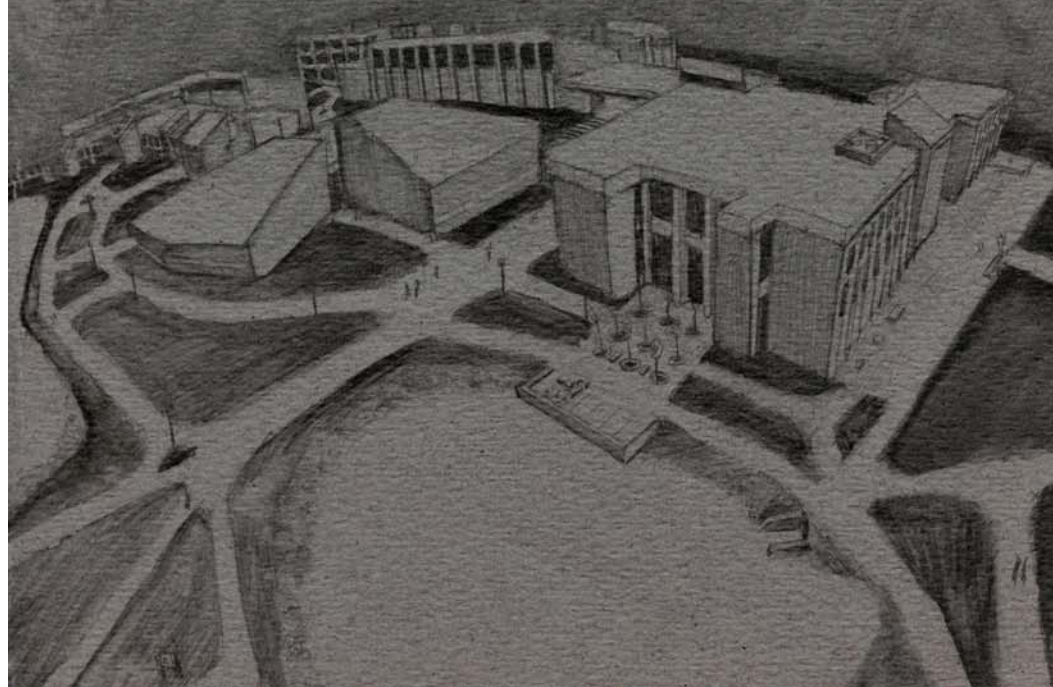


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# Harper College Student Handbook 1973/74





**William Rainey Harper College**

Algonquin & Roselle Roads  
Palatine, Illinois

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**“One of the goals of those involved in working with students at Harper is to help entering students face realistically and objectively the gap that exists between high school and college.**

**Adjustment to a new environment for many students comes easily; for others it is sometimes a difficult and painful experience. No single explanation can be given when the latter occurs in that it is almost always due to a combination of contributing factors.**

**I have attempted to develop a staff of well trained, student oriented professionals who are ready and available to help you whenever needed in order that your successful college experience is not threatened, whether you be a recent high school graduate, transfer student, or a community member returning for continuing educational growth experiences.**

**As Vice-President of Student Affairs I consider myself your representative in the college administration. To do an effective job I need to know the interests, concerns, problems, and attitudes of students. Please stop in my office whenever you wish to discuss a matter of importance regarding the college. I will appreciate the opportunity to talk to you. Best wishes for a most successful year.”**

Guerin A. Fischer  
Vice-President of Student Affairs



**“Welcome to Harper College. I hope that all of you new students share your ideas and experiences with the people you encounter here. College is a learning process and also a very fulfilling and rewarding opportunity. A diversity of students and organizations abound at Harper. Any student can, if he wishes, join a number of different clubs and participate in any activities on our campus.**

**The Student Senate at Harper College is a viable force and was established to serve the student body of which you are now a member. If any problem arises, please do not hesitate to stop in to talk with me or else attend any of the Senate meetings. We will be glad to listen and help you; that is one of our purposes.**

**I again welcome you to Harper College and wish you a successful and enlightening year.”**

Robert E. Hayhurst  
Student Body President



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# Student Development

### **Counseling**

Counseling and guidance is an important function of the comprehensive community college. Harper recognizes this fact and has developed an extensive program of counseling services. Counselors serve as academic advisors to all students, especially in the areas of program selection and career decision-making. All students are encouraged to see a counselor when personal or social problems arise.

The counseling center maintains a collection of information on vocational and college selection, including a career library describing thousands of vocations, film-strips and recordings on career information, a machine used for assisting the student in college selection, and college catalogs for personal use by the students. Up-to-date transfer information on area colleges and universities is available with each counselor. Included is specific information on program requirements of transfer programs with these institutions.

A decentralized counseling approach is used at Harper with counselors housed within divisional offices in addition to the counseling center. Students are encouraged to see a counselor in the academic division which includes his major field of study. Counselors are available for academic, vocational, and personal counseling. Each counselor schedules and posts hours for open office hours and also sees students on an appointment basis.

### **Group Counseling**

There are several types of group experiences available through the counseling center to any student who expresses a desire to participate. Among them are Human Potential Seminars, Interpersonal Effectiveness Labs, and seminars on Effective Decision Making. The Human Potential Seminars assist students uncover their hidden potential primarily through experiences designed to bolster their self-confidence and increase their motivation. Interpersonal Effectiveness Labs help students improve their ability to relate to other people, and the seminars in Effective Decision Making instruct students in the techniques of

arriving at responsible, well-informed decisions.

Counselors, trained in group processes, serve as facilitators for the groups and it is recommended that each group, which meets two hours per week for eight weeks, be limited to a maximum of ten people.

Students are informed about the group offerings during orientation and registration, through articles and advertisements appearing in the student newspaper and by their counselor. Interested participants can sign up for these in the counseling center.

### **Academic and Vocational Testing**

Have you ever asked yourself, "Do I really know what I want to do?" or "What am I interested in?" or "What are my abilities?" If you have and you weren't satisfied with your answer, you may get some insight about yourself, your abilities, and your interests by taking a battery of tests. These tests are available in the Office of Testing Services in the Counseling Center.

### **Community Counseling Center**

Do you know a friend or relative who is unsure of his vocational goals, his job, or his goal in life? If you do, Harper College's Community Counseling Center for non-Harper students may be able to provide some assistance in solving these and other personal problems. In addition the center also offers personal counseling, family counseling, and marriage counselors. For information, contact the Community Counseling Center, A347, Ext. 341.

### **International Students**

Harper College welcomes International Students and encourages them to take advantage of the specialized services within the student development area including a counselor for International Students, Mr. Ed Liska. These students are also encouraged to participate in student activities and initiate new programs with the assistance of the Student Activities Office.

### **Health Service**

The Health Service is located in Room A362, next to the Counseling Center and is open from 8:30 a.m. to 10:00





p.m. Registered nurses staff the Health Service and the following services are available without charge for students, faculty, and staff:

1. Confidential health counseling
2. First aid
3. Absentee memos to instructors
4. Medications—aspirin, throat lozenges, cough medication, Alka-Seltzer, cold capsules, etc.
5. Medical parking permits
6. Health education
7. Student insurance
8. Allergy injections
9. Referrals for health problems
10. Rest area

All services are completely confidential! Symposia and programs are planned throughout the school year and literature is made available to increase the students' awareness and knowledge of health problems and information.

#### **Financial Aid and Employment**

An extensive program for meeting the financial needs of students is administered by the office of Placement and Student Aids. This office is located in the College Center. Available to students are scholarships, loans, educational opportunity grants, and various college work opportunities. In addition, students may obtain aid in finding employment in private business and industry. Brochures describing the financial aid program are available in Room A364, located in the College Center.

#### **Financial Aids**

A variety of scholarships, loans and grants are available to qualified Harper students—Federal Nursing, Educational Opportunity Grants, College Work-Study, Illinois State Monetary Scholarship and Grant awards, Illinois Guaranteed Loans, Law Enforcement Grants and Loans, Trustee Scholarships, Community Scholarships, Student Service Awards. Also Illinois State Veterans Scholarship, G.I. Bill, Veterans Vocational Rehabilitation, V.A. Widows Compensation Benefits, Social Security, Division of Vocational Rehabilitation.

Further information may be obtained from the financial aid office, A364, College Center.

#### **Short Term Loans**

Short term loans from \$50 to \$300 may be obtained to cover educational expenses. A service charge of \$1.00 is added to the loan. Processing requires one week to clear through the business office and two days through the financial aid office.

Further information may be obtained in A364, College Center.

#### **Veterans Programs**

Veterans are eligible to receive assistance under the G.I. Bill, the Veterans Vocational Rehabilitation Act, and War Orphans Educational Assistance Program. Veterans who entered the service as residents of Illinois are also eligible for a tuition scholarship for four (4) calendar years. They should contact the nearest veterans administration office or Harper's Student Aids Office for further details. Dependents of deceased parents or guardians who were in the social security program may be eligible for benefits. Under this program, benefits to college students are payable through age 22.

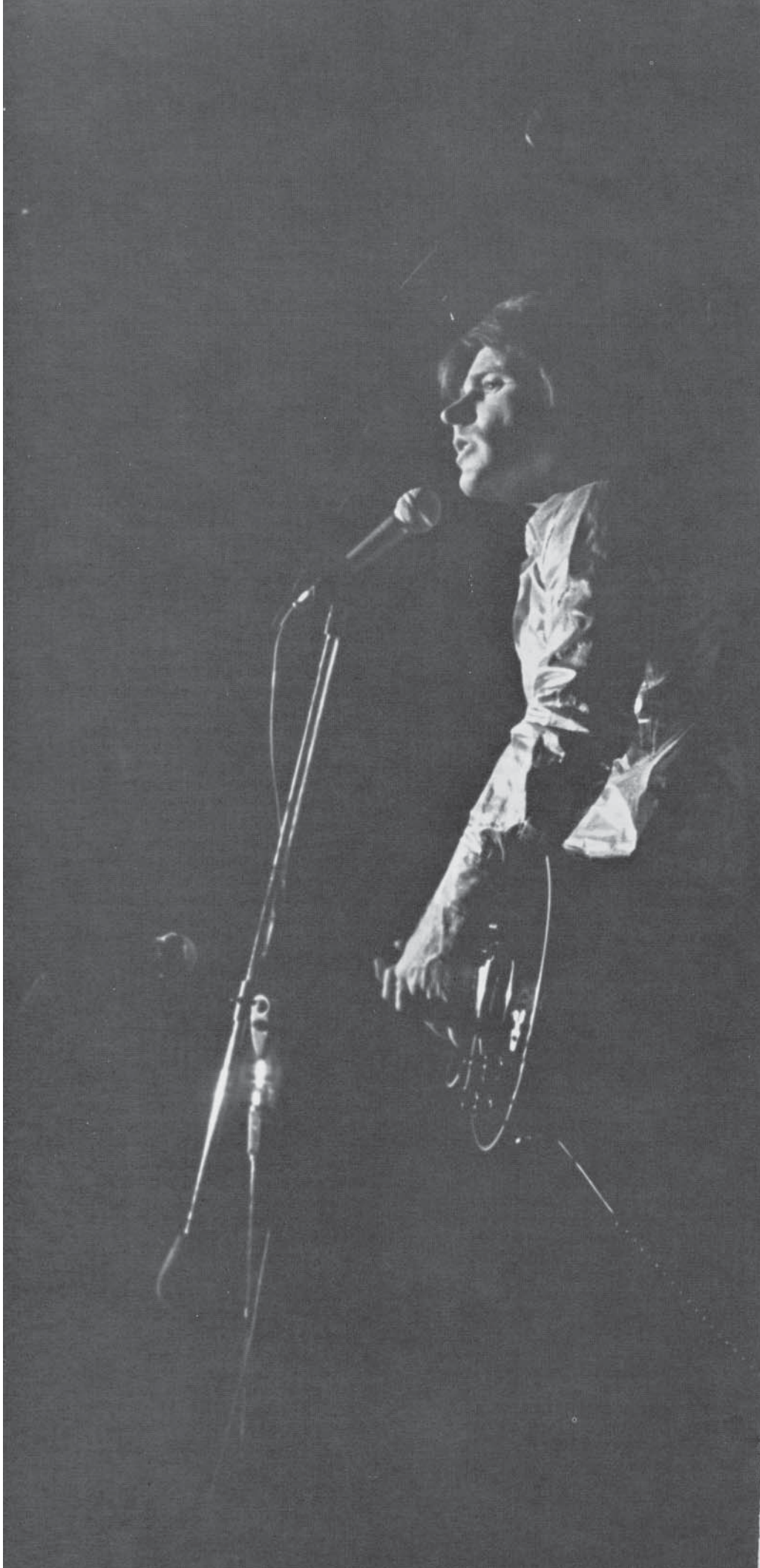
Handicapped students may receive compensation through the local office of the state division of vocational rehabilitation located in Mt. Prospect, Illinois.

Tuition rebates are provided by many area businesses and industries to their employees as an incentive for them to continue their education. Students who are employed should contact either their company representative or Harper's Office of Student Aids for further details.

#### **Placement**

The Office of Placement and Student Aids helps graduates of Harper's career programs find full-time permanent employment. Part-time and summer placement services are provided to Harper students who file applications with the Placement Office. Interview facilities are provided for college representatives and business and industrial recruiters seeking contacts with Harper students.

A Placement Bulletin is available every week in the Placement Office listing



full-time and part-time positions in the northwest suburban area. The Placement Office also offers a resume service and assistance in the interviewing process.

#### **Student Achievement Recognition Program**

Each year since 1969 Harper College has participated in the newly established Student Achievement Recognition Award Program sponsored by the Illinois Junior College Board and Continental Illinois National Bank and Trust Company of Chicago. A young man and young woman who best exemplify progress toward setting and achieving their goals are chosen from applicants from divisions and career programs in the college. The winners go on to regional and state finals and can receive up to \$1,350 plus a certificate, a plaque, and a trophy.

#### **Employment Recommendations**

Full-time college employees are limited to no more than six hours of college work. Full-time students should not be employed for more than twenty hours per week.

#### **Student Government**

The Student Senate of Harper College (SSHC) represents the student body through elected officers and senators who serve as the voice of the students in affairs which directly concern them. SSHC consists of three officers and seventeen senators. Elections were held for the officers and nine senators in the spring of 1973. Eight more senators will be elected within the first three weeks of school this fall.

SSHC is the main vehicle of student participation in the activities of the college and in the formulation of policies that affect students. Students are strongly encouraged to voice their opinions through their Senate. This can be done by attending any Student Senate meeting or leaving word in the Student Government Office located on the third floor of the College Center.

#### **Student Activity Fee**

Student activity fees are used to support social programs sponsored by the College Center Program Board, the cultural arts series of lectures, films, concerts, drama, and art exhibits, the

student government, the college newspaper *Harbinger* and literary magazine *Point of View*, intramural and intercollegiate athletics, clubs and organizations, student radio station, speech team, health service programs, printing of the *Student Handbook* and other activity brochures, student I.D. cards, and any other activities or services approved by the Student Senate which benefit the student body.

#### **Cultural Arts Series**

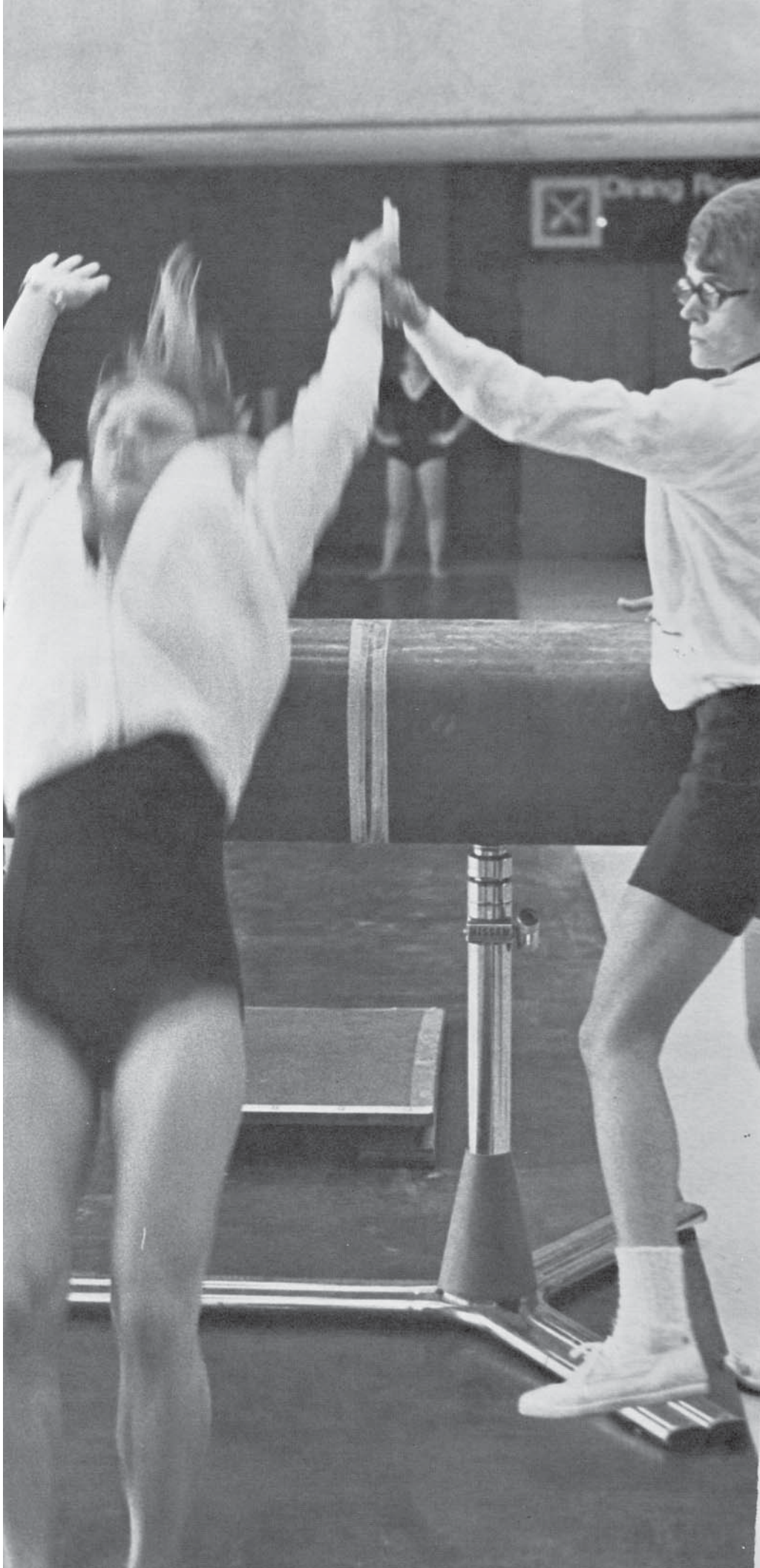
The cultural arts series provides the college and community with programs representative of the various arts—dance, art, drama, films, lectures, and music. Financed by the student activity fee, these are planned by a student-faculty cultural arts committee and scheduled regularly throughout the year.

#### **The College Center**

The College Center is an integral part of the Harper activity program. It is the scene of lectures, concerts, informal discussions, teach-ins, dances, meetings, conferences and a variety of other activities. Its facilities include food service area, lounges, meeting rooms, game room and offices for student government, clubs and organizations, student publications, counseling, health service and financial aids and placement.

In order to insure optimum use of the facilities, several building policies have been established. Card playing and other table games are permitted in the College Center except in the cafeteria between 10:30 a.m. and 1:30 p.m. Because of limited seating during these peak hours, the cafeteria is to be used solely for dining purposes. Card playing and other table games, visiting, studying, or any other activity, except dining, will not be allowed. The second floor lounge and third floor game room are available for these other activities. Regulations governing the use of the game room are posted in that area. Students are not allowed to use the lounges for sleeping, particularly the fireplace area.

A rest area with sleeping cots is available in the Health Center, A362. Programs are occasionally held which require special arrangements and/or



the movement of students from one area to another. In such cases regulations will be posted or announcements will be made pertaining to the area affected. The fireplace lounge area and game room are usually closed during formally scheduled activities in the lounge.

**College Center Program Board**

The Program Board is responsible for all social programs on the campus which are open to the entire student body. The board consists of a president, administrative assistant and four appointed committee chairmen, each responsible for one specific area of programming. These areas are afternoon activities, concerts and lectures, films, and special events.

Selection of board members is conducted during the first two weeks in May. New board members are appointed by two-thirds vote of all current board members.

The Program Board was designed in such a manner as to encourage students to explore new and creative ideas for programming. If you want a voice in Harper activities, join the Program Board by contacting the Student Activities Office.

**Intramurals**

Intramurals can be a meaningful and important part of student life at Harper College. A competitive and recreational program has been developed around the needs and interests of the student body. Whether you want to shape up, keep trim, learn something about sports, or just have fun, the intramural program at Harper fits your needs.

Three seasonal calendars that include fifteen team and individual sports, plus a variety of recreational activities, are open to all students. A sports activities program also provides both men and women with opportunities for competition intramurally and with challenges from other colleges and universities. Special interest groups, like cheerleading and pom pon, attract students who want to help build enthusiasm for Harper's total sports program.

Intramural activities include competitive

sports for men and women conducted on an inter-class and open division basis that follows physical education class offerings, recreation program activities, sports activities, summer recreational program, and unstructured time use of athletic facilities.

The Intramural Office will be open each day at the Fieldhouse, Room 101. Feel free to drop in any day and talk about any activity or program you have an interest in. Mr. Roy Kearns, Coordinator of Intramural Athletics and Recreation, welcomes your participation. Call extension 371 for further information.

**Intercollegiate Athletics**

Harper is a member of the Skyway Community College Conference and the National Junior College Athletic Association. Colleges in the conference are Triton, Elgin, Waubensee, Lake County, McHenry, Amundsen, Oakton, and Harper.

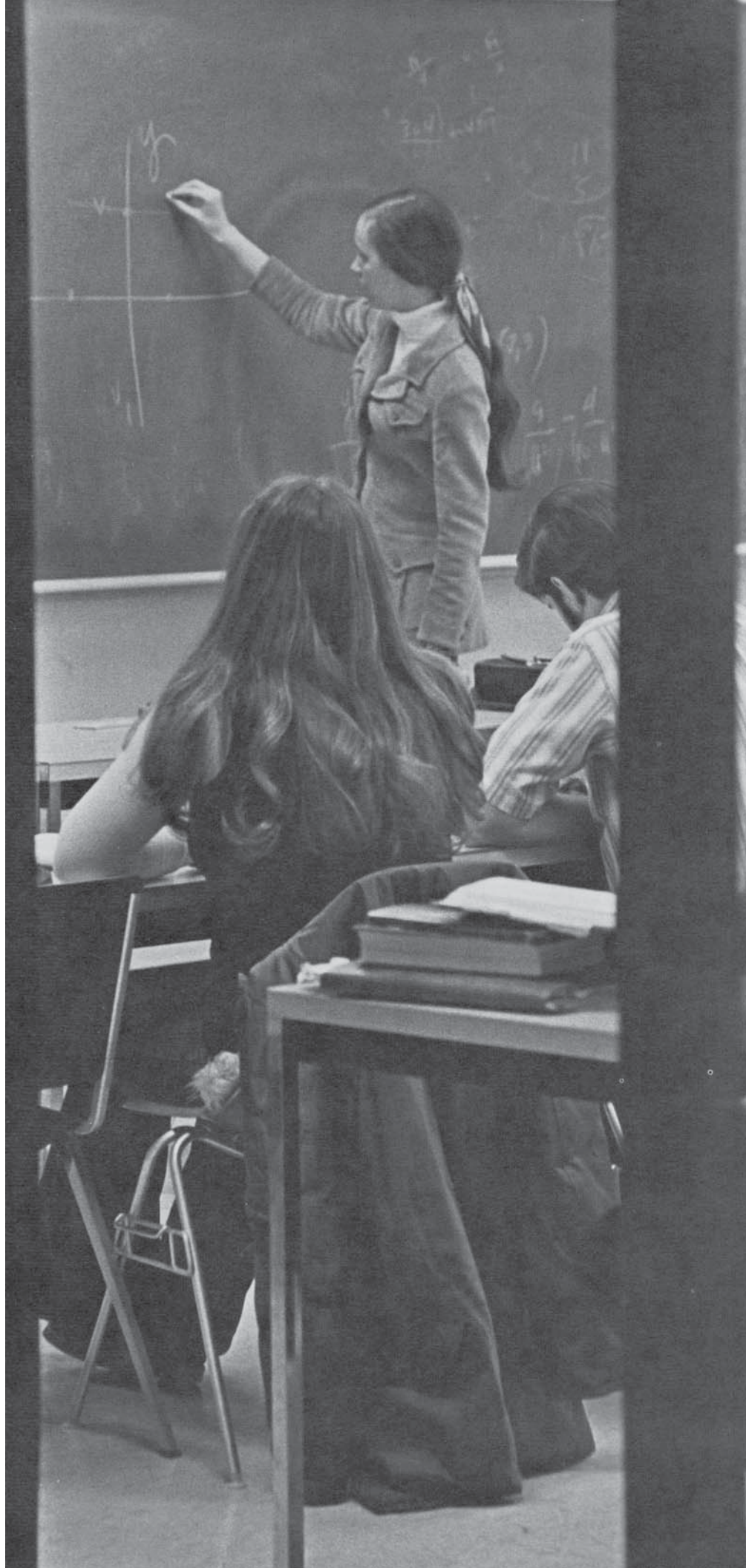
<b>Sport</b>	<b>First Official Practice</b>	<b>Daily Practice Times</b>
Football	August 27	4:00
Golf	September 10	3:00
Cross		
Country	September 10	4:00
Basketball	October 15	4:30
Wrestling	October 15	4:00
Baseball	February 21	4:00
Tennis	February 21	4:00
Track	February 21	4:00

All student athletes in any sport must furnish an *adequate physical examination* given by a physician previous to his competition for each collegiate year in which he competes.

Coaches welcome the opportunity to discuss their sports with any student who is interested. Students interested in participating in a particular sport should contact the coach of that sport as soon as possible to determine his eligibility status. More information is available from Mr. John Gelch, Director of Athletics, Fieldhouse, Room 100, extension 400.

**Clubs and Organizations**

Students are encouraged to join existing clubs and organizations or to begin new ones in accordance with the procedures for organizing these groups. The following clubs are



formally recognized by the college and several others are in the process of applying for recognition. (The college has ruled against the formation of social fraternities and sororities). Students should contact the Student Activities Office for additional information.

Chess Club  
 Christian Science Club  
 Delta Phi Sigma (Data Processing)  
 Junior American Dental Hygienists Association  
 Junior Branch of the Food Service Executive Association  
 Electronics Club  
 Future Secretaries Association  
 Harper Association of Marketing Management Students  
 Harper's Bizarre (Fashion Design)  
 Harper Studio Players  
 Lambda Alpha Epsilon (Law Enforcement)  
 Lutheran Students Association  
 Newman Community  
 Nurses Club  
 Physical Education Majors Club  
 Practical Nurses Club  
 Psychology Club  
 Seekers  
 Sociology Club  
 Spread Eagle Ski Club  
 The Talons (Lettermen)

#### **Student Publications**

A number of opportunities are available to students who want to join the staff of the *Harbinger*, the college student newspaper. Staff members receive valuable personal experience in journalism by publishing a weekly newspaper. Along with the writing of news and feature stories, students may become familiar with layout, copy editing, ad selling, business and editorial management. Travel opportunities are available to student conferences and conventions and a limited number of tuition rebates are available to deserving staff members at the end of each semester. For 1973-74 the *Harbinger* will be published weekly with an average run of 4,500 copies. Interested students should contact Editor-in-Chief, A367, College Center.

A literary and art magazine, *Point of View*, is printed twice each year—winter and spring. Students interested

in helping or in submitting materials should contact Mr. Joe Sternberg, Communications Division, F351, or Mr. William Foust, Humanities Division, C223.

#### **WHCM**

WHCM, student radio station, is managed, staffed, and operated entirely by students. The station is currently a closed circuit operation within the College Center. However, the station is run in accordance with the F.C.C. rules and regulations. Positions available to interested students include announcers, engineers, news personnel, copy writers, sports staff and management personnel. No experience is necessary. Training will be provided for all positions. Interested students should contact the station in the College Center, A339.

#### **Cheerleading**

The Harper Cheerleaders provide and promote spirit and support the athletic programs through encouragement of student participation at the various athletic events. Those interested should contact Miss Martha L. Bolt, Assistant Professor, in the Fieldhouse, Room 204.

#### **The Hawkettes**

The Hawkettes Pom Pon Corps has completed its fifth year of promoting school spirit. Under the direction of Miss Kyle Schreiber, the girls perform dance and march routines at football and basketball games. Half of the girls were chosen in the spring of 1973, and the remainder will be chosen in the fall of 1973. These girls will represent Harper for the 1973-74 sports season.

#### **Food Services**

For your pleasure and convenience, a number of Food Service facilities are available in the College Center. The main cafeteria, located on the first floor, offers a wide variety of hot food, snacks, and short order items throughout the day. The facility is open:

<b>Day</b>	<b>Hours Open</b>
Mon. - Thurs.	7:30 a.m. - 8:00 p.m.
Friday	7:30 a.m. - 3:15 p.m.

The Snack Bar on the second floor is open from 9:00 a.m. to 1:30 p.m. Monday through Friday and offers short order items; soft drinks and snacks.





Vending machines are located throughout the College Center and service is available whenever the building is open.

Buffet dining service is available in the second floor Faculty, Staff and Student Dining Room. The room is open from 11:15 to 1:15, Monday through Friday and students are welcome if they have made reservations before hand.

Catering is available for all on campus and campus related functions. Information concerning the planning of such events may be obtained by contacting the Catering Manager.

Students enrolled in the Food Service Management program participate in the preparation and service of some of the food items as related to the above areas. Students are under the guidance of an instructing Chef and Baker and a professional Food Management staff. Inquiries concerning the Food Program may be directed to the Coordinator of the Food Service Program.

#### **Bulletin Boards and Publicity**

A list of weekly college events and announcements is placed in the college newspaper, the *Harbinger*, the *Weekly Bulletin*, and on bulletin boards. Publicity must be approved by the Student Activities Office and may only be hung or distributed in designated locations. Recommended poster size is 14" x 22", however, larger posters will be allowed if space is available. The name of the organization sponsoring a campus activity or event must appear on all publicity material. A poster service is also available through the Student Activities Office. Generally posters shall be displayed for a period not to exceed two weeks. Exceptions to these regulations may be requested through the Student Activities Office.

#### **Distribution of Literature**

Individual students and/or student organizations may distribute literature on campus providing the literature and distribution procedures are within the context of the student conduct code and are registered with the Student Activities Office. General distribution of literature is normally restricted to the College Center and other lounge areas on campus. If tables or booths are to

be used, they should be requested through the Student Activities Office at least five days before they are needed.

#### **Use of Tables or Displays**

The following regulations have been established due to the limited space and the number of requests for tables or displays.

1. Events shall be registered in the Student Activities Office at least five days prior to the event.
2. When more than one organization of a similar nature (e.g. religious organizations) requests the use of a table or display for the distribution of literature, such displays shall be combined whenever possible.
3. Displays or tables shall be set up off the corridor in the second floor lounge.
4. A maximum of three displays or tables shall be set up in the lounge at the same time.
5. No displays or distribution shall be conducted when the lounge is reserved for an activity.

#### **Duration:**

1. For continuous events (regularly occurring throughout the year) the organization may set up tables or displays for a maximum period of four times a month or once a week.
2. For annual events (those occurring only once during the year) the organization may set up tables or displays for a maximum period of one week.

Exceptions may be requested through the Student Activities Office.

#### **Identification**

Identification cards are issued to all students. I.D. cards must be carried at all times and will be used for admission to social, cultural, and athletic events, for voting in student elections, for checking out materials from the Learning Resources Center, and for other occasions requiring identification.

Students who lose their I.D. cards must report this immediately to the Student Activities Office. There is a \$2.00 replacement charge. The I.D. card will be validated each succeeding semester at registration following payment of fees.



### Student Dress

There is no formal dress code; however, any student whose dress disrupts the educational process may be asked to leave the campus. Within this framework there are two stipulations (1) Shirts must be worn in the buildings, and (2) Bare feet are not allowed in the buildings.

### Student Conduct Code

Harper College respects the civil rights and liberties of each member of the college community. The individual student assumes the obligation to conduct himself in a manner compatible with the college's function as an educational institution. It is imperative for such an institution to be viable, the exchange and expression of ideas must be free from coercion and harassment.

Harper College recognizes the right of students to engage in legal dissent.

The following code of behavior is relative to conduct on college property and at all college sponsored activities held off-campus. The college will not initiate disciplinary proceedings against students convicted of violations of law which occur off-campus unless the nature of the violation is such that the continued attendance of the student would be a threat to the safety of any member of the college community.

Violations of all federal, state, and local laws on campus or at any college sponsored activity held off-campus, shall be considered a violation of the Student Conduct Code and violators shall be subject to disciplinary action. Such violations include but are not limited to:

1. Possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.
2. Possession, sale, use or distribution of any narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by law.
3. Gambling.
4. Theft or damage to public or private property.
5. Issuing of fraudulent checks.

6. Possession or use of firearms, explosives, dangerous chemicals or other weapons except as permitted by law and college regulations.
7. Assaulting, threatening, harassing or endangering the health or safety of any person.
8. Willfully denying to a trustee, employee, student or invitee of the institution freedom of movement or use of the facilities, or right of ingress or egress; or willfully impeding, obstructing, interfering with, or disrupting the performance of institutional duties, pursuit of educational activities, or occupying the institutional buildings or other property after due and legal notice to depart.
9. Lewd or obscene conduct as defined by law.
10. Publishing or distributing obscene or libelous material, or material which can reasonably be expected to cause actual disruption as defined by law.

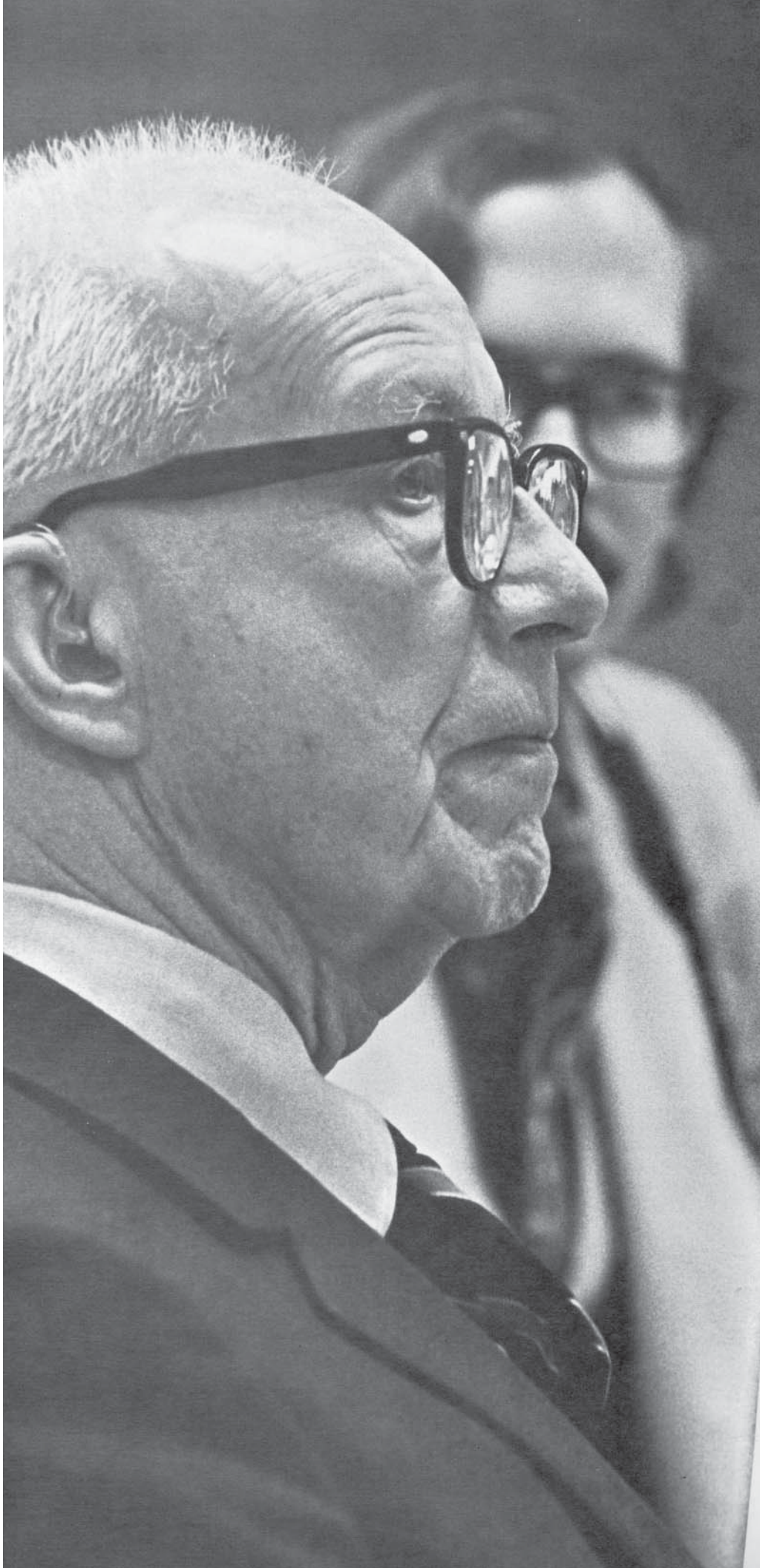
In addition, the following types of conduct are considered unacceptable and violators shall be subject to disciplinary action:

1. Failure to meet financial obligations relative to college transactions.
2. Furnishing false or misleading information on college records or refusing to identify yourself by Harper College I.D. card upon request of college officials or security officers who have identified themselves as such and have stated their reasons for requesting the I.D. card.
3. Occupancy of the college facilities or buildings other than during posted hours.
4. All forms of academic dishonesty including but not limited to cheating; plagiarism and forgery.

### Initiation of Disciplinary Proceedings

Any student, faculty, administrator or staff member may file a complaint or charges against any student suspected of violating the student conduct code.

The Vice President of Student Affairs Office shall be responsible for handling all administrative details involved in student conduct. Reports involving student conduct, procedures for handling disciplinary cases and the results of conduct hearings shall be maintained in this office.



Minor offenses which may result in a reprimand, warning, or suspension of less than one week, shall be handled by the Vice President of Student Affairs Office. Conduct violations of a serious nature resulting in charges which entail possible probation, suspension beyond one week, or dismissal of a student shall be referred to the college president.

Pending action on the charges, the status of a student shall not be changed or his right to be present on the campus and to attend classes suspended, except for reason relating to physical or emotional well-being, or that of the college community as determined by the Vice President of Student Affairs Office.

When a student's misconduct may result in serious penalties such as probation, suspension beyond one week, or dismissal, he shall be referred to the student conduct committee for a hearing. Also if a student questions the fairness of the disciplinary action taken against him by the Vice President of Student Affairs Office, he shall be granted, on written request, a hearing before the student conduct committee providing his request is received in the Vice President of Student Affairs Office no later than fourteen days after the date of the letter notifying him of disciplinary action.

#### **Student Conduct Committee**

The student conduct committee shall consist of four faculty members and three student members. Faculty members shall be appointed by the Faculty Senate from a list of twelve faculty members submitted by the Student Senate. Student members shall be appointed by the Student Senate. The chairman shall be chosen from within the committee. All members shall serve for two-year periods. At least five members must be present to conduct hearings. Individual members of the committee may be excused from hearing any case in which they feel they could not render an impartial judgment.

1. The student shall be informed, in writing, at least 72 hours prior to the hearing, of the reasons for the proposed disciplinary action with sufficient

particularity to insure opportunity to prepare for the hearing.

2. The student appearing before the conduct committee has the right to be assisted in his defense by an adviser of his choice.

3. The student shall be given an opportunity to testify and to present evidence and witnesses. He shall have an opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

4. A student has the right to remain silent without prejudice in a disciplinary hearing.

5. The committee has the option of hearing the testimony of witnesses separately (if they number more than one), so that they shall not hear each other's testimony.

6. a. A tape recording shall be made of the proceedings, and a digest thereof shall also be prepared by or at the direction of the chairman of the student conduct committee. Said recording and digest shall be available only in case the decision is appealed in writing to the Vice President of Student Affairs no later than fourteen days after the date of the letter notifying him of the disciplinary action and then only to the Vice President of Student Affairs Office and the student or students charged in the proceeding.

b. A written decision of the hearing committee shall be forwarded to the Vice President of Student Affairs Office.

7. The written decision of the student conduct committee is final, subject to appeal by either the student or the Vice President of Student Affairs Office to the college president and Board of Trustees.

8. The conduct committee meetings are closed unless open meetings are requested by either parties and the request is approved by both the conduct committee and the Vice President of Student Affairs.

#### **Types of Disciplinary Action**

REPRIMAND: Student is admonished for his behavior.

WARNING: Student is warned that the



college has taken note of his action and further violations of the student conduct code may result in either probation, suspension or dismissal depending upon the incident.

**PROBATION:** Period of time during which the individual's behavior is observed to determine his future attendance as a student at the college. Terms of the probation may be specified according to the intent of the disciplinary action. Further violations of the conduct code may result in suspension or dismissal depending upon the incident.

**RESTITUTION:** Reimbursement for damage to or misappropriation of property. This may be applied in conjunction with other types of disciplinary action and may take the form of appropriate service to repair or otherwise compensate for damages.

**SUSPENSION:** Bars the student's attendance at the college for a specified length of time. Length of suspension to be determined by the intent of the disciplinary action. Disciplinary action shall become part of the student's transcript.

**DISMISSAL:** Student is expelled from the college and will not be allowed to return. Such a decision shall be made only by the college president upon recommendation from the student conduct committee. Disciplinary action shall become part of the student's transcript.

### **Speaker's Policy**

Harper College respects the right of all members of the academic community to explore and to discuss questions which interest them, to express opinions even if unpopular, publicly and privately. It is the policy of the college to make its facilities available for peaceful assembly, to welcome guest speakers, and to encourage the exercise of these rights free from disruption or interference.

Recognized student organizations may invite guest lecturers, panel participants, discussion leaders or others from off-campus to speak provided such programs are registered with the Student Activities Office at least one

week in advance. All expenses involved in retaining the speaker shall be specifically provided for by the sponsoring organization at the time of registration. No arrangements with guest speakers are to be made until the registration has been completed. Individual students may request guest speakers through recognized campus organizations under the above procedures.

Limitations on speakers are warranted only when the Vice President of Student Affairs Office deems their appearance represents a real threat toward maintaining campus order. In such cases, a standing speakers committee composed of three faculty members chosen by the Faculty Senate, three students chosen by the Student Senate, and the Director of Community Relations shall determine whether or not the speaker will appear. The committee's decisions are appealable by either the sponsoring organization or the Vice President of Student Affairs Office, and subject to the approval of the college president and Board of Trustees. Should the speaker represent a real threat toward maintaining campus order after being contracted, the Vice President of Student Affairs Office or the sponsoring organization with the approval of the Vice President of Student Affairs Office may cancel the contract.

In the event the speaker or issues are not deemed a real threat toward maintaining campus order but are deemed controversial or extreme by the Vice President of Student Affairs Office, the sponsoring organization shall obtain a member of the faculty to chair the program, and shall provide time during the program for the audience to question the speaker.

### **Student Records Policy**

1. No information will be released on students without their written permission except as specifically stated in this policy.
2. Transcripts or grade reports may be released to parents or legal guardians without prior approval from the student unless the student is 21 or over.
3. A student has the right to inspect





his academic record (transcript) in the presence of a college official and is entitled to an explanation of any information on it. Other information in a student's file (except for confidential recommendations or ratings) may be shared with the student only if approved by the administrator in charge of the file. In the latter case the administrator must be present to interpret the data and insure that no confidential information is revealed.

4. Members of the professional staff of the college (faculty, counselors, and administrators) and members of the board of trustees shall have access to the student's records in the admissions office. Other college records will be available to them only through the administrator having direct responsibility for the records (e.g., use of financial aid records would require contacting the director of financial aid; counseling records, the dean of guidance, etc.)

5. Counseling records kept in the private office of the counselors shall be considered privileged information and shall not be available to anyone except by written permission of that counselor and the student.

6. Any classified staff or student worker of the college employed to work in areas where records are available will be given in-service training in the handling of confidential records. The use of students in filing and working on student records is discouraged.

7. The following information may be released by the college without the prior permission of the students.

- a. The name, dates of attendance and degrees acquired by the students who have registered at Harper College.
- b. The names, addresses, and grade point averages of students who have achieved academic honors and other awards.
- c. The names and addresses and high schools of students who have been awarded scholarships.
- d. The names, addresses, and telephone numbers of officers of recognized clubs and organizations and student government senators and officers.

8. No information on students will be given over the phone unless the person can be identified as authorized to have the information. A return call is required allowing verification of the party requesting the information if data requested is other than listed in No. 7.

9. Disciplinary information will be kept separately from the regular student records. Only disciplinary dismissals or suspensions will be placed on the transcript.

10. In cases of legal compulsion (court order or subpoena) the college will release the necessary data to the proper person or agencies and notify the student of the court order.

11. If, in the judgment of a professional staff member of the college, the release of information may prevent personal injury or property damage the release of data is authorized.

12. The college reserves the right to release student information wherein its judgment legitimate educational research is being conducted. In these cases every care will be taken to preserve the confidentiality of the information. Under this provision the college may release the grades of students to their high schools so that the high schools may continue to study their programs.

13. Students who apply for admission to another college or who apply for scholarships shall by so doing give the college implied consent to release to the authorized college or agency any data the college may be requested to give which is relevant to the application.

14. If a male student requests the college to notify his draft board re his attendance the college will notify the draft board of his status or change of status during the academic year. The college may release hours and grades to the draft board for those students who request notification of their college attendance.

15. Any information or material submitted to a faculty member as part of a course requirement shall not be released to any person or agency without the student's written permission.



16. The college or one of its clubs or organizations may publish a student directory including the student's name, address, class, and telephone number. Students who do not want their names included in the directory should indicate so on the application for admission, or in writing to the Student Activities Office prior to the second week of each semester.

17. The college will not keep nor release information regarding a student's political beliefs.

18. Any law enforcement agencies (FBI, IBI, Palatine Police, etc.) seeking information re students must clear through the campus security office and follow their procedures before approaching any staff member for information.

19. The director of admissions is responsible, along with the director of data processing, for developing a security system that will prohibit the release of unauthorized student information re the data processing system of the college.

20. All student records will be destroyed five years after the student's last attendance with the exception of the transcript and items 1, 4, 5 and 6 of the admissions file (see items in addendum). In addition the college will retain any student financial records that may be needed to complete financial transactions with the student.

21. All records sent to Harper College as part of the student's application for admission become the property of the college and will not be returned.

# Academic Regulations

**Grades and Grade Point Average**

An important average for all college students is their grade point average (G.P.A.) G.P.A. measures grade level attainment and is computed through the use of grade points. Grade points, which are numerical values indicating the scholarship level of letter grades, are assigned according to the following scale:

Grade	Significance	Grade Points
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	0
H	Audit	0
X	Incomplete	0
W	Withdrawal	0
P	Pass	0

An example of computing a grade point assignment for a class granting four hours credit is as follows: a student receiving a "B" is awarded 3.0 grade points per semester hour. Total grade points for that course would be 12.0 ( $3.0 \times 4 = 12.0$ ). A student's grade point average is his total grade points divided by the total semester hours completed (see chart).

At mid-term and at the end of each semester the student will receive a grade for each class in which he was enrolled. The student's G.P.A., however, will be based only on the final grades received at the end of the semester. Mid-term grades have no official standing in the college and are not recorded. They serve to indicate student progress midway through a semester. The following illustrates how a grade point average is computed by dividing grade points earned by

14 (Sem. hrs. counted)  
2.14 (Earned Grade Pt. Avg.)  
30.0 (Grade points earned)

**Academic Honors**

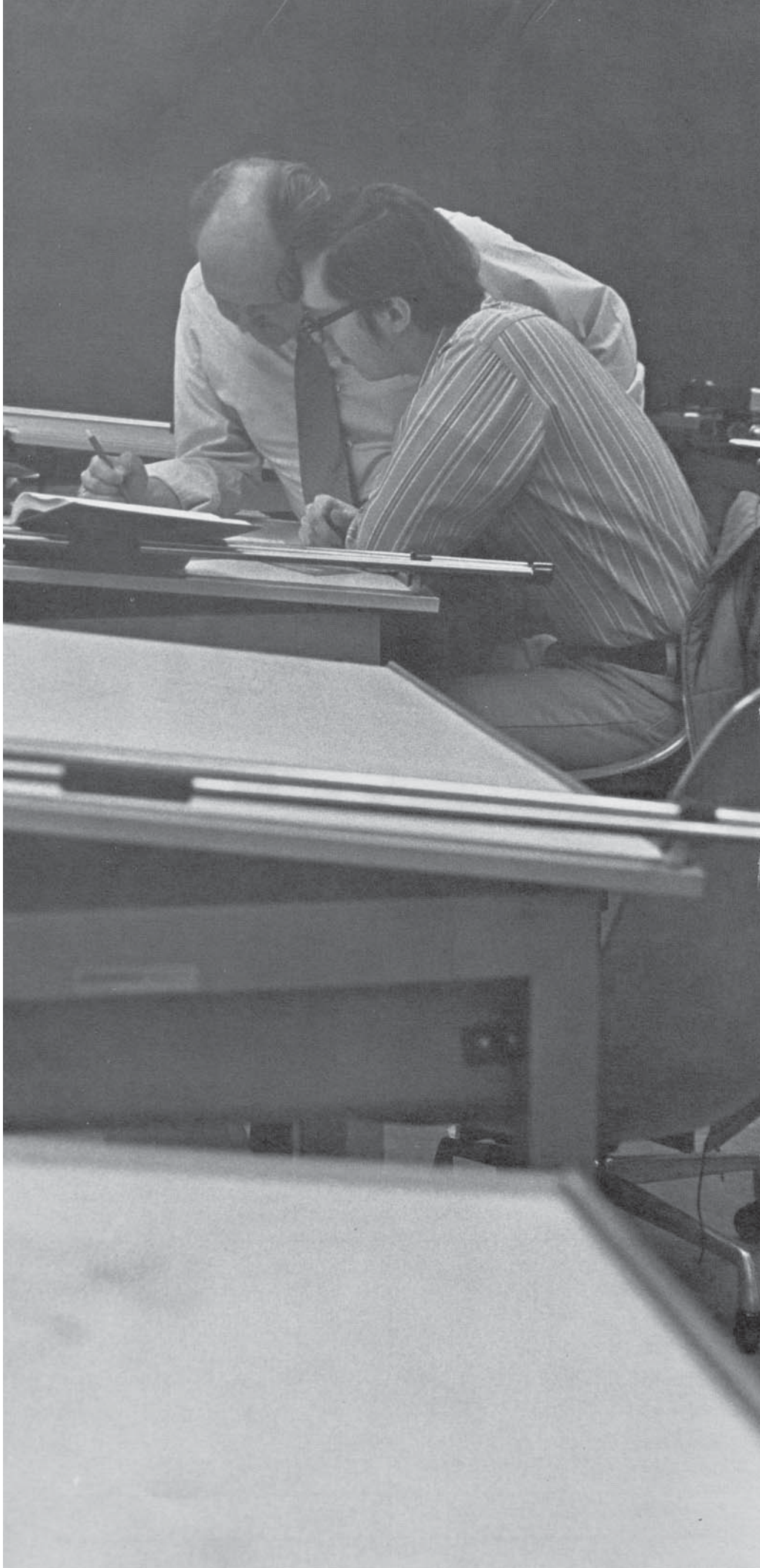
Each semester three academic honor lists are published by the college. Students who have a semester grade point average of 3.75 or higher are placed on the Trustee's Honor Roll; those with a G.P.A. of 3.50 to 3.74 appear on the Dean's Honor Roll; while those with a G.P.A. of 3.25 to 3.49 are listed as Honor Roll Students.

**Change of Schedules**

Courses should be carefully selected prior to registration to keep necessary changes to a minimum. When it is apparent a program change is necessary, the request should be made

**Computing Grade Point Average (Example)**

Course	Grade	Semester Hours Enrolled	Semester Hours Earned	Sem. Hours Counted for Grade Pt. Average	Grade Points Earned
English 101	D	3	3	3	3
Psychology 101	C	3	3	3	6
Math 102	A	3	3	3	12
Music 136	X	1	0	0	0
English 132	W	1	0	0	0
Business 201	B	3	3	3	9
Engineering 150	F	2	0	2	0
Developmental Reading 099	P	2	2	0	0
		18	14	14	30.0



in the Counseling Office. Changes are subject to the following conditions:

- a. No student will be allowed to enter a course after the completion of the first week of a semester or after the second meeting of a class during the summer session.
- b. All changes in a course schedule must have the approval of the student's counselor and the Registrar.
- c. A fee of \$3.00 will be charged for each schedule change.

**Incompletes**

A student may receive a grade of "X" in a course for unfinished work, provided the work was incomplete because of circumstances deemed to be unavoidable or uncontrollable. The unfinished work must be satisfactorily completed by the mid-term of the following semester or a grade of "F" will be assigned.

**Repeat Policy**

Students who have received D's or F's will be allowed to repeat the courses and attempt to earn a higher grade. 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 will remain on the transcript but will not be used to compute the cumulative GPA.

**Standards for Academic Performance**

Students enrolled in an academic program must maintain minimum academic performance. In the following table are listed satisfactory and unsatisfactory standards for Harper students.

Harper students who have accumulated seven semester hours or more and students who transfer from another institution must make satisfactory performance or be placed on probation.

A student placed on probation will automatically be removed from probation when his cumulative GPA meets the minimum standards for satisfactory performance. A student on probation whose cumulative GPA remains below satisfactory performance can continue on probation if his work in succeeding semesters gives hope that he can achieve a 2.0 average by graduation.

Students whose cumulative GPA remains unsatisfactory for more than one semester may be considered for dismissal.

**Behavioral Contracting**

Behavioral contracting is the development of an agreement between a counselor or teacher and a student on probation, the objective being to raise the student's academic performance to the level of satisfactory status. The rationale for behavioral contracting is to provide additional incentives for academic performance.

**Probation**

Probationary students must raise their cumulative grade point average to the minimum required for the succeeding semester in which they are enrolled or they will be considered for dismissal. A probationary student may be required to carry a reduced number of units, upon the recommendation of his counselor, as an added incentive to increase academic performance.

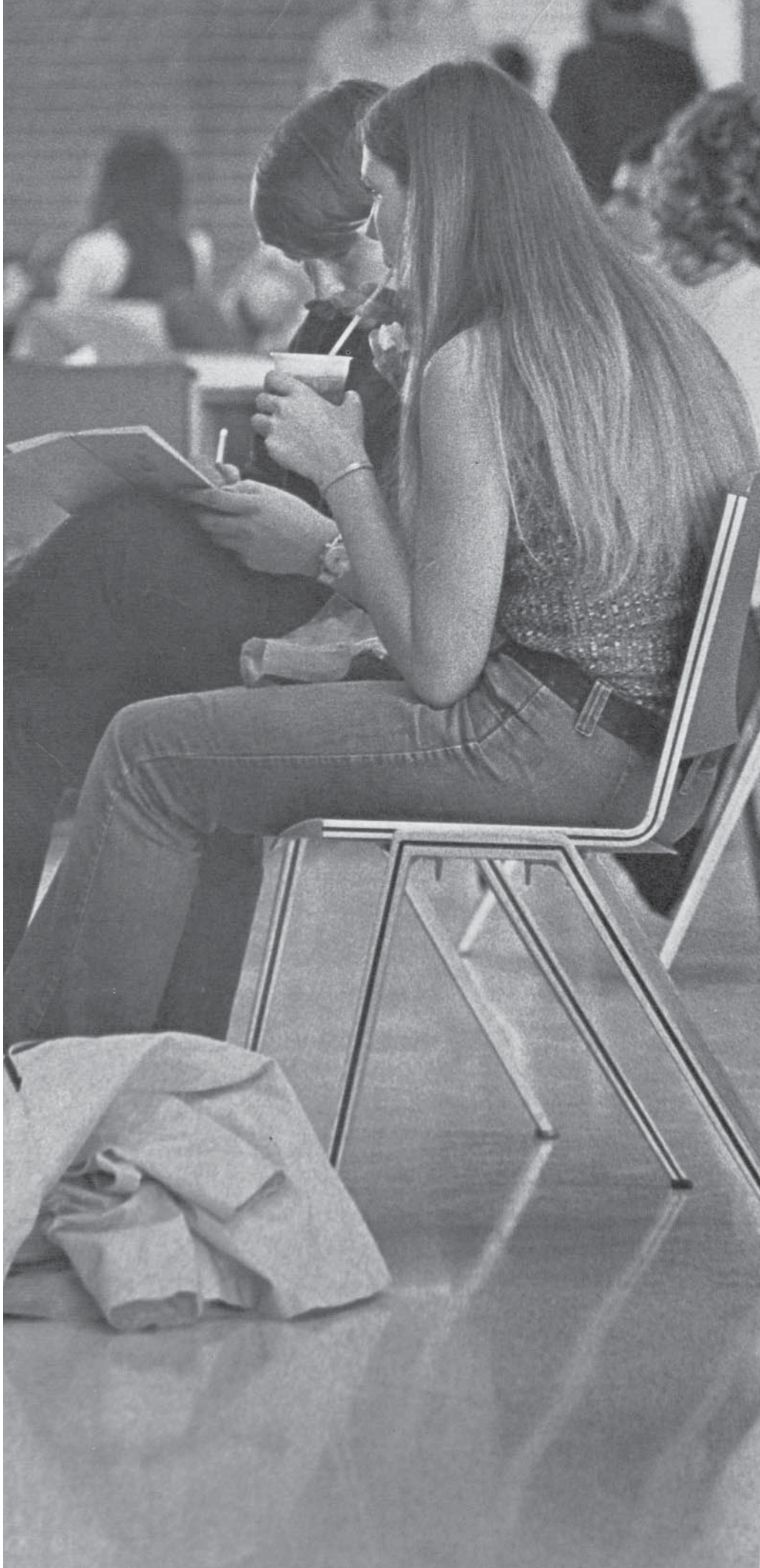
**Withdrawals**

When a student wishes to withdraw from a class after regular registration, he must withdraw officially by petition approved by his counselor. The following guidelines determine grades for an official withdrawal.

- 1. Classes dropped prior to the beginning of the fourth week will not

<b>Attempted Cumulative Hours</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
7-18	1.00 or more	.99 and below
19-36	1.50 or more	1.49 and below
37-45	1.75 or more	1.74 and below
46 or more	2.00 or more	1.99 and below





become a part of the student's permanent record.  
 2. A "W" grade will be assigned to a class dropped after the beginning of the fourth week and prior to the beginning of the fifteenth week.  
 3. A grade of "F" will be assigned to a class dropped after the beginning of the fifteenth week. If extenuating circumstances exist, students may petition for "W" grade through the office of the vice president of academic affairs. Students not withdrawing officially through the counseling office are subject to an "F" grade.

**Tuition Refund Policy**

Tuition refund requests should be made to the office of the registrar. Refunds will be made according to the following schedule:

PERCENT OF REFUND	
First week of classes*	80%
Second week of classes	60%
Third week of classes	40%
Fourth week of classes	20%
After fourth week	None

\*Terminates with the Friday following the commencement of the first full week of classes in accordance with the college calendar.

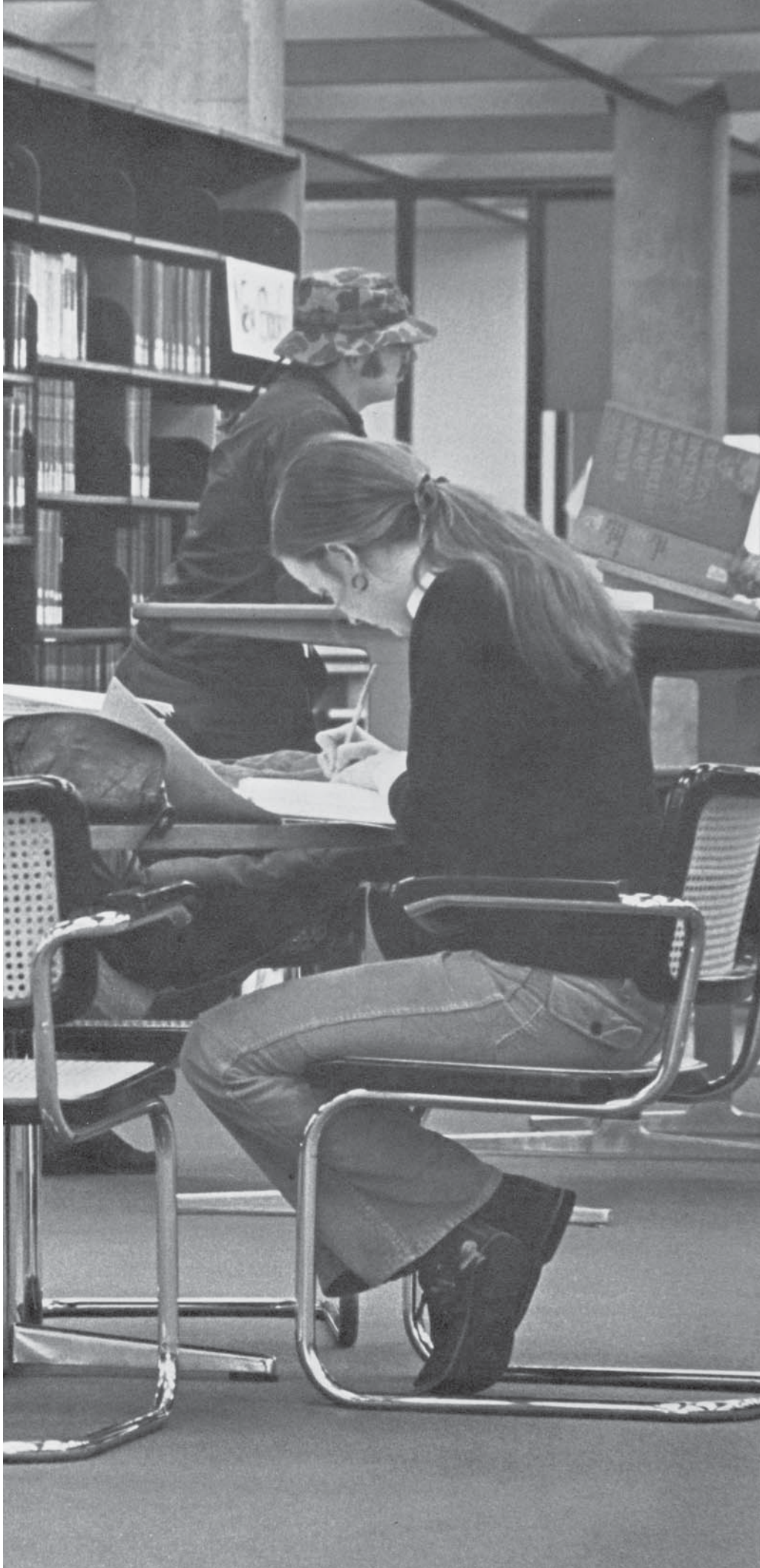
**Transcripts**

Official transcripts of a student's academic record will be issued and sent at his request to other educational institutions and prospective employers. Each student is entitled to two transcripts without charge. A fee of \$1.00 is charged for each additional copy. Requests for transcripts should be made in the office of the registrar.

**Graduation Requirements**

1. Attainment of a minimum of 60 semester hours of credit, at least 30 of which must be earned in attendance at Harper College. Waiver of this requirement by the vice president of academic affairs may be made where exceptional circumstances warrant. Up to two hours credit in physical education activity courses may be included as free electives in the minimum 60 required hours for an associate degree.  
 2. Attainment of a minimum grade point average of 2.0 for all work taken for the associate in arts and the associate in science degrees.  
 Attainment of a minimum grade point

average of 2.0 for any applicable 60 semester hours work for the associate in applied science degree.  
 3. Meet the Constitution Requirement of the Illinois State School Code. This can be met by (1) submitting an official Illinois high school transcript stating the requirement has been met, or (2) successfully completing PSC 201, or (3) successfully passing a college administered test on the U.S. Constitution, Illinois Constitution, the proper use and display of the American flag, and the principles of American democratic government.  
 4. Requirement of 60 hours must be in courses numbered 100 or above for the degrees of associate in arts and associate in science.  
 5. Enrollment in Harper College during the semester in which graduation requirements are completed. Waiver of enrollment requirement may be made by the vice president of academic affairs where exceptional circumstances warrant.  
 6. Fulfillment of the degree group requirements.  
 7. A student must apply for graduation and pay the graduation fee of \$10.00. Students are encouraged to complete their petition for graduation when registering for the semester in which his graduation requirements will be fulfilled. Notification of the student's intent to graduate will be accepted in the Registrar's Office no later than one week after the mid-term of the semester in which the student intends to graduate.  
 8. In addition to the above requirements, students enrolled in specific career programs will fulfill the requirements outlined in the programs. Any substitution of courses will require written approval of the vice president of academic affairs.



**Degree Group Requirements** (See a counselor for details)

	<b>Associate in Arts</b>	<b>Associate in Science</b>	<b>Associate in Applied Science</b>
I. Communication Skills English 101, 102	6 hrs.	6 hrs.	6 hrs. <sup>1</sup>
II. Social Sciences anthropology, economics, geography, history, political science, psychology, sociology	6 hrs.	6 hrs.	6 hrs.
III. Science or Mathematics biology, chemistry, engineering, <sup>3</sup> geology, mathematics, physical science, physics	8 hrs.	20 hrs.	6 hrs. <sup>2</sup>
IV. Humanities art, foreign language, humanities, literature, music, philosophy, fine arts	6 hrs.	6 hrs.	3 hrs.
V. Twelve hours to be taken in at least two of the following areas: communication, social sciences, science or mathematics, humanities	12 hrs.		
	38 hrs.	38 hrs.	21 hrs.

<sup>1</sup>The following courses may be used to satisfy this requirement if a part of the approved career program: English 99, English 103, English 130, Journalism 133.

<sup>2</sup>Students majoring in a career program may count courses in their major toward fulfillment of this requirement.

<sup>3</sup>Courses in engineering may apply to the general education requirements in group III in the Associate in Science and Associate in Applied Science.

# Services

### **Learning Resources Center**

The Learning Resources Center (LRC) supports the instructional program of the college by providing appropriate resource services to both faculty and students. The staff is qualified and ready to help in the development and use of instructional and library materials. The Learning Resources Center is located in Building F and presently comprises the media resources on the first floor and the book collection on the second floor.

### **Facilities**

The LRC has been designed and furnished with carrels, chairs, and tables to permit a variety of quiet individual study spaces. Group studying can be done in the second floor conference rooms, F231 and F232 when not being used for scheduled classes. It is the purpose and intent that the appropriate LRC facilities available to students be used only for individual pursuits related to officially recognized curricular or co-curricular activities.

### **Arrangement of Services**

The Independent Study area on the first floor contains numerous carrels and tables with some audiovisual media capabilities in F132, and media viewing room (F122). Production facilities are located in the middle and back area of the first floor. The circulation desk is staffed during operating hours to assist you in utilizing the media and materials located there.

The book, periodical, and microfilm collections are located on the second floor in the open shelves in the large reading and browsing area (F240). Individual study carrels, lounge chairs, tables, and perimeter group study rooms provide you with a variety of reading and study environments. Periodicals, newspapers and microfilms are available and located in F240.

There are more than 55,000 volumes in the collection with approximately 600 magazine subscriptions and newspapers, records, tapes, films, filmstrips and slides. Twenty-six magazine titles are available complete on microfilm.

Rest rooms and drinking fountains are adjacent to the entrance and stairway

on both floors and follow the campus color code of black doors for such facilities. An elevator is accessible for handicapped.

### **Hours**

Monday-Thursday 7:30 a.m - 10:00 p.m.  
Friday 7:30 a.m. - 5:00 p.m.  
Saturday 9:00 a.m. - 12:00 noon

A complete LRC brochure is available for students at the Information Office in the College Center and in the LRC.

### **Bookstore**

The Harper College Bookstore, located in the College Center, offers a full range of new and used textbooks, paperbacks, student supplies, and a limited check cashing service. A mail drop is also available.

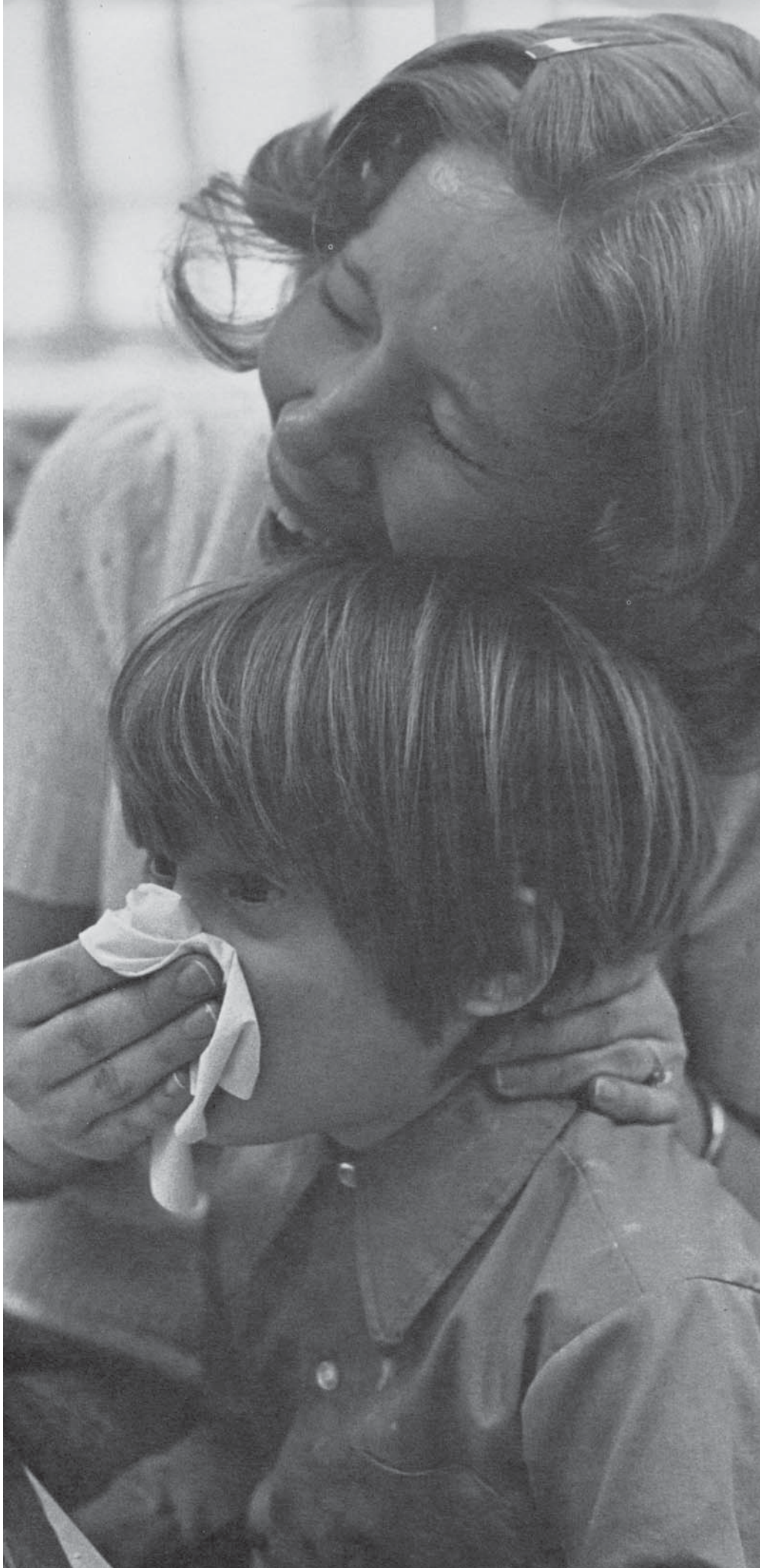
#### **BOOKSTORE REFUND POLICY:**

1. 100% subject to the following:
  - a. Books are returned within two weeks of the beginning of the term for which books were purchased (one week for summer term).
  - b. Books are accompanied by receipt.
  - c. New books are in strictly new condition. (Bookstore will determine if in new condition).
  - d. Laboratory manuals and workbooks will be refunded *only* if in new condition.
2. 75% if returned after two weeks and before four weeks from the beginning of the term for which books were purchased with receipt (one to two weeks for summer term).
3. After four weeks books will be refunded at their wholesale market value, according to their possible reuse and condition.
4. Defective books will be replaced or refunded if returned immediately.
5. General merchandise will not be refunded unless defective when purchased.

### **Public Safety Office**

The Public Safety Office is a service organization designed for the safety and protection of the college community. Some of the specific responsibilities of the office include traffic control, patrolling parking lots, a walk and talk program of building security, emergency first aid, and providing other assistance as required.

Members of the Public Safety Office



shall be conservators of the peace and as such have all powers possessed by policemen in cities, and sheriffs in counties, including the power to make arrests on view or warrants of violations of State statutes and city or county ordinances of the counties in which the junior college is located. This authority has been granted per the approval of House Bill 112 by the Illinois Legislature and affirmed by the Harper College Board of Trustees.

For further information, please contact the Public Safety Office in B Building, ext. 211, 251.

#### **Parking**

All members of the college community are required to have current parking permits on their cars. Parking permits can be obtained during registration. The Public Safety Department will issue traffic regulations with parking permits. Parking is not permitted on roadways, sidewalks, shoulders, curbs, lawns, grass or in fire lanes. The college will issue citations to drivers violating campus motor vehicle regulations. We ask that all members of the college community respect and obey driving regulations. While sufficient space is available, we recommend that students form car pools or ride with someone else whenever possible to help alleviate traffic and parking problems. Failure to observe proper parking may result in having your car towed and impounded by the college.

#### **Dental Hygiene Clinic Facilities**

Facilities for dental hygiene services are available on the campus for all students and college personnel at minimal cost. Services include oral examination, dental X-rays, dental prophylaxis (cleaning), and dental health education. The clinic is located in the east wing of the Science Building. Appointments can be arranged by phoning the Dental Hygiene Clinic, ext. 434.

#### **Harper College Preschool**

Half-day program for children, 3 years to school age, on days Harper College classes are in session.

Children of parents attending Harper College classes will be given admission priority. The children must be three years of age on admission. Regular attendance is expected. Other arrangements for child care should be made when the child has serious colds or other infectious disease. Charges will continue in effect although the child is absent so long as the child is carried on class lists.

Arrangements can be made, if the parent's class schedule demands, to drop the child off before the regular children's program or to leave the child longer than the regular program. A charge of 75¢ per hour will be made for this service. Full day care or hours bridging across morning and afternoon programs cannot be provided.

Quarterly fee statements will be issued to each participant in the program. Payments are to be made in the College Center Business Office, Building A. When mailing payment, please indicate child's name and that payment is for Harper College Preschool.

MWF	9:00-11:30 a.m. & 1:00-3:30 p.m.	\$22.50/quarter
TR	9:00-11:30 a.m. & 1:00-3:15 p.m.	\$15.00/quarter



# Who, Where

**Academic Regulations**

Dr. Clarence Schauer  
Vice President of Academic Affairs  
A301, Ext. 235

**Credits or Graduation Requirements**

Mr. Donn Stansbury  
Director of Admissions and Registrar  
A209, Ext. 304

**College Newspaper *Harbinger***

Editor  
A367, Ext. 272

**College Literary & Arts Publication*****Point of View***

Mr. Joseph Sternberg  
F344b, Ext. 287  
Mr. William Foust  
C223, Ext. 370

**Dropping and Adding Courses**

Dr. Donn Stansbury, Director of  
Admissions and Registrar and your  
counselor

**Full Time or Part Time Work**

Mr. Fred Vaisvil or Mr. Tom Althoff  
Office of Placement and Student Aids  
A364, Ext. 247

**G.I. Bill**

Mr. Fred Vaisvil  
Director of Placement and Student Aids  
A364, Ext. 247

**Grade Reports**

Mr. Donn Stansbury  
Director of Admissions and Registrar  
A209, Ext. 304

**Health Services**

Mrs. Elizabeth McKay  
Director, Environmental Health  
A363, Ext. 268

**Intercollegiate Athletics**

Mr. John Gelch  
Director of Athletics  
FH100, Ext. 400

**Intramurals**

Mr. Roy Kearns  
Coordinator of Intramurals  
FH101, Ext. 371

**I.D. Cards**

Student Activities Office  
A336, Ext. 243

**Lost and Found Items**

Public Safety Office  
B103, Ext. 211

**Parking and Public Safety**

Mr. Joe Mandarino  
Supervisor of Safety & Security  
B103, Ext. 211

**Permission to Carry More Than 18 Hours**

Dr. Clarence Schauer  
Vice President of Academic Affairs  
A301, Ext. 235

**Personal Problems**

A College Counselor  
Counseling Center, A347, Ext. 246 and  
Divisional Offices

**Scholarship, Loans or Other Financial Aids**

Mr. Fred Vaisvil  
Director of Placement and Student Aids  
A364, Ext. 247

**Student Activities Registration and Activities Calendar**

Student Activities Office  
A336, Ext. 243

**Starting a Club or Organization**

Miss Hope Spruance  
Student Activities Adviser  
A339, Ext. 242

**Student Government**

Robert Hayhurst  
President of the Student Senate  
A338, Ext. 244

**Student Grievances, Ideas, or Suggestions**

Student Senate  
A338, Ext. 244

**Study Habits Improvement**

A College Counselor  
Counseling Center, A347, Ext. 246 and  
Divisional Offices

**Transfer to Another College**

Your Counselor or Mr. Donn Stansbury  
Director of Admissions and Registrar

**Transcript of Your Credits**

Mr. Donn Stansbury  
Director of Admissions and Registrar  
A209, Ext. 304



**Tuition Payment**

Business Office  
A214, Ext. 239

**Tuition Refunds**

Mr. Donn Stansbury  
Director of Admissions and Registrar  
A209, Ext. 304

**Outreach & Information Service for  
Veterans**

Mr. Rick Cook  
A351, Ext. 254

**Vocation or Job Selection**

A College Counselor  
Counseling Center, A347, Ext. 246 and  
Divisional Offices

**Withdrawal from College**

Mr. Donn Stansbury  
Director of Admissions and Registrar  
and your counselor

# College Terminology

**Associate Degree**

A two-year degree offered by colleges throughout the country. Harper College offers three different associate degrees. These are: The Associate of Arts (A.A.), the Associate of Science (A.S.), and the Associate of Applied Science (A.A.S.).

**Career Programs**

One or two-year programs leading directly to employment. Students completing one-year career programs receive certificates of completion and students completing two-year programs receive the Associate in Applied Science degree.

**Charge-back**

The Illinois Junior College law provides that students who live in a high school district not part of a junior college district, or students who wish to take a program not offered by the junior college in their district, may attend any other public junior college in Illinois paying only the resident tuition and fees. The district from which the student comes must pay the charge-back which is the difference between the student's tuition plus state reimbursement and the actual cost of educating the student. In order for a student to qualify for the resident fee rate, he must apply for a charge-back authorization by July 1 prior to registration. Students having questions about charge-backs should see the Director of Admissions.

**Class Section**

A group of students meeting to study a particular course at a definite time. Sections are identified in the class schedule by specific section numbers and times. Some courses in the class schedule will have many sections. For example—Psychology 101-03 (the 03 indicates section 3).

**Co-Curricular Program**

A variety of educational opportunities outside of the classroom which include lecturers, concerts, films, art exhibits, drama productions, social activities and athletics.

**Course**

A particular portion of a subject selected for study. A course is identified by a course number. For example—Psychology 101.

**Course Description**

Statements identifying the content of a course. Course descriptions are found in the college catalog.

**Course Title**

A phrase descriptive of course content. For example—the course Psychology 101 is called Introduction to Psychology which is the course title.

**Curriculum**

A group of courses planned to lead to some specific competence in a field of study and to a certificate or associate degree. For example—data processing curriculum.

**Degrees**

A title conferred by a college or university upon completion of a particular program of academic work. Some typical college degrees are the Associate of Arts (A.A.), the Bachelor of Science (B.S.), the Master of Arts (M.A.), the Doctor of Philosophy (Ph.D.), and the Doctor of Education (Ed.D.).

**Department**

An organizational unit within a college, usually a subject matter field within which courses are offered. For example—typical departments at Harper are Biology, History and Art.

**Division**

A college organizational unit usually made up of a group of related departments. For example—the division of social sciences or the division of life and health sciences.

**Elective**

A non-designated course within a curriculum. An elective permits a student to select a course of his choice within his program rather than taking a specifically designated course.

**Grade Point Average (GPA)**

A numerical average which indicates how well a student has done in his college work. At Harper College this is based on a four-point scale ranging from 0 to (F) to 4 (A). See page 25 for further information and instructions on how to compute the grade point average.



**Grade Point (or honor quality point) Deficiency**

The number of grade points a student lacks from having a "C" (2.0) grade average. The possession of fewer grade points than twice the number of semester hours attempted.

**Grant**

A grant is an outright award of funds usually based on need and does not have to be repaid.

**Major**

The subject matter field of study which a student selects to emphasize.

**Minor**

The subject matter field of study which a student chooses for secondary emphasis. A minor is seldom required for the associate degree, but often required for bachelor and graduate degrees.

**Prerequisites**

Requirements which must be met and/or courses which must be taken prior to enrolling in a specific course. Course prerequisites are listed in the catalog.

**Quarter Hours**

Colleges on the quarter system grant credits in terms of quarter hours. A quarter hour is worth two-thirds of a semester hour. Quarter hours can be converted to semester hours by multiplying the number of quarter hours by two-thirds. Harper College uses semester hours of credit.

**Registration**

The process of selecting courses, completing college forms, and paying fees, all of which must be completed prior to the beginning of classes each semester.

**Scholarships**

Monetary awards given to a student in recognition of outstanding academic achievement. Scholarships are sometimes based on financial need as well as scholarship.

**Semester Hours**

Credits offered by colleges on the semester basis. Each course carries a designated number of semester hours

of credit which is usually based on the number of hours per week that a class meets. Exceptions to this rule usually occur in courses with labs.

**Student Service Awards**

A monetary sum given to a student for a service rendered to the college. This is usually granted without relationship to financial need or scholarship average.

**Transcript**

The official college record of a student's academic standing. It usually includes biographical data, test scores, and college grades.



# Student Senate Constitution

**Preamble**

We, the students of William Rainey Harper College, do hereby establish this constitution to assume the power of self-government of this college in order to guide and encourage academic, cultural, social and athletic activities, to promote the welfare of the student body, and to secure and protect its rights.

**Article I.****Name, Purpose**

## Section I

The name of this organization shall be the Student Senate of Harper College; this organization shall hereafter be designated the SSHC.

## Section II

The principle purposes of the body shall be:

- A. To represent the student body of Harper College.
- B. To promote the rights and responsibilities of the student body.
- C. To promote general student welfare.
- D. To review and recommend changes in college policy.
- E. To budget student activity fee funds.
- F. To ratify and approve all clubs and organization charters.

**Article II.****General Qualifications for Senate Positions**

## Section I

Members of the Student Senate shall not be officers of any campus organization, members of the editorial staff on any student publication, members of the radio station management, or members of any college board.

**Article III.****Officer Qualifications and Election Procedures**

## Section I

The positions created for the officers of the SSHC shall be President, Vice President, and Treasurer. Duties will be described in the Senate Policy and Procedure Manual.

## Section II

All officers shall be elected within six weeks prior to the completion of the spring semester. All terms of office will begin on the date of completion of the spring semester and will run for one calendar year. Election to the SSHC shall be by a majority of votes cast by

the student body. If an officer is elected to senate other than in a regular election, his term ends at the completion of the spring semester. Officers of the SSHC must have attended at least one full semester at Harper prior to candidacy, (does not include summer session) must be full-time students, and must attend both the fall and spring semesters during the period of their tenure.

**Article IV.****Senatorial Qualifications and Election Procedure**

## Section I

SSHC senators must attend both the fall and spring semesters during their terms of office.

## Section II

There shall be seventeen (17) senators in the SSHC. Nine of the seventeen senators shall be elected within six weeks prior to the completion of the spring semester. The remaining eight (8) senators must be elected sometime within the first three weeks of school in the fall. Senators elected in the spring shall have a term of office of one calendar year beginning on the completion of the spring semester. Senators elected in the fall shall have a term of office ending at the completion of the spring semester. If a senator is elected to the senate other than at a regular election, his term ends on the completion of the spring semester. The duties of a senator will be described in the Senate Policy and Procedure Manual.

**Article V.****Removal and Succession**

## Section I

Unexcused absence from three SSHC meetings per semester is cause for automatic dismissal. The president determines whether or not the excuse is valid and his decision is appealable to the full SSHC.

## Section II

Any officer or senator placed on academic or disciplinary probation is automatically excused from serving on the SSHC for one full semester.

## Section III

The President is succeeded by the Vice President. Other officers shall be replaced by nomination from within the SSHC and shall be accepted by a majority of votes cast by the SSHC. They will hold the term of office of the



senate member they are replacing. No student shall be appointed by the senate from the period beginning one month prior to the completion of the fall semester.

#### Section IV

Within three weeks of the beginning of the spring semester, general elections will be held if there are three or more vacancies. If there are less than three vacancies, senate members shall be replaced by any student petitioning the SSHC and shall be accepted by a majority of votes cast by the SSHC. They will hold the term of office of the senate member they are replacing. No student shall be appointed by the senate from the period beginning one month prior to the completion of the fall semester.

#### Section IV

Any individual senator may bring impeachment proceedings against any other member of the senate. Any individual student may initiate impeachment proceedings against any member of the senate if he has a minimum of 10% of the student body signatures on a petition. In both of the above cases, the senate would conduct the proceedings to determine whether the individual cited should be removed from office in accordance with *Robert's Rules of Order, Revised*. Two-thirds (2/3) of senate votes cast are required for removal of officers and two-thirds (2/3) of senate votes cast are required to remove senators.

### **Article VI. Meetings**

#### Section I

The meetings of the SSHC shall be run according to parliamentary procedure as stated in *Revised Robert's Rules of Order*.

#### Section II

SSHC meetings shall be held at least twice monthly. The president may summon extra sessions when he deems it necessary. A senator can summon a session upon the written request of a simple majority of the SSHC's full membership.

### **Article VII. Committees**

#### Section I

All committee chairmen, with the exception of the Budget Committee shall be appointed by the officers of

the SSHC subject to full senatorial confirmation. Confirmation shall be by simple majority vote.

#### Section II

All committee chairmen shall have the authority to appoint and remove members to their respective committees. In the event of any conflict over duplicating appointment should arise the SSHC shall be the arbiter.

#### Section III

The SSHC shall have full authority to create, dissolve and define the jurisdiction of any committees according to what it deems to be in the best interest of the SSHC and the student body. The standing committees shall be listed and defined in the Senate Policy and Procedure Manual.

### **Article VIII. Chartering of Clubs**

#### Section I

All clubs and organizations must be chartered by the SSHC according to the procedures for recognizing clubs and organizations as stated in the Senate Policy and Procedure Manual.

### **Article IX. Elections**

#### Section I

All students with valid Harper College I.D. cards shall be able to vote in all and any SSHC elections.

#### Section II

The SSHC shall have the full responsibility for the procedure of SSHC elections. Disputed election results will be determined by the SSHC subject to constitutional review.

#### Section III

All voting shall take place by secret ballot.

### **Article X. Student Activity Budget**

#### Section I

The SSHC will be responsible for budgeting the student activity fee fund in accordance with the established procedures which are stated in the Senate Policy and Procedure Manual.

### **Article XI. Amending the Constitution**

#### Section I

An amendment to the constitution must be passed out two meetings before it can be voted upon. A two-thirds (2/3) majority vote is required before a



proposed amendment can pass the SSHC.

Section II

All amendments passed by the SSHC must be confirmed by a majority of the votes cast by the student body of Harper College.

**Article XII.**

**Petitioning**

Section I

Any action of the SSHC may be recalled by a written petition by ten per cent (10%) of the entire student body.

**Article XIII.**

**Ratification**

Section I

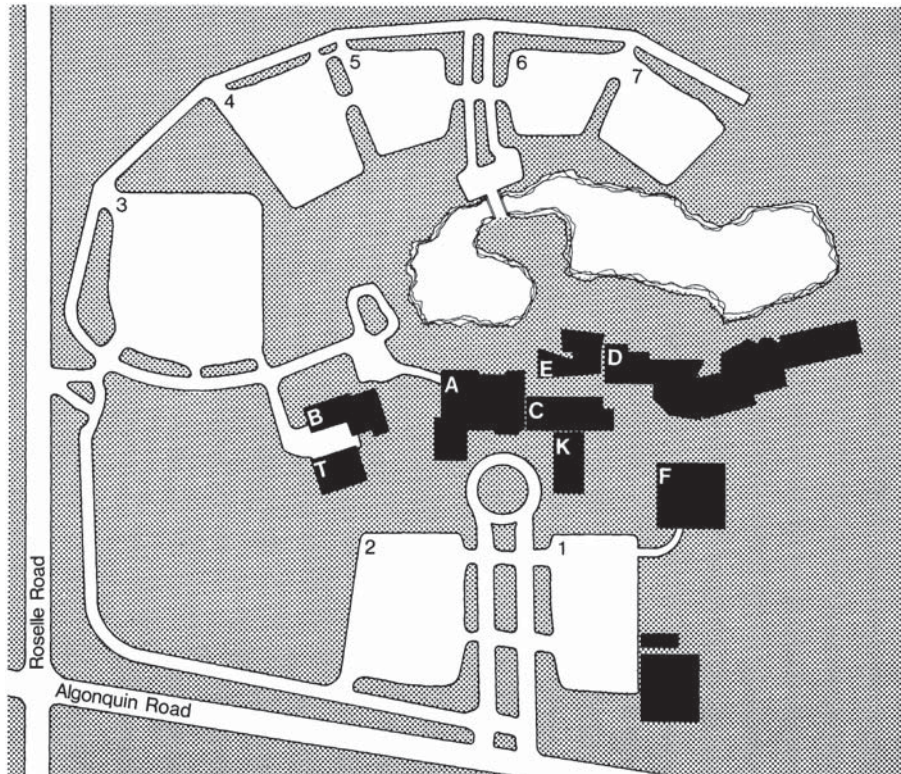
In order to go into operation this constitution must be ratified by a simple majority of the student body votes cast, and the Policy and Procedure Manual must be approved by the SSHC and available to the student body for examination.

*Amended May 21, 1970*

*Amended May 20, 1971*

*Amended May 2, 1972*

# Campus Facilities



**Unit A, College Center**  
**College Center**

Basement,  
Bakery  
First Floor,  
Food Services, Data Processing  
Second Floor,  
Lounge, Dining Rooms, Bookstore,  
Admission and Business Offices  
Third Floor,  
Student Activities, Counseling, Financial  
Aids, Health Service, Board Room,  
Executive Offices

**Unit B, Power Plant**  
**Power Plant**

Campus Security, Vocational Education  
Shops

**Unit C, Art & Architecture**  
**Art & Architecture**

First Floor,  
Classrooms  
Second Floor,  
Classrooms

**Unit D, Science**  
**Science**

First Floor,  
Business Offices, Engineering Offices,  
Science Offices, Physics, Electronics,  
Dental Hygiene, Nursing  
Second Floor,  
General Classrooms, Lecture Demo,  
Chemistry, Audio Tutorial, Biology

**Unit E,**  
**Lecture & Demonstration Center**

**Unit F, Learning Resources Center**  
**Learning Resources Center**

First Floor,  
T.V. & Media  
Second Floor,  
Library  
Third Floor,  
Offices and Classrooms

**Unit K (under construction)**

Music

**Unit T**

Interim Instructional Space

**Student Parking** Lots 1-7



# Academic Calendar

**First Semester**

Labor Day	September 3
Faculty Report	September 4
Registration	September 6-7-8
Classes Begin	September 10
Last Day for Late Registration	September 14
Last Day for Adding Classes	September 14
Last Day for Refunds	October 5
Columbus Day	October 8
Veteran's Day	October 22
Mid-Term	November 2
Thanksgiving	November 22-25
Classes Resume	November 26
Last Day for Withdrawals	December 14
Christmas Vacation Begins	December 15 at noon
Classes Resume	January 2
Final Exams	January 14-18

**Second Semester**

Registration	January 24-25-26
Classes Begin	January 28
Last Day for Registration	February 1
Last Day for Adding Classes	February 1
President's Day	February 11
Last Day for Refunds	February 22
Mid-Term	March 23
Good Friday	April 12
Easter	April 14
Spring Vacation	April 15-19
Classes Resume	April 22
Last Day for Withdrawals	May 10
Memorial Day	May 27
Final Exams	May 28-June 1
Graduation	June 2

**Summer Session (8 Weeks)**

Registration	June 6-7
Classes Begin	June 10
Last Day for Late Registration	June 12
Last Day for Refunds	June 21
Independence Day	July 4
Classes Resume	July 5
Mid-Term	July 5
Last Day for Withdrawals	July 26
Final Examinations	August 1-2

# Administration

Lahti, Robert E. President	Gelch, John A. Director of Athletics
Schauer, Clarence H. Vice President of Academic Affairs	Klingenberg, Walter D. Director of Bookstore
Mann, William J. Vice President of Business Affairs	Hughes, Robert J. Director of Buildings and Grounds
Fischer, Guerin A. Vice President of Student Affairs	Misic, Donald M. Director of Business Services
Cormack, Robert B. Dean of Career Programs	Keener, Ronald E. Director of Community Relations
Fuller, Jack W. Dean of Evening and Continuing Education	Miller, Maryann E. Director of Community Services  Director of Computer Services
Nelson, William E. Dean of Guidance	Morrow, John C. Director of Development
Voegel, George H. Dean of Learning Resources	Williams, David Director of Evening Services
Rankin, Gary E. Dean of Student Services	Dolejs, Anton A. Director of Finance
Birkholz, John R. Dean of Transfer Programs	Januszko, John Director of Food Service
Falk, Charles F. Chairman of Business Division	Savard, Marc A. Director of Special Services
White, John F. Chairman of Communications Division	McKay, Elizabeth Director of Environmental Health
Barton, Charles Kelly Chairman of Engineering and Related Technologies Division	Stockman, Calvin L. Director, Resources Service
Thobe, Urban Chairman of Humanities and Fine Arts Division	Easterly, Ambrose Director of Library Services
Chairman of Life and Health Sciences Division	Von Mayr, Wilfred E. Director of Personnel
Dorner, George C. Chairman of Mathematics and Physical Sciences Division	Vaisvil, Fred A. Director of Placement and Student Aids
Lewis, C. Patrick Chairman of Social Sciences Division	Lucas, John A. Director of Planning and Research
Wyman, Robert W. Director of Accounting Systems	Borelli, Frank L. Director of Student Activities
Stansbury, Donn B. Director of Admissions and Registrar	Johnston, Robert Assistant Director of Admissions and Registrar

Franchi, Anthony  
Assistant Director of Food Services

Herron, Suzanne  
Catering Manager

Dunikoski, Alfred A.  
Graphic Design Coordinator

Vandever, Frank A.  
Supervising Dentist, Dental Hygiene  
Program

Vander Haeghen, Peter P.  
TV Producer/Director

