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Admission

Eligibility

All high school graduates or the equivalent (students who have successfully completed the GED) are eligible for admission to the College. A non-graduate 16 or 17 years of age who has severed his or her connection with the high school system, as certified in writing by the chief executive officer (or designee) of the high school district in which the student has legal residence, or a non-graduate 18 years of age or older, may be admitted if he or she demonstrates the capacity to benefit from programs and courses offered by the College. High school students may be admitted to selected courses upon the written approval of their high school principal (or designee) and the designated College admissions official, and written parental acknowledgement.

Applicants will be required to:

- A. Complete a Harper College application.
- B. Pay a \$25 nonrefundable application fee.
- C. Submit an official copy of their final high school transcript. Students who are enrolled in high school at the time of application must, in addition, submit a current high school transcript. Students who completed the GED must submit an official copy of GED results. Non high school graduate, please contact the Center for New Students at 847.925.6208.
- D. Submit official transcripts from all colleges attended.
- E. Provide ACT scores. Either an official ACT score report or an official high school transcript that includes ACT scores can be submitted to fulfill this requirement. (This requirement will be waived for students who have completed 12 or more semester hours of college level credit and for students who are age 24 or older at the time of application.)

To be eligible for some College programs, the applicant may have to meet additional requirements as specified by that program and/ or the Illinois Public Community College Act.

Dual Admission Programs

These agreements with selected universities allow students to apply for admission to Harper College and the four-year college to which they plan to transfer simultaneously. Dual admission provides a seamless transition between Harper and participating schools by providing optimum continuity of courses, faculty and resources during all four years of study. Dual Admissions Programs currently are offered through Harper College and the following four-year institutions: Northeastern Illinois University, Northern Illinois University, Roosevelt University and Western Illinois University. Applicants may obtain detailed program information from the Harper College Admissions Outreach office.

Limited Enrollment Programs

Degrees:

Cardiac Technology, Dental Hygiene, Diagnostic Medical Sonography, Nursing, Radiologic Technology.

Certificates:

Cardiographic Technician, EMT-Basic, EMT-Paramedic, Practical Nursing, Mammography.

For up-to-date information about eligibility for admission, and requirements, procedures, and options available to students enrolled in Limited enrollment and other

programs contact the Admissions outreach office or check the website: www.harpercollege.edu

Limited enrollment program files will be reviewed after the initial program application deadline.

Because of the nature of clinical experiences, individualized instruction, specialized technology and the equipment necessary to offer these certain limited enrollment programs, a higher tuition rate is assessed for career specific courses in many of these select programs. Tuition for these courses is 200 percent of the standard tuition rate.

Concurrently Enrolled

High School Students

High School students who wish to concurrently enroll at Harper College must be at least 16 years of age and have junior or senior status with a minimum high school GPA of 3.0. In addition, students will meet with a counselor in the Center for New Students and Orientation to help determine their readiness to attend college.

- A. Complete the Harper College Application for Admission and submit a one-time \$25 non-refundable application fee.
- B. Contact the Center for New Students at 847.925.6208 to schedule a "concurrent high school student appointment" with a counselor.
- C. Submit appropriate documents to the Center for New Students: high school transcript, including ACT scores (home schooled students must submit documentation of their home school program).
- D. Complete Concurrent High School Admission Form (including signed Parental Acknowledgement and Treatment Authorization).

The final decision about eligibility to enroll for Concurrent High School Admission will be made by a counselor in the Center for New Students and the student may be required to complete Compass assessment tests in Writing, Reading and/or Mathematics in order to be considered for admission.

High School Dual Credit Program

The high school dual credit program provides an opportunity for qualifying high school students from Districts 211, 214 and 220 to earn both high school and college credit. For further information, call 847.925.6364.

International Students

Students from other countries attending Harper College are termed "international" students, according to the following definition: "A person who is a citizen of a country other than the United States who has a visa for educational purposes (F-1) with an intent to return to his or her homeland upon completion of his or her educational program."

International students must carry a minimum of 12 semester hours or be enrolled in the Intensive English Program. Because no scholarships are available to new international students, nor are they eligible for financial assistance, it is essential that students from outside the United States have sufficient funds to cover their expenses while in this country.

International students are not considered residents of the College district for purposes of in-district tuition or admission to Limited Enrollment Programs.

International students are required to have health insurance coverage and will be charged an individual health insurance fee each semester. Students can receive a credit for the fee if they provide proof of equivalent coverage through a government or employer plan.

International students will be required to submit the following to the International Student Office at least eight weeks prior to the beginning of the semester or summer session in which they intend to begin their studies:

1. A completed Harper application (online or paper) with a nonrefundable \$175 application fee.
2. Official transcripts and diploma of secondary school study and any university-level or postsecondary school work that has been completed or attempted. If these documents are not in English, they must be accompanied by authorized English translations.
3. An official Test of English as a Foreign Language (TOEFL) score report. To be considered for admission, students must receive a minimum score of 79 on the iBT. Students may choose to submit an official report of the IELTS with a minimum score of 6.5. This requirement will be waived for students applying to the Intensive English Program.
4. A bank certificate or letter verifying sufficient funds for tuition and living expenses.
5. A written statement regarding what the student plans to study at Harper.
6. International Student Responsibility Checklist, signed.
7. Copy of passport (visa stamp and I-94 card if already in the United States).
8. Photograph
9. Copy of I-20 if student is transferring from another U.S. college or university.

This information is subject to change by the Department of Homeland Security (DHS). Please consult harpercollege.edu for updates.

Readmission

A student who has previously attended Harper College, and who is returning after an absence of one semester or more, does not need to complete an application for readmission. (An exception to this is a student who is applying for admission to a Limited Enrollment Program. Contact the Admissions Processing Office for details.) If a student has attended any other educational institution since attending Harper, official transcripts from each college attended should be submitted to the Admissions Processing Office. Students dismissed from Harper for disciplinary reasons must be reviewed by Harper's Dean of Student Affairs.

Center for New Students and Orientation

The Student Development Center, located in Building C, Room C104, is available to all students entering the College for the first time. The Center for New Students and Orientation assists all entering students by providing the preliminary information helpful in their transition to Harper College. Advising is provided through appointment in small groups and individually.

This center is responsible for New Student Orientation each semester. These programs provide opportunities for new students to meet others and to become familiar

with the campus and services available. Students begin settings goals and are assisted in the selection of an registration for courses.

Parents of new full-time students are invited to Parent Orientation. This special program is designed to provide parents with information about the Collage and answer any questions that they may have.

Transfer of Credit to Harper College

A degree seeking student who has attended any other college(s) and wants their transcripts evaluated must have an official transcript from each college attended sent to the Admissions Office immediately upon making application. Students must also complete a transcript evaluation request form found at harpercollege.edu. Once the evaluation request has been submitted and all transcripts have been received, results will be mailed and can be viewed online through the student portal. Transcript evaluations may take 2 – 3 weeks to process.

A student may transfer credit to Harper College according to the following conditions:

1. The collegiate institution previously attended must be a regionally accredited institution awarding college credit.
2. Credit may be transferred to Harper College for courses earning credit and successfully completed with a grade of D or better if the student's cumulative grade point average (GPA) is 2.0 or above (C average) at the previously attended institution. (Some programs may require a grade of C or better, please refer to the current curriculum for possible exceptions). If the student's cumulative GPA is less than 2.0 at a previously attended institution, credit may be transferred for courses earning credit and successfully completed with a grade of C or better. The student's work at each institution is evaluated independently if several institutions were attended. A student must petition for evaluation of transfer credit through one of the following offices: Registrar's Office, Admissions Processing, Admissions Outreach or online at harpercollege.edu.
3. Credit may be transferred, but the grades earned at other institutions are not transferred, nor are the grades included in computing the cumulative GPA at Harper College. Grades from other institutions may be used to determine whether a student has successfully met course prerequisites. Elective credit may also be awarded for transfer course work with no direct equivalency at Harper College.
4. Courses which are a part of a department or program of study not offered by Harper College are considered nontransferable.
5. Evaluation of credentials from a foreign country may be requested by contacting the World Education Services at www.wes.org. The Office of the Registrar at Harper College will use the WES results to determine transfer of foreign credit to the College.
6. Effective for students following the 1999-2000 Catalog (and thereafter), transfer students must earn a grade of C or better in their courses equivalent to ENG 101-Composition and ENG102-Composition at the collegiate institution previously attended. This requirement will be in place for the A.A., A.S., A.F.A. and A.E.S. degrees, as well as

the IAI core curriculum for students who are not completing the degree.

Assessment and Testing

This office is located in the Student Center, Building A, Room A148, and is responsible for the coordination and administration of academic assessment and other testing programs available to Harper College students and community members. All new full-time students are required to participate in an orientation program that includes academic assessment testing. New students assess their academic skills in writing, reading and mathematics through this battery of tests. Tests for distance learning classes, independent study programs, proficiency and CLEP testing and entrance examinations for limited enrollment programs are coordinated in this office. Harper College also participates in national testing programs, either as a test center or as a source of information.

Registration Policies and Procedures

Attendance Policy

Regular attendance is necessary for satisfactory college work. Each instructor or program coordinator has the responsibility of establishing the attendance requirements which best suit the educational goals of a class or program. No central class attendance record is kept other than a midterm report. It is the **students' responsibility** to learn the instructor's attendance policy for each course, as well as to discuss with their instructors any extraordinary circumstances affecting their attendance. Students attending without registering and paying for a class will not be allowed to receive a final grade once the semester ends.

Enrollment Status Verification

Students may have current or previous enrollment verified by the Registrar's Office, Student Center, Room A213, or by the National Student Clearinghouse online at www.studentclearinghouse.org or phone at 703.742.4200. The College Registrar's Office reports enrollment status verifications on the basis of full-time, half-time and less than half-time enrollments as defined below.

Full-time Status:

A student is considered full-time if he/she is enrolled in 12 or more credit hours during the fall or spring terms. (6 credit hours during the summer term).

Half-time Status:

A student is considered half-time if he/she is enrolled in 6 or more credit hours but fewer than 12 credit hours (6-11.9) during the fall or spring terms. (3-5.9 credit hours during the summer term).

Less than Half-Time Status:

A student is considered less than half-time if he/she is enrolled in fewer than 6 credit hours during the fall or spring terms. (3 credit hours during the summer term).

A current semester verification is based on the enrollment status of the student on the day after the refund for those courses in which the student is enrolled. A previous semester verification is based on the actual dates of attendance.

Auditing a Course

A student who wishes to audit a course will be required to pay full tuition and fees and must obtain approval from the instructor, department chair or dean **prior** to enrollment in the course.

Registration for audit status may be completed only during the first week of the class and must be the original enrollment in the class. **Changes from credit to audit are not permitted.** Students taking a course for credit are given priority in registration.

Upon completion of the course, the instructor will assign an **H** grade. This grade does not count in cumulative hours or grade point average.

Withdrawals

Students who wish to withdraw from a class after the regular registration period must withdraw officially by the appropriate deadline date. A student who does not withdraw officially from a class prior to the last date for withdrawals is subject to an **F** grade.

Criteria and procedures for a withdrawal due to significant medical reasons are available in the Health and Psychological Services office, A 364.

The following guidelines determine grades for an official withdrawal from a 16-week course; the timetable for withdrawing from other courses (12-week, 8-week, 4-week, etc.) will be determined on a pro rated basis according to these guidelines:

1. Classes dropped prior to the refund period will not become a part of the student's permanent record;
2. A **W** grade will be assigned to a class dropped after the refund period and prior to the last date for official withdrawals;
3. A student who does not withdraw officially from a class prior to the last date for withdrawals is subject to an **F** grade.

The deadline to withdraw from classes is available in the official College calendar for the year in question. Please refer to harpercollege.edu.

Military Withdrawals:

In support of America's call to military action, the College will offer full refunds of tuition and mandatory fees to all military reservists, National Guardsmen and active-duty military personnel who receive emergency orders preventing them from attending classes after they have enrolled at the College. Please contact the Registrar's Office for additional information at 847.925.6500.

Residency

Students enrolling at Harper College shall be classified as In-district, Out-of district, Out-of-state or Out-of-country for tuition and fee purposes:

In-district Resident

A student who has resided within the State of Illinois and the Harper College district* 30 days immediately prior to the start of the term is eligible to be classified as an in-district student for tuition calculation purposes. Proof of in-district status is required at the time of registration. Proof of residence can include driver's license, voters registration card, lease, utility bill or tax bill.

Out-of-district Resident

A student who has resided in the State of Illinois, but outside the Harper College district, for 30 days*

immediately prior to the start of the term shall be classified as an out-of-district student.

Out-of-state Resident

A student who has resided in the State of Illinois for less than 30 days** immediately prior to the start of the term shall be classified as an out-of-state student.

Out-of-country Resident

A student whose permanent residence is outside the United States and is attending Harper College on an F-1 visa shall be classified as an international student.

* Communities in Harper College District #512: Arlington Heights, Barrington, Barrington Hills, Buffalo Grove+, Carpentersville+, Deer Park+, Des Plaines+, Elk Grove Village, Fox River Grove+, Hanover Park+, Hoffman Estates+, Inverness, Lake Barrington, Mount Prospect, North Barrington, Palatine, Port Barrington, Prospect Heights, Rolling Meadows, Roselle+, Schaumburg, South Barrington, Tower Lakes, Wheeling.

+ Portions of these communities are not included in the district.

** Students who move from outside the state or district and who obtain residence in the state or Harper district for reasons other than attending the community college shall be exempt from the thirty day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency. The Registrar's Office shall make the final determination of residency status for tuition purposes.

Business EdVantage Agreement

Businesses within the Harper College district offer Harper in-district tuition rates to employees who live outside the College district but within Illinois. The Business EdVantage Agreement Program permits these employees of in-district businesses to attend Harper classes at in-district rates if their employers have registered for this unique program. The in-district tuition is available whether the cost is to be paid by the employees or by the company. Employers who are interested in this program should contact Admissions Outreach or apply online at harpercollege.edu. International students are not eligible to use the Business EdVantage Agreement.

Tuition and Fees

Tuition for Credit Classes*

In-District Residents:

..... \$102.50 per credit hour
(full-time employees of in-district companies are also eligible)

Out-of-District:

..... \$359.50 per credit hour

Out-of-State:

..... \$435 per credit hour

Out-of-Country Student:

..... \$435 per credit hour

Programs/Courses with variable tuition

Programs:

- Cardiac Technology degree
- Cardiographic Technician certificate
- Dental Hygiene degree
- Diagnostic Medical Sonography degree
- Mammography certificate (RAD)
- Nursing degree
- Practical Nursing certificate
- Radiology Technology degree

Courses:

- CTE prefix
- DHY prefix
- DMS prefix
- NUR prefix
- RAD prefix
- OCC prefix
- *Subject to change without notice

Fees for Credit Classes

- *Application Fee:* \$25
- *Activity Fee, full-time student:* \$42
part-time student: \$21
- *Registration Fee (nonrefundable):* \$15
Students are responsible for payment of the \$15 non-refundable registration fees for all registrations that are dropped for non-payment.
- *Technology Fee:* \$7 per credit hour
- *Construction and Renovation Fee:* \$9 per credit hour
- *Laboratory, Music and other class fees:* Will be indicated at time of registration
- *Academic Transcripts Fee:* \$5 per transcript

Application Fee

A one-time application fee of \$25 is charged to each new student applying for admission for credit courses. The fee, which is nonrefundable, covers the cost of processing the application.

Activity Fee

Students enrolled for 12 or more credit semester hours will pay a \$42 activity fee for each semester; students enrolled for less than 12 hours will pay a \$21 activity fee. No activity fee is charged for students enrolled only in Continuing Education courses.

However, students enrolled only in continuing education may wish to pay the activity fee and obtain a HarperCard (see: Student Activities).

Special Music Fee

Students enrolled in minor applied music will pay \$75 per semester. This entitles the student to one 30 minute private lesson per week. Major applied music students will pay \$150 per semester and will receive one 60 minute private lesson per week.

Laboratory, Music and Other Class Fees

Laboratory, music and other class fees will be indicated at time of registration.

Registration Fee

A \$15 non-refundable registration fee is charged to all students registering each semester for credit courses. If you are dropped from a class for non-payment, an additional \$15 registration fee will be assessed when you re-enroll.

Technology Fee

A technology fee of \$7 per credit hour will be assessed for students enrolled in credit courses. The fee will support all technology throughout campus such as computer labs, instructional technology, resources of the library, touchtone and Web registration.

Construction and Renovation Fee

A renovation fee of \$9 per credit hour will be assessed to students enrolled in credit courses. The fee will

support the College's infrastructure and the renovation of outdated facilities.

Payment Deadlines

A payment due date is established each term for registrations prior to that date. For registrations after the payment due date, payments are due 48 hours following your registration. If payment is not made by the payment due date, your classes will be dropped and an additional \$15 non-returnable registration fee will be assessed if you re-enroll. Students unable to pay all charges when due may apply for a pre-authorized payment plan. Details are available at harpercollege.edu. To pay online or set up a payment plan login to MyHarper Student Portal, select the MyPayments tab, go to the Student Account LinksSection. Students receiving Federal, State, Private or Institutional (Harper College) Grants, Scholarships or Student Loans must sign up for e-Cashier's Deferred Payment Plan. Failure to do so may result in dropped classes. Students may apply for financial aid at the Scholarships and Financial Assistance Office, Building C, Room C102.

Senior Citizen Discount

District residents age 65 years of age and older are eligible for a 100 percent tuition discount for all credit courses. This discount applies only when registering three calendar days (or later) before the first day of that particular class. This must be the student's initial enrollment in the class and there must be space available. Students may not drop and re-enroll for the discount. This discount does not apply to fees.

Tuition Refund Policy

Refunds will be determined by the following schedule:

Fall/Spring Semesters

16-Week Classes	Percent of Refund
First week of classes through Sunday	100%
No refund after first week of semester	
12-Week Classes	Percent of Refund
First week through Sunday	100%
No refund after first week of semester	
8-Week Classes	Percent of Refund
First week through Wednesday	100%
No refund after Wednesday of the first week of class	
4-Week Classes	Percent of Refund
On or prior to first day of class	100%
No refund after first day of class	

Classes offered in other formats or on the weekend (Friday, Saturday and Sunday) may have separate refund and withdrawal dates. Please refer to the Academic Calendar at harpercollege.edu for specific refund and withdrawal dates.

Summer Session

8-Week Classes	Percent of Refund
First week through Wednesday	100%
No refund after Wednesday of the first week of class	

Refunds:

Refund deadlines vary for non 8-week classes.

- Refunds are not processed until the 100% refund period has passed.

The Business Office, Building A, Room A214, will disburse refunds in the form of a check, direct deposit, or onto a student refund card. If payment was made by credit card in person, by phone or Quikpay, your refund will be applied to the credit card account.

If payment was made with a credit card for a payment plan, the refund will be in the form of a check, direct deposit or onto your student refund card.

Direct Deposit forms are available in the Business Office or print the form off the MyHarper Student Portal and deliver to the Business Office. A cancelled check is required for all direct deposits of refunds. Please remember that you must notify the Business Office of any change in your bank account.

The student refund card works much like a regular debit card.

Refunds will normally be processed within 10 business days after a credit balance is on a student's account, assuming it was paid with guaranteed funds.

Students who do not attend class and who do not submit an official written notice for dropping class(es) will not receive any refund and are subject to an F grade.

Chargeback Tuition

In-district students desiring to pursue a certificate or degree program not available through Harper College may apply for chargeback tuition if they attend another public community college in Illinois which offers that program.

Approved students will pay the in-district tuition of the college where they will be attending classes. The remaining tuition charges will be paid by Harper College for approved classes.

Application for chargeback tuition must be made in the Office of the Registrar 30 days prior to the beginning of the term for the college in which the student wishes to enroll.

Out-of-district students approved for chargeback tuition from their community college will pay Harper's in-district tuition and their district community college will reimburse Harper for the balance of the tuition for approved classes.

Grading

Approximately one week after the course ends, the student will receive a grade for each class in which he or she was officially enrolled. Students attending without registering and paying for a class will not be allowed to receive a grade once the semester ends. The official grade point average is computed on the basis of final grades awarded at the end of each semester or term. Students may view grades online at harpercollege.edu.

Grade Points

Grade points are numerical values which indicate the scholarship level of the letter grades. Grade points are assigned according to the following scale:

Grade	Significance	Grade Point
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	.0
FG	F Grade Forgiven	.0
H	Audit	.0
IP	In Progress	.0
P	Pass	.0
W	Withdrawal	.0
X	Incomplete	.0

The following classes are not computed in the semester cumulative grade point average:

Communication Skills all courses
 English as a Second Language all courses
 All P graded courses

Course work with an R designation after the grade indicates that the course is a developmental course (AR, BR, CR, DR, etc) not included in grade point average.

Course work with a V designation after the grade indicates that the course is a vocational skills course (AV, BV, CV, DV, etc) not included in grade point average.

CRD – Miscellaneous credit – AP, CLEP or Proficiency credit - not included in grade point average.

Transfer Credit

Transfer credit is designated with a T followed by a letter grade of A, B, C, D. Only the credit hours are accepted. Prior to Spring 2009, transfer credit is designated with a T grade.

Academic Standing will be processed at the end of each semester.

Incomplete Grades

A student may be assigned a grade of X for unfinished work in a course provided the work was incomplete because of circumstances deemed to be unavoidable or uncontrollable (to be determined by the instructor). The work to be completed will be assigned by the instructor. The unfinished work must be satisfactorily completed by the midterm of the following 16-week semester. Failure to do so will result in a grade of F. In certain courses such as open entry courses, it is necessary to meet the instructor deadline specified in the contract for that class.

Repeat Policy

Students will be allowed to repeat courses and attempt to earn a higher grade for classes taken at Harper College. When a course has been attempted more than once, only the highest grade received for that course will be used to compute the cumulative GPA. The lower grade(s) will remain on the transcript but will not be used to compute the Harper College cumulative GPA. The repeat policy applies only to courses currently offered. A student transferring to another college should check the institution's repeat policy as it may differ.

Note: In the case of courses that are approved to be taken more than one time, the repeat policy is not in

effect until the number of approved repeatable hours is exceeded.

Forgiveness Policy

Under limited circumstances, a student may petition to have previously earned F grades excluded from the calculation of the cumulative grade point average. If the F grades are excluded from the cumulative grade point average calculation, they will still appear on the student record. Eligibility guidelines and procedures are available in the Student Development Centers, Registrar's Office and at harpercollege.edu.

Academic Honors*

Beginning fall 2010, Harper College will recognize academic achievement each semester by designating an academic recognition to students who meet the following criteria:

President's List

Each semester, students who successfully complete 9 or more college level credit hours and achieve a semester grade point average of 3.75 or higher will be recognized as President's List students.

Dean's List

Each semester, students who successfully complete 6 or more college level credit hours and achieve a semester grade point average of 3.50 or higher will be recognized as Dean's List Students.

Honors designations will be noted each semester on the student academic record. The total number of hours a student successfully completes will determine the designation received, based on the grade point average.

Graduate Honors Designation

Beginning fall 2010, Harper College will recognize the academic achievement of its associate degree graduates by designating Academic Honors to students who have completed a minimum of 45 semester hours of their coursework at Harper College and who meet the following criteria:

- Cum Laude: 3.5 – 3.749 cumulative GPA
- Magna Cum Laude: 3.75 – 3.899 cumulative GPA
- Summa Cum Laude: 3.9 – 4.0 cumulative GPA

The official transcript will show honors designations based on the student cumulative grade point average upon completion of the associates degree program.

Official Transcripts

Order your Harper College transcript online at harpercollege.edu. Beginning spring 2011 there will be a \$5 fee for each official transcript ordered. Additional fees may be charged based on method of delivery; electronic transcripts are available with some institutions. The College reserves the right to withhold transcripts of persons who have past due monetary obligations such as tuition, fees or materials. All holds must be cleared before a transcript is released. Transcripts are generally processed within four (4) working days.

Financial Assistance

Student Financial Assistance

Office of Student and Financial Assistance administers and manages student aid funds from the following federal, state, institutional and private sources:

- Federal (grant and loan) Programs
- State-sponsored Grant Programs
- Institutional and Private Scholarships
- Foundation Endowments and Scholarships

Students are encouraged to check with organizations such as women's clubs, service clubs; like Rotary and chambers of commerce, as many private and public agencies are ready and able to assist the worthy college students. In addition, scholarship search Web sites are linked on the Harper College Financial Aid Web page, harpercollege.edu.

There are many ways students can finance their education at Harper. There are scholarships that pay all, or a portion of their expenses. Scholarships are awarded to students based on their academic performance, leadership experiences, community involvement, or financial circumstances. Low interest federal student loans up to \$5,500 for the first year, dependent students and \$9,500 for the first year, independent students are available. Students must be enrolled for at least six credit hours per term to qualify for student loans.

On-campus jobs for students under the Federal Work-Study or other employment programs are also available to help students with college expenses. Students can work up to 20 hours per week and be paid at least minimum wage.

Many students will receive financial assistance from more than one source in addition to what they can expect to receive from their parents. More than 9,800 Harper College students are receiving some form of financial assistance administered by the Office of Student Financial Assistance.

Veteran Services

Harper has been designated as a Serviceperson's Opportunity College by meeting or exceeding the following criteria:

Uncomplicated and non-restrictive admission policies; providing for servicemen or women to pursue educational programs through courses offered on weekends, evenings and other nontraditional times; and offering maximum credit for educational experiences obtained in the Armed Forces.

The Office of Student Financial Assistance who provides advice and assistance for veterans and assists the veteran complete the veteran enrollment certification and ensures Illinois veterans are informed about the eligibility criteria for the Illinois Veteran Grant. Eligible veterans and servicepersons receive a monthly educational allowance to attend school.

Detailed information relating to Harper's veterans' assistance programs may be found on the Financial Aid page of the Harper College Web site, harpercollege.edu.

Transfer Scholarships

Most four-year institutions offer scholarships designated for community college students. The

following are some that have scholarship resources available to Harper students.

- Benedictine University, Lisle
- Bradley University, Peoria
- Columbia College, Chicago
- Concordia University, River Forest
- DePaul University, Chicago
- DeVry University, Addison and Chicago
- Dominican University, River Forest
- Eastern Illinois University, Charleston
- Illinois Institute of Technology, Chicago
- Illinois State University, Normal
- Kendall College, Evanston
- Knox College, Galesburg
- Lewis University, Romeoville
- Loyola University, Chicago
- Marquette University, Milwaukee, WI
- McKendree College, Lebanon, IL
- North Central College, Naperville
- Northern Illinois University, DeKalb
- Quincy College, Quincy
- Ripon College, Ripon, WI
- Roosevelt University, Schaumburg and Chicago
- Saint Xavier University, Chicago
- Southern Illinois University, Carbondale
- University of St. Francis, Joliet
- Western Illinois University, Macomb

Academic and Leadership Recognition Scholarships

- Distinguished Scholar – Full tuition for 60 credit hours
- Trustee Scholarship – Full tuition for 30 credit hours

Premier Scholarships

These premier scholarship opportunities are available on a yearly basis.

- Motorola Award for Excellence
- Amersham Endowed Scholarship
- Northrop Grumman Engineering Scholarship (2+1 Program)
- Square D Engineering Endowed Scholarship (2+1 Program)
- George and Christine Winandy Distinguished Scholars for Math and Science majors (2+1 Program) Foundation Scholarships

Foundation Scholarships By Area of Interest

Academic Enrichment and Language Studies

- Jacob and Iris Wolf Sign Language Interpreting Scholarship
- Jean B. Chapman International Student Scholarship Fund
- John and Melanie Frieberg ESL Scholarship
- John W. Davis Spanish Travel Scholarship

Access and Disability Services

- ADS Alumni Scholarship
- Donald and Patricia Torisky Endowment Fund
- Glenda F Nuccio Memorial Scholarship
- Midge C. Smith Memorial Scholarship
- Deaf/Hard of Hearing Scholarship for Continuing Students

Adult Education Development

- GED Distinguished Scholars

- GED Graduate Scholarship

Any Academic Area

- Betty and Matt Cockrell Endowed Scholarship
- Geraldine Cosby Endowed Government Service Scholarship
- Dr. Ernest B. and Mrs. D. Kris Howard Endowment for Community Service
- Ernie and Hazel Rilki Lifelong Learning Scholarship

Career Programs

- Architectural Technology Endowed Scholarship
- Dr. Charles Shaner Memorial Scholarship—Dental Hygiene
- Harper Nursing Student Endowment Scholarship
- Illinois Health Improvement Association Scholarship
- Joanne Heinly Nursing Scholarship
- Nick Nocchi Scholarship Fund
- Sharlene Marchiori Nursing Scholarship
- Wilford C. Papenthien Memorial Fund
- William H. Osbourne III Memorial Endowed Scholarship

Continuing Education

- Anne Rodgers Scott Endowment For Student Success Scholarship
- Community Music Center Scholarship
- Gene and Hildegard Evans Memorial Scholarship
- James E. Finke Memorial Scholarship

Faculty/Staff Development

- Harper 512 IEA/NEA Association Scholarship
- Joan R. Young Scholarship

Liberal Arts

- Elizabeth Schmik Hull Fund
- Henry Meier German Scholarship
- Marilyn Shiely Coste Memorial Scholarship
- Ronald Dourlet Memorial Scholarship

Transfer Scholarships

- Harper Employee Transfer Scholarship
- James J. McGrath Humanities Scholarship
- John Louis Papandrea Liberal Arts Memorial Scholarship

Performing and Visual Arts Scholarships

- Barbara Minner-Fuhr Memorial Scholarship
- Carol A. Zack Memorial Fine Arts Scholarship
- Eugenia Makowski Endowed Scholarship
- Fine Arts Scholarship
- Fine Arts Scholarship For Women
- Harley Chapman Music Performance Scholarship
- Mary Jo Willis Theatre Scholarship Endowment

Wellness and Human Performance

- Roy G. Kearns Memorial Scholarship

Women's Program

- 100 Influential Women
- Displaced Homemakers Scholarship
- Jean Black Women In Careers Scholarship
- Kathleen N. Graber Scholarship
- Philip and Claudette Lobo
- Schaumburg AAUW
- Sonya Leicht
- Rita and John Canning Women's Program Scholarship

Refund Policy for Financial Assistance Recipients

Harper students who are financial assistance recipients must be aware of all refund policies including the federal Return of Title IV Funds policy. Eligible students who officially withdraw from all classes on or before 60 percent of the term has elapsed will receive a proportional refund based upon the official date of withdrawal. The official date of withdrawal is the withdrawal date as recorded by the Registrar's Office and is based on the date that appears on the Student Add/Drop form as filed with that office.

Harper calculates refunds proportionally and must determine the unearned amount of Title IV Funds that must be returned to the Student Financial Aid (SFA) programs. The school bases the amount of unearned assistance that must be refunded on the applicable federal calculations.

Before any refund is made to the student, Student Financial Assistance must return funds to the appropriate financial aid program(s). If the student owes money to Harper College the amount owed will be subtracted from any refund due the student. Students may contact Student Financial Assistance for further details.

Refunds will be processed within 14 days after a credit balance is on a student's account.

Satisfactory Academic Progress Requirements for Financial Assistance

In addition to the Standards for Academic Achievement, federal and state financial aid recipients must also comply with the satisfactory academic progress requirements for financial assistance as follows:

1. A student must be enrolled in a program of study leading to an associate degree or a certificate (>16 credit hours) at Harper College.
2. A student must have a cumulative grade point average of 2.0 or higher to be eligible for financial assistance.
3. A student must complete 67 percent of the courses attempted throughout his/her entire enrollment at Harper College. Courses in which a student receives an F (fail), X (incomplete), W (withdrawal) or H (audit) will not count as completed courses or earned grades.
4. A student must complete an associate degree or certificate within a specified time period. A student cannot receive financial assistance beyond the specified time allotted for completion of his/her program. The receipt of financial assistance does not alter the specified time period.

Academic Policies

Assessment and Placement

Harper College welcomes all who can benefit from the courses and programs offered. To that end an assessment policy is in place requiring all new full-time students to complete writing, reading and math placement tests. Students entering their first English and/or math courses are also required to complete appropriate placement test(s).

The goals of assessment are:

1. To inform students about their competency levels in English, reading/writing and math.
2. To place students in the English and math courses in which they have the best opportunity for success.
3. To help underprepared students whose reading assessment scores are substantially below college level by requiring them to enroll in developmental reading courses prior to or along with their English courses. New full-time students who place into reading must enroll in the appropriate reading course during their first semester.

Details of the mandatory assessment and placement policy, including options for waiving testing, are available in the Assessment and Testing Center.

Standards of Academic Performance Rationale for Standards

The Standards of Academic Performance at Harper College have been established in order to:

Guide the student in pursuit of academic success:

The Standards assure the availability of services which can help students reach success as well as clearly notify them of their progress.

Maintain an academic environment that clearly defines expectations for progress:

The Standards communicate the College's definition of academic progress. The Standards clarify College expectations and afford the student a guideline for setting realistic goals.

Clarify the roles and responsibilities of students, faculty and administrators:

The Standards define the role of the student in terms of academic performance and responsibility as well as the role of College personnel in evaluating academic performance and intervening with special assistance at specific intervals.

Allow the institution to maintain its academic integrity.

Categories of Standards

Good Standing

Students with a cumulative GPA of 2.0 or higher and students who have attempted* fewer than seven credit hours or have not attended classes since the summer of 1989 are in good standing.

Academic Caution

Students who have attempted* seven and not more than 15 credit hours and have received a cumulative GPA of less than 2.0 will receive a caution notice and the recommendation to take advantage of various programs and services designed to help them achieve success.

Academic Warning

Students who have a cumulative GPA of less than 2.0 and have attempted* 16 or more credit hours, or have completed their second successive semester with a cumulative GPA of less than 2.0, are given academic warning. These students will be advised to restrict their enrollment to a maximum of 13 credit hours and may have restrictions imposed upon them.

Probation

Students who were academically warned in a previous semester and have a cumulative GPA of less than 2.0 will be placed on probation. Students who have returned to good standing and then earn less than a 2.0 cumulative GPA will return to probation. These students will be restricted to a maximum of 13 credit hours and will be required to participate in success-oriented strategies.

Suspension

Students who have attempted* 40 or more credit hours, have had three successive semesters with a cumulative GPA of less than 2.0, with one of those semesters in probation, and earned below a 2.0 semester GPA the last semester they were enrolled are placed on suspension. These students will be suspended from the College for one full semester (fall or spring). Students suspended after spring term will not be allowed to enroll for summer session or fall semester. Students must be involved in success-oriented strategies upon their return.

Dismissal

Students who have returned to the College after one semester of suspension and who receive a semester GPA of less than 2.0 will be dismissed for a minimum of two full semesters (fall/spring or spring/fall). After this dismissal period, these students must petition the Dean of Student Development for reinstatement.

* Refers to receipt of grades A, B, C, D and F.

Academic Caution	Attempted 7+ credit hours and cumulative GPA less than 2.0	Caution and recommendations of success-oriented strategies.
Academic Warning	Attempted 16 or more credit hours with cumulative GPA less than 2.0 or second successive semester with cumulative GPA less than 2.0	Recommend restriction to maximum 13 credit hours. May have restrictions imposed.
Probation	Previous semester with Academic Warning and cumulative GPA less than 2.0	Mandatory restriction to maximum of 13 credit hours. Required success-oriented strategies.
Suspension	Attempted 40 or more credit hours, at least three successive semesters with cumulative GPA less than 2.0 with one of those terms in probation and earned below a 2.0 semester GPA the last semester they were enrolled.	One semester suspension. Required success-oriented strategies upon return.
Post Suspension	Semester after suspension and subsequent semesters with semester GPA of 2.0 or higher and cumulative GPA of less than 2.0.	Mandatory restriction to maximum of 13 credit hours. Required success-oriented strategies.
Dismissal	One semester after suspension or a previous semester in post dismissal with semester and cumulative GPA less than 2.0	Dismissal for two semesters. Must petition for reinstatement.
Post Dismissal	Semester after reinstatement from dismissal and subsequent semesters with semester GPA of 2.0 or higher and cumulative GPA of less than 2.0.	Mandatory restriction to maximum of 13 credit hours. Required success-oriented strategies.

Mandatory Advising for Students on Probation, Post Suspension and Post Dismissal

As part of the required success-oriented strategies, students on probation, post suspension and post dismissal are required to see a counselor for educational planning and academic support. Individualized strategies will be developed to assist the student to identify causes of academic difficulties and to achieve satisfactory grade point averages. College services will be utilized to help the student reach his or her educational potential and goals. Students who fail to see a counselor will not be allowed to register for subsequent classes.

Students placed on suspension and dismissal may seek counseling assistance during the semester(s) of non-attendance. Upon returning to school, previously suspended and dismissed students will be placed on post suspension or post dismissal, restricted to a maximum of 13 credit hours and required to see a counselor to develop success-oriented strategies before being allowed to register.