use of Artificial Intelligence (AI) Technology

HCC recognizes the increasing use of artificial intelligence tools in coursework. Expectations regarding the appropriate and inappropriate use of AI will be outlined by each instructor in their first day course materials or syllabus. Students are responsible for reviewing and following these course specific guidelines.

Instructors may review and investigate suspected unauthorized use of AI. If, after review, an instructor determines that disciplinary action may be necessary, the matter will be reported through Maxient in accordance with college procedures. No academic penalties will be imposed without prior approval from the Academic Director, Associate Dean, or Vice President.

Academic Integrity Policy

Highland Community College (HCC) faculty and students have the responsibility to maintain high academic standards. Academic dishonesty by students, including cheating, fabrication, plagiarism, or facilitation of academic work, is reason for disciplinary action. This includes but is not limited to giving, receiving, or using unauthorized help on individual and group academic exercises through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and College electronic devices.

Examples of plagiarism include but are not limited to representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. Students should submit their own academic work. Faculty should not allow or leave unreported academic dishonesty by the student.

Cheating affects more than just the cheat; it frustrates the honest efforts of other students, degrades the learning environment, and reflects poorly on any institution that tolerates it. At HCC, a record of cheating does not go away at the end of the course or semester. Integrity violations become part of the violator's record. Multiple violations may result in more serious penalties, including possible dismissal from HCC.

Every instructor will:

1. State clearly in the FDH his/her personal policy about academic dishonesty and the consequences for such actions.
2. List examples of academic dishonesty and how those specific acts will be handled (not all acts of academic dishonesty can be anticipated, and this list is not all inclusive).
3. Send his/her policy (FDH) to the Vice President for Academic Affairs or appropriate Dean or Director for review and acceptance.

First violations of academic integrity will generate sanctioning by the classroom instructor and will be entered into the database system for tracking multiple academic integrity issues.

Subsequent violations will generate an institutional response via the student conduct process. Additionally, a meeting with the instructor is required for first offense academic integrity violations. After more than one academic integrity violation, the student must also meet with the Vice President for Academic Affairs.

Incidents of academic dishonesty recorded in the student conduct system are cumulative; multiple or repeated incidents of academic dishonesty will be turned over to the Conduct Officer and ordinarily result in a medium-level sanction, which may include removal from the course with an F. However, repeated, or severe violations may result in high-level sanctions, such as loss of scholarship or expulsion from the College.

A student may appeal decisions of academic dishonesty for the following reasons:

1. There were procedural errors made which significantly impacted the sanction or the findings.
2. The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.
3. New information is discovered that was not available at the time of the investigation that would significantly impact the sanction or the findings.

Academic integrity appeals will go through the Student Conduct Process.

Adverse Weather

HCC concurrent classes will follow the high school administration's decisions for adverse weather cancellations. Students should refer to their high school handbook.

HCC campus classes at Atchison, Baileyville, and Highland will announce closings or cancellations through RAVE Alert text messages, email, the HCC website, and local media outlets. Students are encouraged to sign up for RAVE Alert to receive timely notifications.

HCC Mission, Vision, History & Equal Opportunity

MISSION STATEMENT
HCC, the first college in Kansas, provides lifelong learning opportunities and contributes to economic development to enhance the quality of life in the communities we serve.

Vision Statement
Highland Community College is recognized as the college of choice in Northeast Kansas.

History
Highland Community College began as Highland University in 1858, making it the first college in Kansas. After eight name changes, the college has now provided higher education opportunities to the people of Northeast Kansas for more than 160 years. The college has traditionally prepared students to continue their studies at baccalaureate institutions. Studies conducted at the Regents universities in Kansas show that students who begin their college careers at HCC and then transfer do as well or better academically as all other students who transfer to those universities and those who start there.

Approximately 4,000 students (1,699 FTE) are enrolled on the main campus (Highland), at regional centers in Atchison, Baileyville, through HCC Online, or concurrently at one of the 30 high schools in HCC's service area. The main campus is in a small, rural Northeast Kansas community surrounded by agricultural land. The main campus has 22 apartment-style residence halls, thriving athletics programs, and active student life. Across all its locations, HCC offers 14 different associate degrees and 16 technical certificates.

The history and mission of the college can best be described as providing opportunities for higher education that citizens in the region would not have had otherwise. Whether as a conduit to a four-year degree, for professional enhancement, or personal development, the college has provided affordable access to higher education in Northeast Kansas.

The college is governed by a six-member Board of Trustees elected from Doniphan County and is coordinated by the Kansas Board of Regents.

Equal Opportunity Statement
Highland Community College is an equal opportunity institution and does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the College's compliance with its nondiscrimination policies or Title IX may be referred to the Vice President for Student Services or Human Resources Manager at 785-442-6000, 606 West Main, Highland, KS 66035. Inquiries concerning the College's compliance with Section 504 and its policies may be directed to the Vice President for Academic Affairs at 785-442-6000, or 606 West Main, Highland, KS 66035.

Philosophy of the Institution & Accreditation

Highland Community College practices an open-door admissions policy and believes it must provide high quality, comprehensive programs that respond to the needs and desires of many different individuals and groups within the service area. Because we are an open-door institution, we serve a wide variety of students: recent high school graduates, nontraditional students, students completing their junior or senior year of high school, and other residents of our service area for which we provide educational and cultural opportunities.

Highland Community College is authorized to operate by the Kansas Board of Regents and is regionally accredited by the Higher Learning Commission (HLC). HLC offices are located at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, hlcommission.org, (800) 621-7440/ (312) 263- 0456. We are authorized by the U.S. Department of Education to participate in the Title IV, HEA programs listed in our Program Participation Agreement available on file in the Financial Aid Office at Highland Community College, 606 W Main, Highland, KS 66035. Program specific accreditations are available on file at Highland Community College Technical Center, Atchison, KS. HCC's Auto Technology Program is ASE Education Foundation (formerly NATEF - National Automotive Technician Education Foundation) certified. HCC Nursing Programs are approved by the Kansas State Board of Nursing (KSBN). The curriculum for both the LPN - RN Program and the PN Program supports the statewide alignment as outlined by the Kansas Post-Secondary Technical Education Authority (TEA) under the auspices of KBOR as approved by KSBN. The associate degree nursing program at Highland Community College at the Highland Community College Technical Center located in Atchison, KS is accredited by the:

Accreditation Commission for Education in Nursing (ACEN) 3390
Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at
http://www.acenursing.com/accreditedprograms/programsearch.htm

The college is approved by the Veterans Administration for the training of veterans and veterans' children.

Highland Community College is listed in the United States Office of Education Directory Part 3: Higher Education. The College is also authorized by the Immigration and Naturalization Service to admit non-immigrant students.

Location & Delivery Methods

Highland Campus

Highland, Kansas, is a rural Northeast Kansas community surrounded by agricultural land and is an easy drive to several large metro areas including St. Joseph, Missouri, Kansas City, and Topeka. The Highland campus is home to over 500 students with 22 apartment-style residence halls, 14 competitive athletic programs, and an active student life including numerous student clubs, music and theatre performances, intramurals, and campus events. Most classes are taught by full-time faculty members in a face-to-face setting with a 17:1 student to teacher ratio.

Regional Centers

The College serves nine counties in Northeast Kansas. HCC operates Regional Centers in Atchison and the Western Center is in Baileyville, Kansas. All administrative services for students — advising, placement testing, and enrollment are available at each regional center and online. Regional Centers offer day, evening, and weekend class options to meet our students' schedules.

Interactive Distance Learning (IDL)

The IDL system allows students to complete courses being taught at other HCC sites without having to

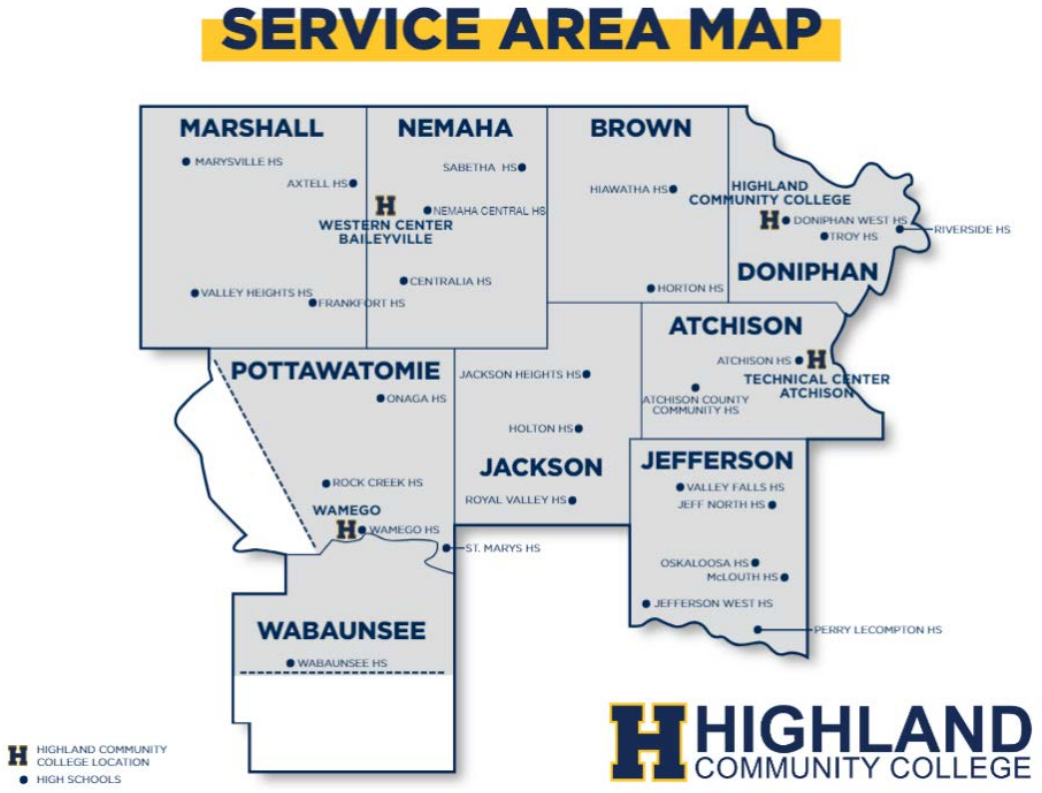
travel to that location. Through a TV, camera setup, and microphone, students are able to physically attend class at one location and fully participate and interact with the instructor and classmates located at other sites. Instructors utilize lectures, board work, videos, and computer sharing to provide a high-quality learning environment.

Hybrid

Hybrid classes combine face-to-face classroom learning with computer-assisted online learning. Time in a hybrid course is divided between classroom learning activities and online classroom participation in the HCC Online platform. Students benefit from the quality instruction delivered through different modes and the flexibility of both the online and classroom learning environments through independent and collaborative work.

Online

The College has an active online program which offers courses in 8-week and 16-week sessions. Several degree programs are available entirely online, offering students the opportunity to pursue their educational goals, such as earning transfer credit or achieving personal and career growth. Online courses are an excellent option when attending college in a traditional classroom is not convenient. Courses taught in the online format meet the same competencies as those in a classroom yet fit the student's schedule.



Contact Information

Dr. Vince Bowhay	President	vbowhay@highlandcc.edu
Dr. Jenn Schiller	Executive Vice President	jschiller@highlandcc.edu
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Mr. Eric Ketchum	Vice President of Academic Affairs	eketchum@highlandcc.edu
Mr. Lucas Hunziger	Vice President of Technical Ed.	lhunziger@highlandcc.edu

Early College & Online

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Gentry Howell
Student Support Services for Early College/Online Programming
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Nicole Bartel
Student Services Coordinator for Online Programming
(785) 442-6171
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hcconline@highlandcc.edu

Highland Campus

Admissions (Campus Visits)
(785) 442-6106
admissions@highlandcc.edu

Business Office (Payments)
(784) 442-6001
payments@highlandcc.edu

Bookstore
(785) 442-6009
bookstore@highlandcc.edu

Student Services (Applicants)
(785) 442-6020
admissions@highlandcc.edu

Registrar (Transcripts)
(785) 442-6025
registrar@highlandcc.edu

IT HelpDesk (MyHCC Account)
(785) 442-6060
helpdesk@highlandcc.edu

Regional & Technical

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1501 W. Riley
Atchison, KS 66002
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313 Nemaha
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Appendix

Placement Scores

HIGHLAND COMMUNITY COLLEGE

Early College PLACEMENT SCORES

785-442-6141 | earlycollege@highlandcc.edu

TEST/GPA	ENG101 Composition I	MAT103* Intermediate Algebra	MAT104 College Algebra	MAT105 Trigonometry	MAT106 Calculus	MAT203 Basic Statistics/ MAT108 Contemporary Math	CHM 111 Chemistry I	PS203 College Physics
Prerequisite Course	N/A	MAT100* Beginning Algebra with grade ≥ C	MAT103* Intermediate Algebra with grade ≥ C	MAT104 College Algebra with grade ≥ C	MAT105 Trigonometry with grade ≥ C	MAT103* Intermediate Algebra with grade ≥ C	MAT103* Intermediate Algebra with grade ≥ C	MAT104 College Algebra with grade ≥ C
GPA	CUM GPA ≥3.0 after 5 semesters **OR** CUM GPA ≥2.7 after 5 semesters + B or higher (not B-) in most recent high school English course	CUM GPA ≥2.75 + Algebra I Completion with a B or higher	≥3.25 CUM GPA + second semester Algebra II Grade B- or higher	CUM GPA ≥3.0 + second semester Algebra II Grade B- or higher + C or higher (not C-) in upper level high school math course	≥3.0 CUM GPA + HS Trig/Precalculus with grade ≥ B	≥3.0 CUM GPA + second semester Algebra II Grade C- or higher	≥3.25 CUM GPA + second semester Algebra II Grade B- or higher	≥3.0 CUM GPA + HS Trig/Pre-Calc with grade ≥ B
ACT	18+ Reading & English **OR** 16+ Reading & English + B or higher (not B-) in most recent high school English course	19+ Math	22+ Math	23+ Math	25+ Math	19+ Math	22+ Math	25+ Math
ASSET	39+ Reading & Writing	36+ Elementary Algebra	46+ Elementary Algebra	NA	NA	NA	46+ Elementary Algebra	NA
ACCUPLACER	255+ Reading & Writing	250+ (QAS)	263+ (QAS)	260+ (AAF)	276+ (AAF)	255+ (QAS)	263+ (QAS)	276+ (AAF)

*Remedial math courses will no longer be offered beginning Summer 2026.

Updated Spring 2025
4/7/2025

http:// highlandcc.edu/pages/earlycollege-eligibility

ESTABLISHED IN 1858 | HIGHLAND, KS | WWW.HIGHLANDCC.EDU | (785) 442-6000
Highland Community College is accredited by the Higher Learning Commission (hlcommision.org), a regional accreditation agency recognized by the US Department of Education. Highland Community College does not discriminate on the basis of sex, race, color, nationa origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the college's compliance with its nondiscrimination policies may be referred to the Vice President for Student Services or Human Resources Manager.

Recommended Courses Based on Interest Area

HIGH SCHOOL STUDENTS
HIGH SCHOOL STUDENTS
HIGH SCHOOL STUDENTS

HIGHLAND COMMUNITY COLLEGE

HIGHLAND IS YOUR POST-SECONDARY EDUCATION PARTNER!

Taking college courses while still completing a high school diploma gives students a head start on their college journey. Highland Community College offers dual enrollment students the chance to explore classes that may not be available at their high school. Whether earning an HCC degree or certificate, preparing to transfer after high school, or simply experiencing college life, dual enrollment provides valuable lessons for students and their families. Students can begin courses after their freshman year. Explore our course suggestions by career area, or contact us to find the best path for you!

AGRICULTURE

- **AB 108** Principles of Animal Science^
- **AB 126** Principles of Agronomy^
- **AB 207** Fund of Animal Nutrition^
- **AB 224** Range Management^
- **BS 101** College Biology*

ALLIED HEALTH

- **BS 104** Human Anatomy*
- **BS 105** Human Physiology*
- **BS 109** Medical Terminology^*
- **BS 110** Nutrition*
- **NUR201** Certified Nurse Aide^
- **PSY205** Human Growth & Development*

Contact Us!

Early College
785-442-6121

Highland Campus
785-442-6020

Technical Center
785-442-6180

Western Center
785-442-6240

HCC Online
785-442-6170

BUSINESS

- **BUS101** Intro to Business^*
- **BUS103** Accounting I^*
- **BUS105** Accounting II^*
- **BUS201** Principles of Management^*
- **BUS210** Marketing^*
- **BUS216** Managerial Accounting^*

CRIMINAL JUSTICE

- **CJ 100** Intro to Criminal Justice*
- **CJ 105** Intro to Corrections^
- **CJ 110** Fund of Investigation^
- **CJ 120** Juvenile Delinquency & Justice
- **CJ 140** Criminal Procedures^
- **POL100** US Government*

EARLY CHILDHOOD

- **ECH101** Recognizing Child Abuse, Neglect & Head Trauma^
- **ECH109** Bullying Prevention & Resp.
- **ECH150** Creative Experiences^
- **ECH160** Observing & Interacting with Young Children^
- **ECH180** Literacy & Language Development^

GENERAL EDUCATION

- **A 101** Art Appreciation*
- **BS 101** College Biology*
- **ENG101** Composition I*
- **ENG102** Composition II*
- **M 103** Music History & Apprec.*
- **MAT104** College Algebra*
- **POL100** US Government*
- **PSY101** General Psychology*
- **SOC101** General Sociology*
- **SP 106** Public Speaking*

MEDICAL CODING

- **BS 104** Human Anatomy*
- **BS 105** Human Physiology*
- **BS 109** Medical Terminology^*
- **HS 101** Intro to Health Information^
- **HS 105** Insurance & Health Information Compliance^
- **HS 110** Pathopharmacology for Health Sciences^

*Excel in CTE courses. Tuition and Fees are waived. Students are responsible for textbook rental fee and any consumable items.

*The Kansas Board of Regents has approved over 100 courses for guaranteed transfer among all Kansas public post-secondary institutions. Additional courses may also be eligible for transfer. System Wide Transfer courses transfer to any Kansas public institution offering an equivalent course. The decision of lower division courses to count toward upper division credit hours is at the discretion of the receiving institution. Visit http://kansasregents.org/transfer_articulation for complete details.

Excel in CTE Online Courses

(785) 442-6170 hcconline@highlandcc.edu http://online.highlandcc.edu

EXCEL in CTE

**Tuition Free Online Classes for Kansas High School Students

HIGHLAND COMMUNITY COLLEGE ONLINE

Summer 2025-Fall 2025-Spring 2026

Online Course Options*

Excel in CTE allows Highland Community College to offer tuition free online courses to Kansas high school students. Qualifying online Career and Technical Education (CTE) courses are listed below by course ID, name, credit hours, and planned semester offering.

AGRICULTURE

Course #	Title	Credits	Term	Total Cost
AB 108	Principles of Animal Science	3	F,S	$60
AB 126	Principles of Agronomy	3	F	$0
AB 207^	Fundamentals of Animal Nutrition	3	S	$60
AB 224^	Range Management	3	S	$0

EARLY CHILDHOOD

Course #	Title	Cr	Term	Total Cost
ECH101	Recognizing Child Abuse, Neglect & Head Trauma	1	varies	$0
ECH150	Creative Experiences	3	F	$0
ECH160^	Observing & Interacting with Young Children	3	S	$0
ECH180^	EC Literacy & Language Development	3	varies	$0

BUSINESS

Course #	Title	Credits	Term	Total Cost
BUS101	Introduction to Business	3	ALL	$60
BUS103	Accounting I	3	F,S	$60
BUS105^	Accounting II	3	F,S	$60
BUS117^	Computerized Accounting	3	S	$145
BUS125	Human Resources	3	S	$60
BUS201	Principles of Management	3	F	$60
BUS205	Business Law	3	F	$60
BUS210	Marketing	3	S	$60
BUS216^	Managerial Accounting	3	S	$60

HEALTH SCIENCES

Course #	Title	Cr	Term	Total Cost
BS 109	Medical Terminology	3	ALL	$60
HS 101	Introduction to Health Information Systems	4	F	$0
HS 105	Insurance and Health Information Compliance	3	F	$0
HS 110	Pathopharmacology for Health Science	4	F,S	$0
HS 115^	ICD Coding I	3	F	$0
HS 118^	CPT Coding I	3	S	$0
HS 125^	ICD Procedural Coding	3	S	$0
HS 130	Reimbursement Methodologies	3	F	$0
HS 210^	ICD Coding II	3	S	$0
HS 218^	CPT Coding II	3	F	$0
HS 225^!	Healthcare Coding Practicum	3	ALL	$0

ICD = International Classification of Disease
CPT = Current Procedural Terminology

CRIMINAL JUSTICE

Course #	Title	Credits	Term	Total Cost
CJ 105	Introduction to Corrections	3	S	$60
CJ 110	Criminal Investigation	3	F	$60
CJ 116	Interview & Report Writing	3	varies	$60
CJ 140	Criminal Procedures	3	S	$60
CJ 205	Law Enforcement Operations & Procedures	3	S	$60
CJ 212^	Agency Administration	3	varies	$60

^Prerequisite required - visit http://online.highlandcc.edu for details.
!Not fully online, requires clinical or training hours to be completed in an approved facility; giving students hands-on experience.
Terms: F=Fall S=Spring ALL=Fall, Spring & Summer

*Additional Technical course and program options are available at HCC Centers.

GET STARTED!

Apply for admission at http://highlandcc.edu. After your application has been processed, you will receive email communication with directions for accessing your Highland account and enrolling in courses.

**Excel in CTE funding is for approved Kansas high school students. Classes, offerings, and costs are subject to change per program regulations. Students are responsible for book rental and consumable fee expenses.

questions?

Brandon Henderson
hcconline@highlandcc.edu
(785) 442-6170

http:// online.highlandcc.edu

Updated August 2025

Systemwide General Education Transfer

HIGHLAND COMMUNITY COLLEGE

General Education Program
High School Student Guide

HIGHLAND COMMUNITY COLLEGE

In alignment with the Kansas Board of Regents (KBOR) Systemwide General Education (SGE) Framework, students satisfying the requirements outlined in these seven bucket areas will be verified as completing the Kansas General Education Program. Completion will be notated on the student transcript and meet general education core course requirements for Associate in Arts (AA), Associate in Fine Arts (AFA), Associate in Science (AS), and Baccalaureate degrees from community colleges and public universities in Kansas.

Courses marked with an asterisk (*) are part of the KBOR Systemwide Transfer Matrix. These courses transfer seamlessly among the community colleges and public universities in Kansas. Some listed courses require prerequisites that must be met prior to enrolling.

Note: This is a condensed listing which outlines common courses completed by high school students as dual credit course options. ***BOLDED*** courses are offered for dual credit at your high school.

010 ENGLISH BUCKET AREA - 6 Credit Hours

Students must complete two courses listed.

- ☐ ENG101 Composition I*
- ☐ ENG102 Composition II: Literature & Research*
- ☐ ENG103 Composition II: Rhetoric & Research*

020 COMMUNICATION BUCKET AREA - 3 Credit Hours

Students must complete one course listed.

- ☐ SP 105 Interpersonal Communications*
- ☐ SP 106 Public Speaking*

030 MATHEMATICS & STATISTICS BUCKET AREA - 3 Credit Hours

Students must complete one course from this area.

- ☐ MAT104 College Algebra*
- ☐ MAT105 Trigonometry*
- ☐ MAT106 Calculus I*
- ☐ MAT108 Contemporary Math*
- ☐ MAT203 Basic Statistics*

040 NATURAL & PHYSICAL SCIENCE with Lab BUCKET AREA - 4 Credit Hours

Students must complete one course from this area.

- ☐ ***BS 101 College Biology****
- ☐ BS 104 Human Anatomy*
- ☐ BS 105 Human Physiology*
- ☐ CHM107 Introductory Chemistry*
- ☐ CHM111 General Chemistry I*
- ☐ PS 101 Physical Science*
- ☐ PS 104 General Geology

050 SOCIAL & BEHAVIORAL SCIENCES BUCKET AREA - 6 Credit Hours

Students must complete one course from two subject areas.

ANTHROPOLOGY
- ☐ ANT112 General Anthropology*

CRIMINAL JUSTICE
- ☐ CJ 100 Introduction to Criminal Justice*
- ☐ CJ 120 Juvenile Delinquency & Justice

ECONOMICS
- ☐ BUS203 Macroeconomics*
- ☐ BUS204 Microeconomics*

POLITICAL SCIENCE
- ☐ POL100 US Government*

PSYCHOLOGY
- ☐ PSY101 General Psychology*
- ☐ PSY205 Human Growth & Development*

SOCIOLOGY
- ☐ SOC101 General Sociology*
- ☐ SOC102 Marriage & the Family*

060 ARTS & HUMANITIES BUCKET AREA - 6 Credit Hours

Students must complete one course from two subject areas.

ART
- ☐ A 101 Art Appreciation*

FOREIGN LANGUAGE
- ☐ LG 101 Spanish I*

HISTORY
- ☐ HIS101 US History to 1877*
- ☐ HIS102 US History since 1877*

LITERATURE
- ☐ ENG202 American Literature I*
- ☐ ENG209 American Literature II*

MUSIC
- ☐ M 103 Music History & Appreciation*

THEATER
- ☐ TH 108 Theater Appreciation*

PHILOSOPHY
- ☐ PHI101 Introduction to Philosophy*
- ☐ PHI102 Introduction to Ethics*
- ☐ PHI103 Logic & Critical Thinking*
- ☐ PHI105 Religions of the World*

070 INSTITUTIONALLY DESIGNATED BUCKET AREA - 6 Credit Hours

Students must complete 6 credit hours in this area. Visit with the HCC Early College office or your counselor for course options. (list courses below)

- ☐ _____
- ☐ _____

Contact Us 785-442-6141 earlycollege@highlandcc.edu http://highlandcc.edu/earlycollege

Updated August 2025