

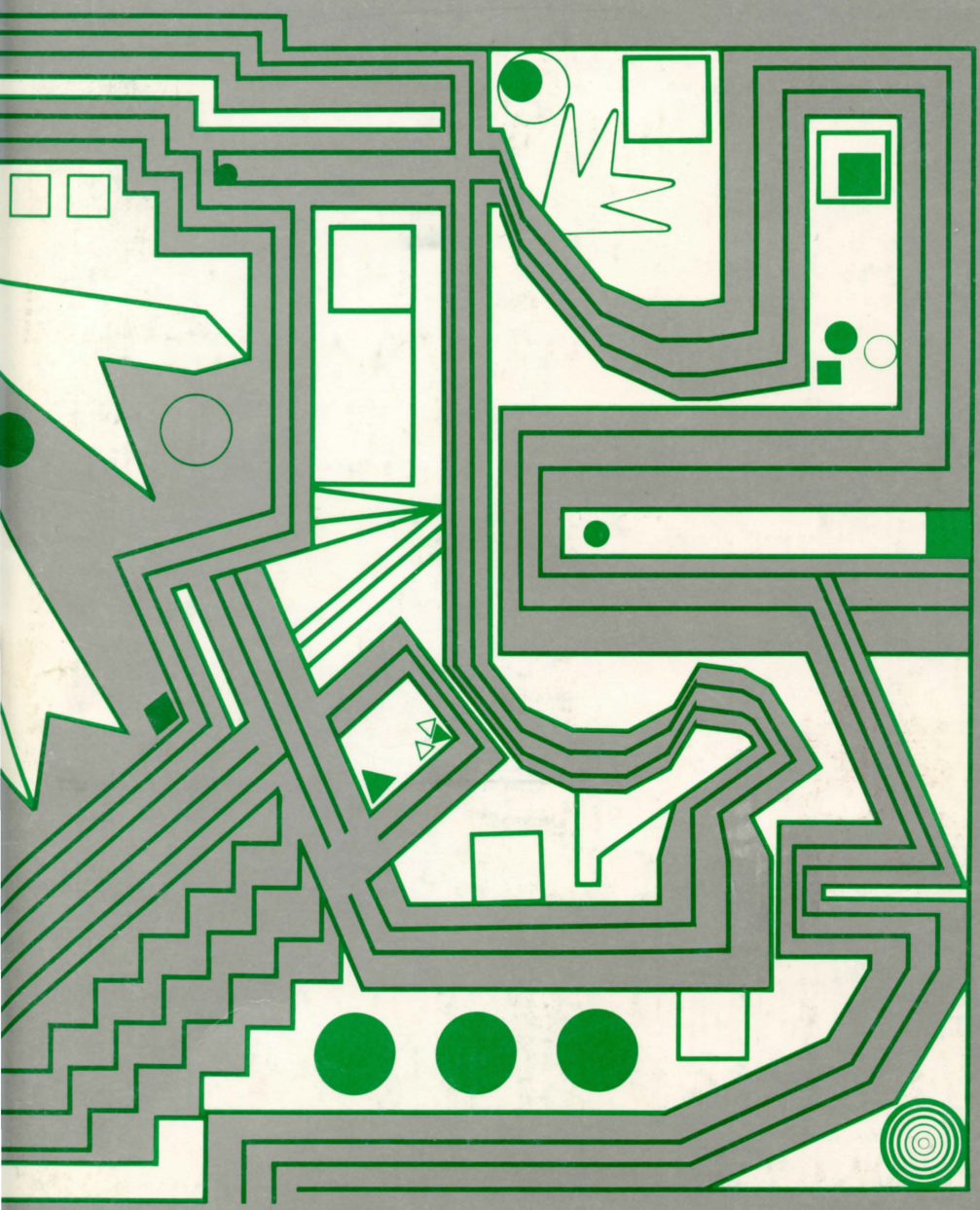
H A R P E R

C O L L E G E

S T U D E N T

H A N D B O O K

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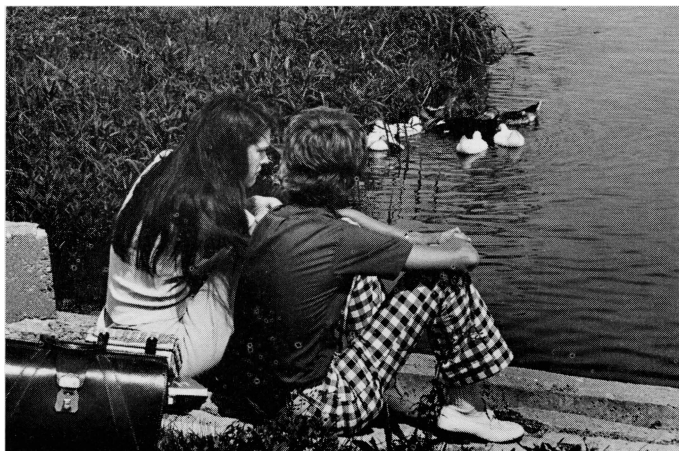
William Rainey Harper College

Algonquin & Roselle Roads
Palatine, Illinois

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A C A D E M I C C A L E N D A R

First Semester

Open Registration as Scheduled	July 6-August 5
Faculty Report	August 16
Late Registration	August 18, 19, 20
Classes Begin	August 22
Last Day for Late Registration	August 26
Last Day for Adding Classes	August 26
Labor Day	September 5
Last Day for Refunds	September 16
Columbus Day	October 12
Midterm	October 14
Veterans' Day	November 11
Thanksgiving	November 24-27
Classes Resume	November 28
Last Day for Withdrawals	December 9
Final Exams — Emergency closing of campus could delay exam period	December 12-17
Semester Break Begins	December 19

Winterim Term

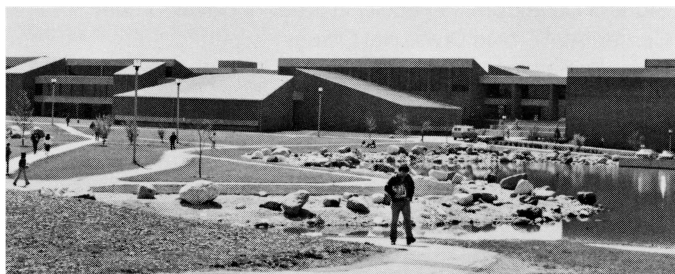
Registration	January 3
Last Day for Withdrawals	January 12
Classes in Session	January 4-13



A C A D E M I C C A L E N D A R

		Second Semester
Open Registration as Scheduled	Oct. 31-Dec. 9	
Faculty Report	January 11	
Late Registration	January 12; 13, 14	
Classes Begin	January 16	
Last Day for Late Registration	January 20	
Last Day for Adding Classes	January 20	
Lincoln's Birthday — observed	February 13	
Midterm	March 10	
Good Friday	March 24	
Spring Vacation	March 25-April 2	
Classes Resume	April 3	
Last Day for Withdrawals	May 12	
Final Exams	May 15-20	
Graduation	May 21	

		Summer Session
Registration	June 1-2	
Classes Begin	June 5	
Last Day for Late Registration	June 7	
Last Day for Refunds	June 16	
Midterm	July 3	
Independence Day	July 4	
Last Day for Withdrawals	July 17	
Final Exams — Given during last scheduled class meeting	July 26-28	



S E R V I C E
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D I R E C T O R Y

Academic Regulations

Dean of Instructional Services
D129, Ext. 280

Continuing Education Non-Credit Offerings

Office of Admissions & Registrar
C101, Ext. 410, 412

Credits or Graduation Requirements

Office of Admissions & Registrar
A210, Ext. 505 & Student Development Faculty

College Newspaper *Harbinger*

A367, Ext. 460, 461

Dropping and Adding Courses

Student Development Faculty in Student Development
Center, A347, or in Divisional Offices,
& Office of Admissions & Registrar
C101, Ext. 508, 509

Full or Part Time Work

Placement & Career Development Center
F205, Ext. 247

Grade Reports

Office of Admissions & Registrar
A213, Ext. 500

Health Services

A362, Ext. 340

Intercollegiate Athletics

Director of Athletics
U106, Ext. 466, 467

Intramurals

Coordinator of Intramurals
D269, Ext. 383

I.D. Cards

Student Activities Office
A336, Ext. 242, 243

Lost and Found Items

Public Safety Office
B103, Ext. 211, 330

Parking and Public Safety

Public Safety Office
B103, Ext. 211, 330
Medical Parking Permits
Health Services, A362, Ext. 340

Permission to carry more than 18 hours

Dean of Instructional Services
D129, Ext. 280

Personal Problems

Student Development Faculty in Student Development
Center, A347, or in Divisional Offices,
& Health Services, A362

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Program Board

Student Activities Office
A336, Ext. 274, 242

Scholarships, Loans or Other Financial Aids

Financial Aids Office
A364, Ext. 249

Student Activities Registration and Activities Calendar

Student Activities Office
A336, Ext. 243

Student Clubs and Organizations

Student Activities Office
A336, Ext. 242

Student Government

Student Senate Office
A332, Ext. 244 or
Student Activities Office
A336, Ext. 243

Student Grievances

Dean of Student Services
C102, Ext. 300

Transfer to Another College

Student Development Faculty
A347, Ext. 220 or
Office of Admissions & Registrar
A213, Ext. 500

Transcript of Your Credits

Office of Admissions & Registrar
A213, Ext. 500

Tuition and Fee Payment

Business Office
A214, Ext. 439

Tuition Refund

Office of Admissions & Registrar
A213, Ext. 500
Medical Reasons
Health Services, A362, Ext. 340

Veterans Affairs

A364, Ext. 254

Vocation or Job Selection

Student Development Faculty in Student Development
Center, A347, or in Divisional Offices, or
Placement & Career Development Center,
F205, Ext. 247

Withdrawal from College

Student Development Faculty in Student Development
Center, A347, or in Divisional Offices, & Office
of Admissions & Registrar
A213, Ext. 500
Medical Withdrawal
Health Services, A362, Ext. 340

S T U D E N T

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S T U D E N T L I F E

The Student Senate of Harper College (SSHC) is an elective body composed of eleven members who represent the following:

Student Government

Academic Divisions (One representative from each division)

Business	Liberal Arts
Engineering/Math/Physical Science	Life and Health Sciences
Fine Arts and Design	Social Science and Public Service

Special Interest Groups

Club and Organization Council	— three members
Peer Counselors	— one member
Student Trustee	— one member

The offices of president, vice-president, and treasurer are elected from within the above membership.

The election of the representatives from the academic divisions is held during the first three weeks of the fall semester. Election information is available in the Student Activities Office, A336, third floor of the College Center.

Students are strongly encouraged to become actively involved in the college through the Student Senate. The SSHC represents Harper students to the faculty, administration, and Board of Trustees.

It also budgets and allocates student activity fee funds, appoints students to college committees, reviews and recommends changes in college policy, and promotes general student welfare.

The Illinois Legislature passed House Bill 1628 on September 12, 1973, providing for non-voting student representation on all boards governing higher education including two-year community colleges and four-year institutions. The law, signed by Governor Walker, became effective October 1, 1973. The community college section of the law stipulates that each college's Board of Trustees shall have one non-voting member who is a student enrolled in the college under the jurisdiction of the Board. The term of office is for one year beginning on July 1 of each year.

Student Trustee

Through a campus-wide referendum held at Harper College shortly thereafter, the procedure for the selection of a student trustee was determined. The student trustee is elected by popular vote of the student body. The Student Senate as election committee is responsible for overseeing all election procedures. The election for the student trustee is held in the spring. In order to qualify a candidate (1) must be a registered student (nine or more credit hours) during both the fall and spring semesters; and (2) must reside within the Harper College District 512.

The student trustee assumes all the rights and responsibilities of a duly elected board member with the exception of his/her non-voting status. The student trustee:

1. is allowed to make or second motions;
2. is admitted to all sessions of the Board;
3. receives all materials elected board members do.

As a non-voting member, the student trustee is not considered in determining a quorum for action of the Board.

For additional information, contact Student Activities Office, A336.

Student Activity Fees

Student activity fees are used to support the following programs and services:

1. Cultural arts series of lectures, films, concerts, theater, and art exhibits as listed in the College/Community Programs Brochure. Students admitted either free or for a nominal admission price to these activities.
2. Social programs of popular films, concerts, coffeehouses, afternoon activities, special events, etc., as listed on the activity calendar. Students admitted free or for a nominal admission price.
3. Intercollegiate and intramural sports — free admission to all athletic events on campus.
4. Student publications — weekly student paper, *Harbinger*, and annual visual arts/literary magazine, *Point of View*, available free to students
5. Health Services — free medical care including physicians' services in the Health Service Office available to students.
6. A variety of clubs and organizations offered for student involvement including curricular and special interest groups as well as student government, the radio station, and speech team.
7. Child Care Services — baby-sitting service available to children of Harper students at a reduced rate of \$.75 an hour.
8. Discount tickets to Chicago area sporting, amusement, and theater attractions on a seasonal basis are offered to Harper students when they are made available to the Student Activities office.
9. Free mini-courses in hobby/leisure or special interest areas offered each semester to students.

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10. Legal Services — free legal advice by practicing attorneys is available to students.
 11. Other activities/program services approved by the Student Senate which benefit the student body.

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, and a public relations manager. These areas are afternoon activities, concerts and lectures, films, and special events.

Selection of board members is conducted during the spring and in the fall. 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.

The cultural arts series provides the college with programs representative of the various arts — dance, art, drama, films, and music, plus a forum for the discussion of issues and ideas through a lecture series. Financed by the student activity fee, these are planned by a student-faculty cultural arts committee and scheduled regularly throughout the year.

Want to belong, but can't find the right group? Could be it's time to join one of the ones listed below, or start your own! All you need to do is go to the Student Activities Office (A336), pick up a petition, have ten interested students sign it, choose a faculty sponsor, turn the petition in, and you're ready to go.

Association of Legal Students
Astronomy Club
Catholic Campus Ministry
Cheerleaders
Chess Club
Christian Science Organization
Circle K
Club & Organization Council
Electronics Club
Geology Club
Junior American Dental Hygienists Association
Junior Branch of the Food Service Executives Association
Future Secretaries Association
Harper's Bizarre (Fashion Design)
Illinois Association of the Deaf
Intramural Sports Board
Legal Students Association
Lutheran Campus Ministry
Nurses Club
Operating Room Technicians Club

College Center Program Board

Cultural Arts Series

Clubs and Organizations

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Phi Theta Kappa (Honorary Scholastic Society)
Physical Education Majors Club
Political Science Club
Pom Pon Squad
Program Board
Seekers
Solar Energy & Alternate Resources Club (S.E.A.R.C.H.)
Spread Eagle Ski Club
Student Nurses Association of Illinois

WHCM Radio

WHCM, student radio station, is managed, staffed, and operated entirely by students. The station is currently a closed circuit operation within the College Center and also in Buildings F and U. However, the station is run in accordance with F.C.C. rules and regulations. Positions available to interested students include announcers, engineers, news personnel, copywriters, 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, A331 or extension 488.

Student Newspaper — The Harbinger

The Harbinger is the student newspaper on campus. It is completely staffed by students interested in participating in the production of a weekly newspaper. Their opportunity is not limited; it runs the gamut of everything which is involved in a newspaper office.

The business office handles advertising sales, composition, billing, and distribution.

There is a contribution to be made by anyone adept in cartooning and artwork.

The photo lab is involved in covering assignments for pictures and developing the film in the darkroom.

Reporting and writing of all kinds are assigned from the newsroom. Previous experience in newspaper production in high school or elsewhere could qualify a student as an editor in the newsroom, photo lab, or as editor-in-chief. Editorial positions require relatively more time from the student.

There is also an opportunity for designing the pages of the paper at layout, and proofreading at the printer's shop. Clerical work must also be done, such as typing, photocopying, ordering supplies, and mailing.

There is something of interest for every student on the newspaper staff. 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.

Interested students should contact Editor-in-Chief, A367, College Center, extension 461.

Point of View

A literary and art magazine, *Point of View*, is printed each year in the spring. Material for publication is accepted both in the fall and spring semesters. Students interested in helping or

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submitting materials should contact Dr. Elizabeth Hull, Liberal Arts Division, F334b, or Mr. William Foust, Fine Arts and Design Division, C223.

The Harper College Studio Theater is designed to provide the student with experience in all aspects of theater production. There are three major productions each year and auditions are open to any interested Harper student. Productions include musicals, serious dramas, comedies, and children's theater. Questions about theater on campus should be directed to Mary Jo Willis, A139, extension 448.

Studio Theater

The Harper Pom-Pon Squad has completed its ninth year of promoting school spirit. The girls perform dance and drill routines at football and basketball games. Other activities include money raising projects, parades, travel to other schools, and a squad banquet. There are sixteen members. Half of the girls are chosen in the spring of 1977, and the remainder will be chosen in the fall of 1977. These girls will represent Harper for the 1977-78 seasons. Those interested should contact the Student Activities Office, A336, and watch for announcements in *The Harbinger* and on campus bulletin boards.

Pom-Pon Squad

The Harper Cheerleaders provide and promote school spirit while supporting all the athletic programs. The girls perform skills including cheers, mounts, splits, jumps, and gymnastic skills. Other activities include money raising projects, parades, travel to other schools, and a squad banquet. There are eight members. Half of the squad is chosen in the spring of 1977, and the remainder will be chosen in the fall of 1977. They will represent Harper for the 1977-78 sport seasons. Men and women interested in trying out should contact the Student Activities Office, A336, and watch for announcements in the *Harbinger* and on campus bulletin boards.

Cheerleading Squad

Harper is a member of the North Central Community College Conference (N4C) and the National Junior College Athletic Association (NJCAA): Colleges in the conference are Triton (River Grove), Wright (Chicago), Joliet (Joliet), Rock Valley (Rockford), College of Du Page (Glen Ellyn), Thornton (South Holland), and Illinois Valley (LaSalle). For the women's teams Harper also holds membership in the Illinois Junior College Intercollegiate League for Women (IJCLW).

Intercollegiate Athletics

Sport	First Official Practice	Daily Practice Times
Football	August 15	4:00 p.m.
Golf	August 15	1:30 p.m.
Cross Country	August 15	3:00 p.m.
Basketball	Oct. 15	TBA
Wrestling	Oct. 15	4:00 p.m.
Ice Hockey	Dec. 15	TBA
Women's Gymnastics	Oct. 15	1:00 p.m.

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Baseball	March 1	3:00 p.m.
Tennis	March 1	3:00 p.m.
Track	March 1	3:00 p.m.
Women's Tennis	Aug. 15	3:00 p.m.
Women's Basketball	Oct. 15	TBA
Women's Softball	March 1	3:00 p.m.

In order for a student to participate in a sport, he or she must be eligible according to the rules of the conference and respective athletic associations. One of the major eligibility requirements is that each student must furnish an acceptable physical examination record within one year of participation.

Students interested in participating in a particular sport should contact the coach of that sport as soon as possible to determine his or her eligibility status. More information is available from Mr. John Gelch, Director of Athletics, Room U-106, extension 466.

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 team and individual sports, plus a variety of recreational activities, are open to all students. A sports activities program also provides 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 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.

Mr. Roy Kearns, Coordinator of Intramural Athletics and Recreation welcomes your participation. Feel free to stop by his office in D269 or in Building U. Call extension 383 for further information.

The College Center

The College Center is an integral part of the Harper activity program. It is the scene of lectures, concerts, informal discussions, 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.

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

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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.

Harper views counseling as a vital function of a community college and therefore offers an extensive program of student development services to students.

Student Development

Student development faculty serve as academic advisers and their offices are located conveniently in the various academic divisions throughout the campus. They assist students in program selection and educational planning. Student development faculty are available to help students in the career decision making process also. Testing can often benefit a student in this investigative process and student development faculty can arrange for the appropriate interest or aptitude tests. Students are encouraged to see a student development faculty member when personal or social problems arise.

The student development center maintains a collection of information on vocational and college selection, and college catalogs for personal use by the students. Students may also use the Discover computerized guidance service available there. Up-to-date transfer information on area college and universities is available with each student development faculty member, including specific information on program requirements of transfer programs with these institutions.

Students are encouraged to see a student development faculty member in the academic division which includes their major field of study. Student development faculty are available for academic, vocational and personal counseling. Each student development faculty member schedules and posts hours for open office hours and also sees students on an appointment basis.

There are several types of group experiences led by the counselors for any student who expresses a desire to participate.

Group Counseling

Two types of groups are offered through the curriculum for academic credit. The Human Potential Seminar (PSY 110) assists students to uncover their hidden potential primarily through experiences designed to bolster their self-confidence and increase their motivation. Career Planning and Development (PSY 111) focuses on self-appraisal, an analysis of the world of work, and the development of job seeking skills. Students may register for these courses as a part of their registration for other courses.

Non-credit groups such as Interpersonal Effectiveness Labs and Effective Decision Making seminars and others are offered from time to time. Students are informed about these

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group offerings through articles and advertisements appearing in the student newspaper. Interested participants can sign up for these in the Student Development Center.

Credit by Examination Programs

Proficiency credit is available at Harper College through three programs: the Advanced Placement Programs (APP); College-Level Examination Program (CLEP); and the Harper Department Program (DP). For listings of courses having proficiency exams and procedures for applying, contact the Office of Testing Services.

Community Counseling Center

Have you a friend or relative who needs help resolving personal problems? Harper College's Community Counseling Center provides assistance to non-student members of the community. The center offers personal counseling, marriage, and family counseling, as well as a complete testing service and vocational career guidance. For information regarding fees and appointments, call the Community Counseling Center, 397-3000, extension 273.

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 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. Students must first contact their counselor for help on the kind of tests to take.

International Student

Harper College welcomes you, the International Student, and encourages you to take advantage of the specialized services within the student affairs area. Counselors are available for academic, career, and personal counseling. Our student activities program offers a variety of activities to choose from. We highly encourage you to take advantage of these programs which can provide a much needed break from your academic routine as well as being an important part of your total education at Harper. Also, the Admissions and Records Office will assist you in completing the registration process.

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. Monday through Friday and Saturday mornings from 9:00 a.m. to 12 noon. 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.

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5. Medical parking permits
 6. Health education
 7. Student hospitalization insurance
 8. Allergy injections
 9. Referrals for health problems
 10. Rest area
 11. Testing for:
 - a. Mononucleosis
 - b. Pregnancy
 - c. Tuberculosis
 12. Throat cultures
 13. Venereal disease — confidential and free
 14. Medical withdrawals
 15. Part-time physician

Medical care is available five days a week, two hours per day and one evening, by part-time physicians. They can diagnose, treat, prescribe medications, laboratory tests and x-rays when necessary. The physicians' services are partly funded by the student activity fee.

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.

Call the Health Service, extension 340, if you have any questions. Use the services — they're free — confidential — and for you!

Financial Aid

An extensive program for meeting the financial needs of students is administered by the Office of Financial Aid. Available to students are scholarships, loans, grants, and college-work opportunities. Anyone interested in finding out more about financial aid should call 397-3000, ext. 248, 249, A364.

Financial Aids

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

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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 their local office of the state division of vocational rehabilitation.

Tuition rebates are provided by many area business and industries to their employees as an incentive for them to continue their education. Students who are employed should contact their company representative for further details.

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

Short Term Loans

Short term loans up to a maximum of \$300.00 may be obtained to cover the costs of tuition and fees as well as books and supplies. It takes approximately one week to process the loan and there is a service charge.

Placement

Need Help? Looking for a job? Choosing a career? Undecided? Do you have difficulty making decisions . . . courses, work, social life, friends, career, family?

The Placement and Career Development Office F205, is your answer. Stop by and find answers to questions like those above. Learn about yourself and the job market. Become familiar with the resources available and how to use them for your benefit. Check the "Job Data Bank" for opportunities in Illinois, and surrounding states. Prepare for your future!

The "Career Corner" of the Library (F220) contains information on careers, employment trends, salaries, working conditions, resumes, interviews, types of employment letters, resource contacts, agencies, and job descriptions.

"Discover" is a computerized career guidance program designed to enhance career development and assist counselors in the delivery of career guidance services. The system includes:

- self-information, including values, interests, and competencies
- exploration of occupations in a systematic way
- teaching and low-risk practice of decision-making
- relationship of self-information to occupational alternatives
- informational assistance with implementation of choice

"Discover" provides assistance in all of these areas through twelve modules of interactive content. Terminals will be available in the Counseling Offices, Placement and Career Development Office, Career Corner in the Learning Resources Center, and at Willow Park. Students will have access to the system by appointment.

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 service as residents of Illinois are also eligible for a tuition scholarship for a period that is equivalent of four (4) years of full-time enrollment, i.e. a total of 120 points. They should contact the Veterans Affairs Office, Room A364, for further details.

S T U D E N T L I F E

Every year Harper College participates in the Student Achievement Recognition Program sponsored by the Illinois National Bank and Trust Company of Chicago. One man and one woman who best exemplify progress toward setting and achieving their educational goals are chosen from applicants in the college. The winners on the Harper campus go on to regional and state finals and can receive up to \$1,350 plus a certificate, plaque, and a trophy.

Student Achievement Recognition Program

If you are working part-time or full-time, you should be careful not to register for more courses than you can handle. Time spent in class is only part of the time commitment required. Generally, each student should plan to spend an additional two hours of study for each hour spent in class. A student registering for classes totaling 15 credit hours should plan to spend 15 hours in class and an additional 30 hours for study — a weekly total of 45 hours.

Employment Recommendations

The following table can be used as a general guide for balancing course load with time requirements of a job:

Weekly Job Time	Course Load
9 hours or less	14-16 sem. hrs.
10-19 hours	10-13
20-29 hours	7-9
30-39 hours	4-6
40 hours and above	1-3

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 foods, snacks, and short order items. The facility is open:

Food Services

Day	Hours Open
Monday-Thursday	7:30 a.m. — 8:00 p.m.
Friday	7:30 a.m. — 3:15 p.m.

The Snack Bar, on the second floor of the College Center, is open from 9:00 a.m. to 1 p.m., Monday through Friday. It offers hot and cold sandwiches, soup, shakes, and other snack items.

Vending machines are located throughout the College Center and other buildings on campus. Service is available whenever the buildings are open. Food vending machines are located in D and F Buildings. They are serviced by our food staff and contain sandwiches, desserts, and other snack items.

Buffet dining is available in A Building on the second floor, Dining Room. The room is open to students, faculty, staff and guests of the College. Hours of service are 11:00 a.m. — 1:30 p.m., Monday through Friday.

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

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the guidance of an instructing Chef and Baker and a professional food management staff. Inquiries concerning the Food Service Management 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.

Political Campaigning on Campus

Political candidates who want to campaign and/or distribute literature on campus must register in advance and obtain approval from the Student Activities Office. Campaigning and distribution of literature is normally restricted to the College Center. Campaign literature must not be sold, nor funds solicited while on campus.

Use of Tables or Displays

The following regulations have been established due to 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 similar nature (e.g. religious organizations) requests the use of a table of 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 two 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.

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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 cards are issued to all students who pay a student activity fee. Full-time students are issued an I.D. card with their picture, and part-time students are issued an activity card. Both types of cards serve the same function. These 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.

Identification/ Activity Cards

Students who lose their I.D. cards must report this immediately to the Student Activities Office. There is a \$2 replacement charge. The I.D. card will be validated each succeeding semester at registration following payment of fees.

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 Dress

Out of respect for the health of our fellow students, we ask that students and faculty refrain from the use of smoking materials in all college classrooms.

Smoking Policy in Classrooms

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.

Student Conduct Code

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.

S T U D E N T L I F E

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. 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.

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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.

The student conduct committee shall consist of four faculty members and three student members. Faculty members shall be appointed by the Vice President of Academic Affairs from a list of twelve faculty members submitted by the Student Senate. Student members shall be appointed by the Student Senate subject to approval by the Vice President of Student Affairs. The chairman will 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.

Student Conduct Committee

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 advisor of his choice.
3. The student shall be given an opportunity to testify and to present evidence and witnesses. He shall have the 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 the 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 disciplinary action and then only to the Vice President of Student Affairs Office and the student or students charged in the proceeding.

S T U D E N T L I F E

- 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.

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 ten days shall be handled by the Vice President of Student Affairs Office. Conduct violations of a serious nature resulting in charges which entail possible suspension beyond ten days 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.

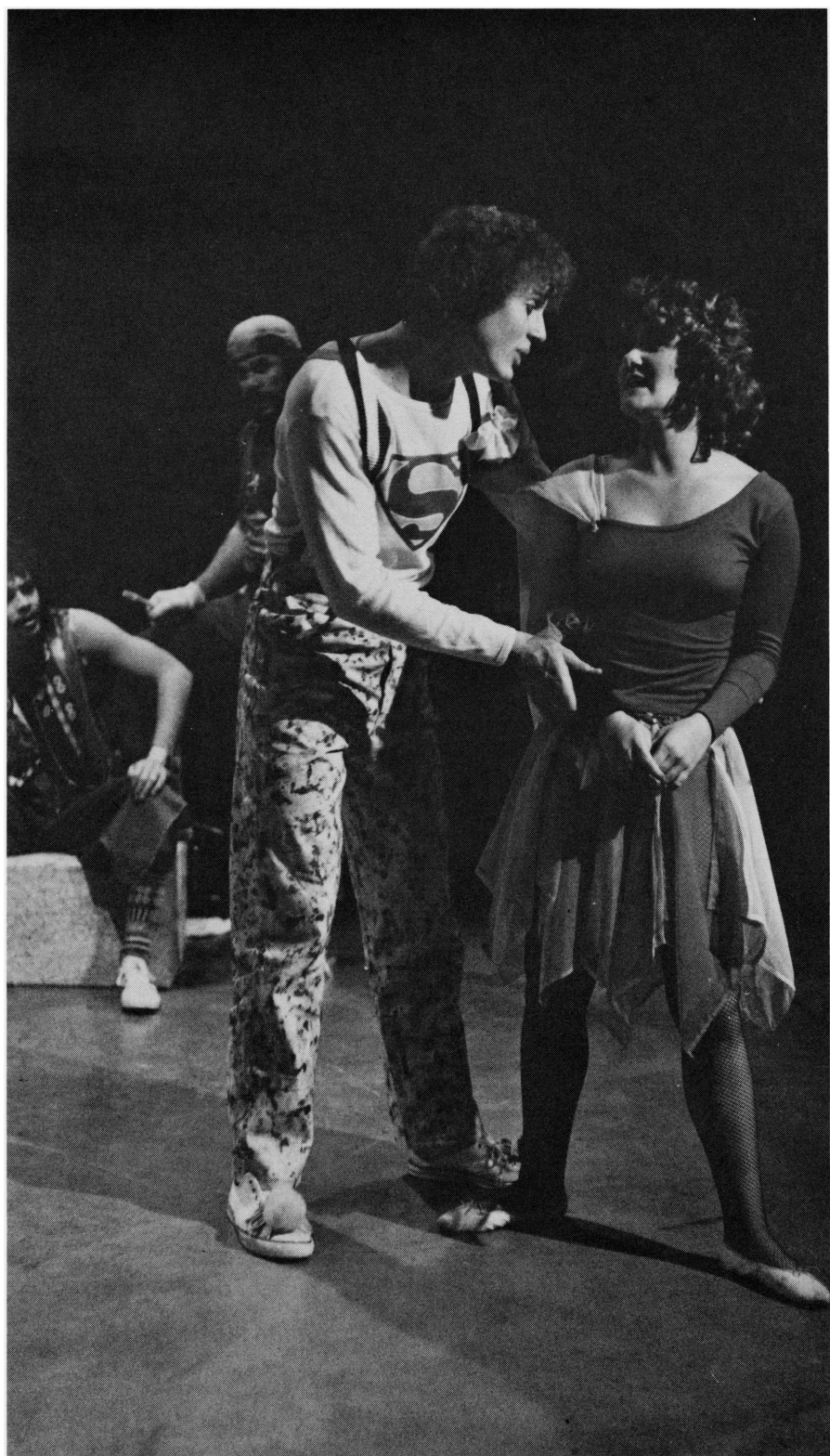
For conduct violations which result in short suspensions (of less than ten days), the following procedures shall be followed by the Vice President of Student Affairs Office:

1. Written or oral notice shall be given to the student of the charges against him.
2. If the charges are denied, the student shall be given an explanation of the evidence against him and the opportunity to testify in his own behalf.

When a student's misconduct may result in serious penalties such as probation, suspension beyond ten days, 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.

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**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, or 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 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 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 deems their appearance represents a real threat toward maintaining campus order. In such cases, an ad hoc speakers committee composed of three faculty members appointed by the Vice President of Academic Affairs, three students chosen by the Student Senate, subject to approval of the Vice President of Student Affairs, and the Director of College 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

S T U D E N T L I F E

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.

A student complaint and grievance procedure is available to Harper students. The purpose of this procedure is to ensure students an opportunity to express their concern or opinion regarding their relationship with the college or a college official (administrator, faculty, or staff).

Procedure for Student Complaint and Grievance

Broadly defined, the terms "grievance" and "complaint" are used synonymously and are interpreted as:

1. A claim by a student, group of students, or the Student Senate that alleged improper, unfair, arbitrary, or discriminatory judgments or procedures have been applied to them by the college or a college representative.
2. This claim may apply to any college policy, procedure, or interaction affecting the student. The claim may relate to an interpretation or application of a policy or procedure, but is not limited to policy and procedures.
3. Students are strongly encouraged to present their case formally to the party involved before filing a formal grievance. Students considering a grievance should secure a copy of the procedures as soon as possible because of time limits applied to the complaint and grievance procedure. The procedure and all forms for filing a grievance are available in the Dean of Student Services Office, C102.



**Student
Educational
Rights
and Privacy**

The Family Educational Rights and Privacy Act of 1974 ("The Act") establishes the rights of students to inspect and review their education record; provides that personally identifiable information will not, with certain exceptions, be disclosed without the students' permission; provides for guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grants the right to file complaints with the Family Educational Rights and Privacy Act office (FERPA) concerning alleged failures by the institution to comply with the Act, and makes provision for notice to the students concerning their rights.

No one shall have access to nor will the institution disclose any information from the students' education records, other than Directory Information, without written consent of students, except to officials of other institutions in which students seek to enroll; to persons or organizations providing students financial aid; to accrediting agencies carrying out the accreditation function; in compliance with a judicial order; in emergency situations when necessary to protect the health or safety of students or other persons; and to those members of the college community with a legitimate educational interest. "Legitimate educational interest" means and includes a demonstrable need to know by any staff member in terms of his or her assigned duties.

Records which are kept by the college and which are accessible to the student are:



Office	Official	Records on File	Purpose of Records
Admissions A209	Director of Admissions and Registrar	<ul style="list-style-type: none"> · Application · College Transcripts · High School Records · Admission Test Scores · Grades · Correspondence 	<ul style="list-style-type: none"> · Placement · Advisement · Permanent Record · Transcript Evaluation · Graduation Check · Academic Honors
Counseling A347	Dean of Counseling	<ul style="list-style-type: none"> · Fact Sheets · Transcripts · Test Scores: (Academic) (Vocational) 	<ul style="list-style-type: none"> · Advisement · Counseling
Financial Aid A364	Financial Aid Specialist	<ul style="list-style-type: none"> · Aid Application · Parent Confidential Statements 	<ul style="list-style-type: none"> · Award Aid
Health Services* A362	Director Environmental Health	<ul style="list-style-type: none"> · Medical Records · Physical Examination 	<ul style="list-style-type: none"> · Health Counseling · Medical Care · Health Education
Placement F205	Director Placement & Career Development	<ul style="list-style-type: none"> · Placement Papers · Career Enrollment 	<ul style="list-style-type: none"> · Job Placement

* Students who wish to determine the general content of their record may make an appointment with the director of this office to secure this information.

Office	Official	Records on File	Purpose of Records
Student Services C102	Dean of Student Services	<ul style="list-style-type: none"> • Student Grievance • Disclosure Records 	<ul style="list-style-type: none"> • Official Record • Record of Disclosure of Personally Identifiable Information
Testing Office A347	Testing Specialist	<ul style="list-style-type: none"> • Test Results 	<ul style="list-style-type: none"> • Counseling and Evaluation
Student Affairs A317	Vice President Student Affairs	<ul style="list-style-type: none"> • Disciplinary Record 	Official Record
Administrative Services A219	Director of Finance	<ul style="list-style-type: none"> • Financial Data 	<ul style="list-style-type: none"> • Billing and Collection
Student Activities A337	Director Student Activities	<ul style="list-style-type: none"> • Activities Awards • Club & Organization Officers 	<ul style="list-style-type: none"> • Placement Record • Official Record
Public Safety B101	Supervisor of Public Safety	<ul style="list-style-type: none"> • All Records, exclusive of Federal and State Codes as listed below** 	<ul style="list-style-type: none"> • Safety and security of students

** Illinois Revised Statute, Illinois Juvenile Court Act — Chapter 37, Article 2, Section 702-8(3).
 Illinois Revised Statute, Illinois Criminal Code — Chapter 38, Sections 206-3 and 206-7.
 Title 42, U.S.C., 3771b.

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Office	Official	Records on File	Purpose of Records
Academic Affairs	Division Chairperson or appropriate Faculty Member	• Performance Records	• Performance Evaluation
Division Offices: Business D147	Division Chairperson or appropriate Faculty Member	• Performance Records	• Performance Evaluation
Engineering, Mathematics, and Physical Science H119	Division Chairperson or appropriate Faculty Member	• Performance Records	• Performance Evaluation
Fine Arts and Design A377	Division Chairperson or appropriate Faculty member	• Performance Records	• Performance Evaluation
Liberal Arts F350	Division Chairperson or appropriate Faculty Member	• Performance Records	• Performance Evaluation
Life and Health Sciences D191A	Division Chairperson or appropriate Faculty Member	• Performance Records	• Performance Evaluation
Lifelong Learning D132	Division Chairperson or appropriate Faculty Member	• Performance Records	• Performance Evaluation

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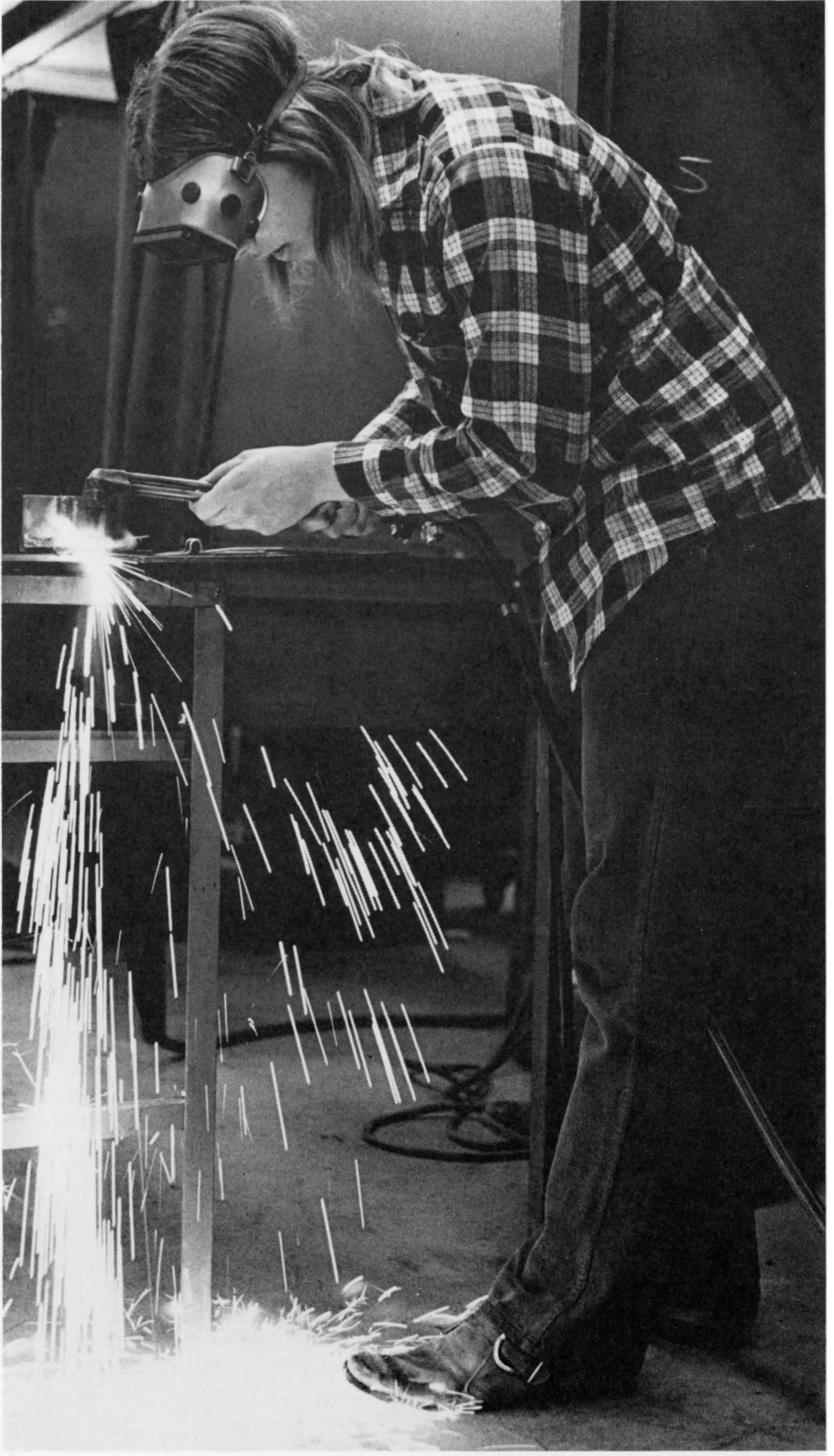
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Office	Official	Records on File	Purpose of Records
Social Sciences & Public Service D122	Division Chairperson or appropriate Faculty Member	<ul style="list-style-type: none"> Performance Records 	<ul style="list-style-type: none"> Performance Evaluation
Special Services F129	Division Chairperson or appropriate Faculty Member	<ul style="list-style-type: none"> Performance Records Applications for ABE students Personal data forms Course Registration information 	<ul style="list-style-type: none"> Performance Evaluation Admission Enrollment Advisement
Hearing Impaired A147	Coordinator	<ul style="list-style-type: none"> Testing Scores Medical Records Audiograms Transcripts (especially from schools for Hearing Impaired) DVR Records 	<ul style="list-style-type: none"> To determine level of competency
Learning Resources Center F202	Director of Resources Services	<ul style="list-style-type: none"> Circulation of Materials Records 	<ul style="list-style-type: none"> Inventory control of material

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Educational records which are not governed by the Act and which are not accessible to students are:

1. Records kept by Harper personnel such as faculty, counselors, and administrators, which are used only by the maker or his or her substitute and are not available to any other person.
2. Law enforcement records which are kept apart from the student's other educational records and are maintained solely for law enforcement purposes, and are made available for inspection by Public Safety personnel only when acting in the line of duty. Such records are not made available to persons other than law enforcement officials of the same jurisdiction so long as educational records maintained by the institution are not disclosed to the personnel of the law enforcement unit.
3. Employment records for college employees, which are kept solely for business reasons.
4. Student records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his or her professional or para-professional capacity or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

Directory Information. The following items are hereby designated as "Directory Information", and as such may be disclosed or released by the college for any purpose, at its discretion:

The student's name, address, telephone listing, student identification number, social security number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grades, degrees and awards received, and the most recent previous educational institution attended.

Currently enrolled students have the right to withhold the release and disclosure of any or all of these items by giving written notice on the appropriate form to that effect to the Director of Admissions and Registrar by the first day of each course or program, as the case may be, for which they enroll. Request for non-disclosure will be effective for only one academic year; therefore, authorization to withhold Directory Information must be filed annually.

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Procedures to Inspect and Review Records. The law provides students with the right to inspect and review information contained in their education record; to a response to reasonable requests for explanations and interpretations of the record; to challenge the contents of their education record; to have a hearing if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing officer is unacceptable. The Dean of Student Services has been designated by the college to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, disclosure and placement records. Students wishing to review their education records must make written request to the official responsible for the records listing the item or items of interest.

Records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions, (e.g. a copy of the academic record for which a financial “hold” exists, or a transcript of an original or source document which exists elsewhere.) Education records do not include records of instructional, administrative and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the student’s choosing.

Students *may not* inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; educational records containing information about more than one student, in which case the institution will permit access *only* to that part of the record which pertains to the inquiring student; and confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Procedures to Amend Records and Request Hearings. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally at a meeting with the author of the record and the Dean of Student Services. If the decisions are in agreement with the student’s request, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Dean of Student Services of their right to a formal hearing. Students’ requests for a formal hearing must be made in writing to the Dean of Student Services who, within a reasonable period of time after receiving such requests,

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will inform students of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing officer who will adjudicate such challenges will be designated by the president of the college.

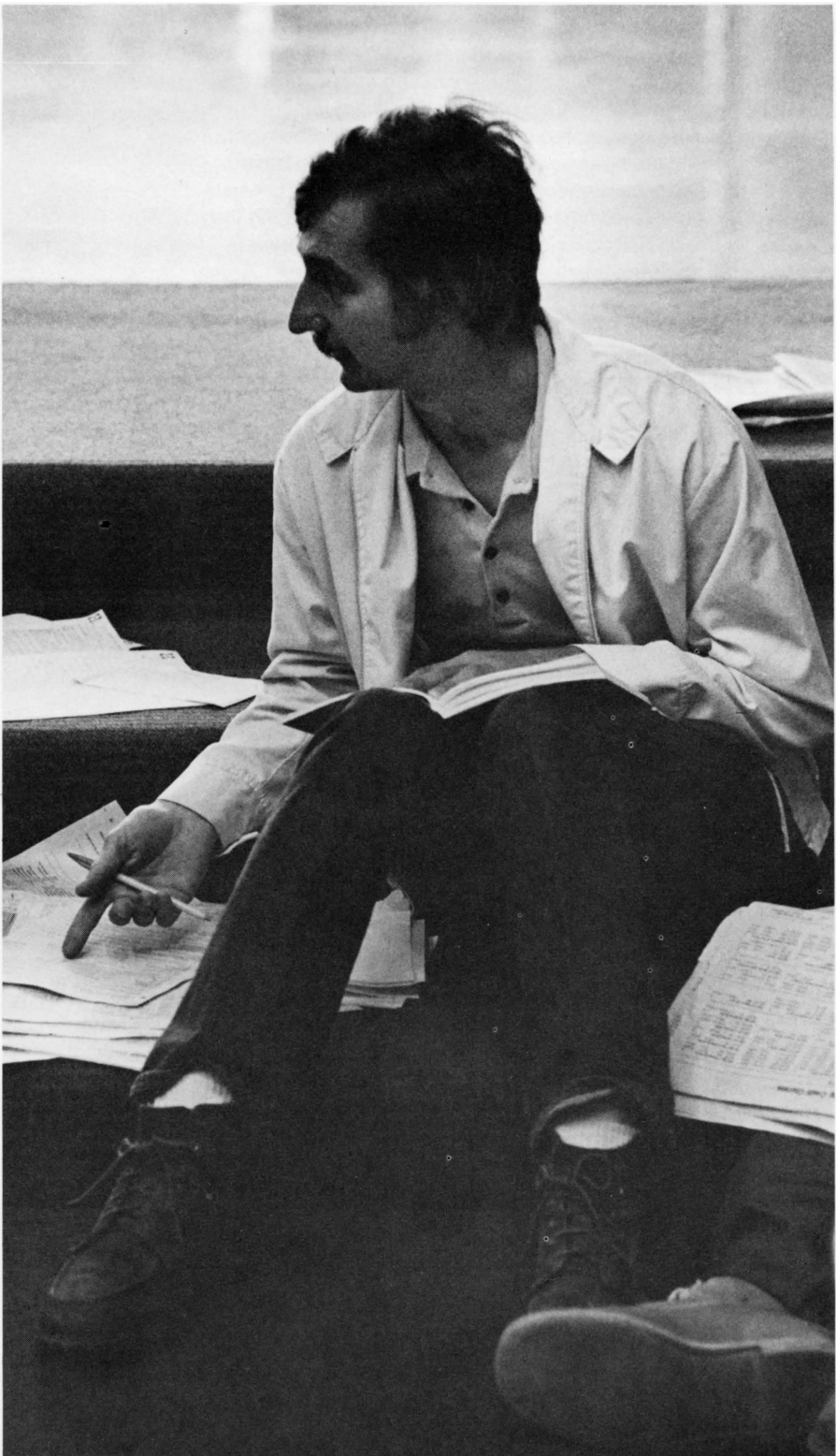
Decisions of the hearing officer will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reason for disagreeing with the decisions of the hearing officer. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act office (FERPA), Department of Health, Education, and Welfare, Washington, D.C. 20201, concerning alleged failures of the college to comply with the Act.

Copies of the Act, the HEW regulations, Harper policies and procedures, the Harper College Student Handbook, and forms for use in implementing the Act, are available upon request in the Dean of Student Services Office, C102.



A C A D E M I C
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A C A D E M I C R E G U L A T I O N S

Trustees' Honor List: Each semester, students achieving a grade point average of 3.75 to 4.00 are recognized as Trustees' Honor List students.

Academic Honors

Dean's Honor List: Students achieving a grade point average of 3.50 to 3.74 during any semester are placed on the Dean's Honor List.

Honors List: Students with a grade point average of 3.25 to 3.49 are given recognition on the Honors List.

Harper College provides exceptional students with many opportunities to encourage study beyond the usual course requirements. Nearly every college department has supplemented regular courses and programs with honors alternatives whether in transfer or career areas, and students may choose from several basic honors options. For information, contact the Division of Special Services, F128, extension 204.

Honors Program

At midterm and at the end of each semester, the student will receive a grade for each class in which he has enrolled at the beginning of the fourth week of the semester. Midterm grades have no official standing and are given to provide students with an indication of academic progress. The official grade point average is computed only on the basis of final grades awarded at the end of each semester or summer term.

Grading

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

Grade Points

Grade	Significance	Grade Point
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	.0
H	Audit	.0
N	Non-Attendance	.0
P	Pass	.0
W	Withdrawal	.0
X	Incomplete	.0

Students who have received D's or F's will be allowed to repeat the courses and attempt to earn a higher grade. When such 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.

Repeat Policy

A C A D E M I C R E G U L A T I O N S

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 recommendation of his counselor, as an added incentive to increase academic performance.

Incomplete Grades

A student may receive a grade of "X" for unfinished work in a course provided the work is incomplete because of circumstances deemed by the instructor to be unavoidable.

The unfinished work must be satisfactorily completed by the midterm of the following semester, or the instructor may assign a final grade of "F" or "N"

Auditing a Course

A student desiring to audit a course without credit must, at the time of registration, receive approval from the instructor or division chairman and from the registrar. Students will be required to pay full tuition and fees, and will receive a grade of "H" for the course. An auditor cannot change his status to that of a credit student, nor can credit for the audited course be established at a later date.

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:

Attempted Cumulative Hours	Satisfactory	Unsatisfactory
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

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 grade point average (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.

A C A D E M I C R E G U L A T I O N S

Official transcripts of a student's academic record will be issued and sent, upon request, to other educational institutions and prospective employers. Each student is entitled to five transcripts without charge. A fee of \$1.00 is charged for each additional copy.

Transcripts

Baccalaureate oriented credits earned at Harper College are transferable to other institutions of higher learning. Students intending to transfer to other institutions should consult with that institution as well as their counselor to assure efficient transfer.

Transfer to a Senior Institution

A student who has attended any other college(s) must have an official transcript sent to the Admissions Office immediately upon making application. A student may transfer credit to William Rainey Harper College according to the following conditions:

Transfer of Credit to Harper College

1. The collegiate institution previously attended must be an accredited and/or approved 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 above if the student's cumulative grade point average (GPA) is 2.0 or above ("C" average) at the previously attended institution. The student's work at each institution is evaluated independently if several institutions were attended.
3. 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 above.
4. Credit may be transferred, but the grades earned at other institutions are not transferred nor are the grades included in computing GPA at Harper College.
5. Religion courses which are of a sectarian nature or courses which are not applicable to programs at Harper College may not receive transfer credit.



A C A D E M I C R E G U L A T I O N S

General Education Requirements

	Associate in Arts	Associate in Science	Associate in Applied Science	Associate in Liberal Studies ¹
I. Communication Skills English 101, 102	6 hours	6 hours	6 hours ²	
II. Social Sciences anthropology, economics, geography, history, political science, psychology, sociology	6 hours	6 hours	6 hours	
III. Science or Mathematics biology, chemistry, engineering ³ , geology, mathematics, physical science, physics	8 hours	20 hours	6 hours ⁴	
IV. Humanities art, foreign language, humanities, literature, music, philosophy, fine arts, SPE 107, SPE 111, SPE 212	6 hours	6 hours	3 hours	
V. Twelve hours to be taken in at least two of the following areas: communications, social sciences, science or mathematics, humanities	12 hours			
VI. Any 60 hours of college courses at the 100 level or above, including a minimum of 9 hours in Liberal Studies Seminars from at least three divisions				60 hours
Total	38 hours	38 hours	21 hours	60 hours

¹Contractual agreement required for A.L.S. degree.

²The following courses may be used to satisfy this requirement if a part of the approved career program: English 099, English 103, English 130, Journalism 130, Journalism 131, Journalism 133.

³Courses in engineering may apply to the general education requirements in Group III in the Associate in Science and Associate in Applied Science degrees.

⁴Students majoring in a career program may count courses in their major toward fulfillment of this requirement.

A C A D E M I C R E G U L A T I O N S

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:

Withdrawals

1. Classes dropped prior to the beginning of the fourth week will not 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 sixteenth academic week.
3. A grade of "F" will be assigned to a class dropped after the beginning of the sixteenth academic week. If extenuating circumstances exist, students may petition for a "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 requests should be made in the Office of the Registrar. Refunds will be made according to the following schedule:

Tuition Refund Policy

	Per Cent 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

Courses not following the regular semester schedule will be prorated based on the length of the course.

*Terminates with the Friday ending the first full week of classes in accordance with the college calendar.

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 of 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 and associate in liberal studies degrees.

Graduation Requirements

A C A D E M I C R E G U L A T I O N S

3. Meet the Constitution Requirement of the Illinois State School Code. This can be met by (a) submitting an official Illinois high school transcript stating the requirement has been met, or (b) successfully completing PSC 201, or (c) successfully passing a college administered test on the U.S. Constitution, Illinois Constitution, and 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, associate in science, and associate in liberal studies.
5. Enrollment in Harper College during the semester in which graduation requirements are completed. Waiver of enrollment requirement 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 midterm 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.



W I L L O W P A R K C E N T E R

Parking: Since the Willow Park Center is located in a shopping center, no parking fee is charged and no parking stickers are issued.

There is no parking in firelanes, along sidewalks, and areas that are marked "No Parking". No parking is allowed in front of the entrance door at the Willow Park Center. Cars parked in these areas are liable to be towed away at the owner's expense.

Student Activity Fee: There is no Student Activity Fee charged for students attending Willow Park Center classes only.

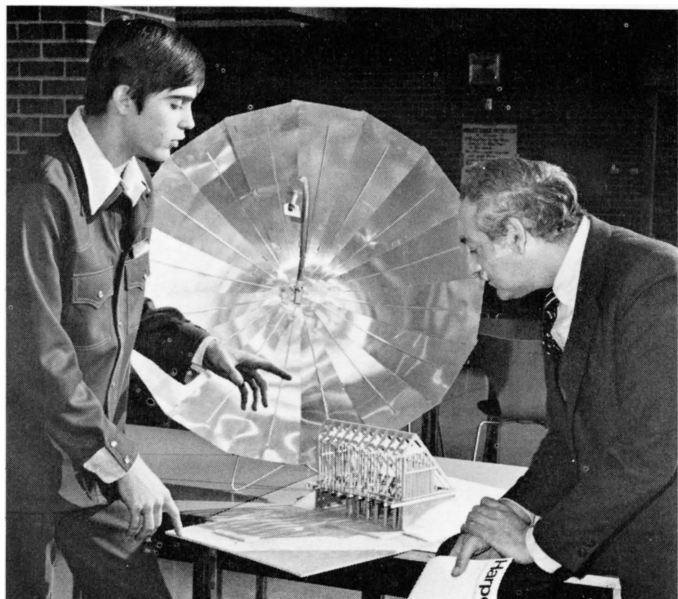
A student I.D. card free of charge will be issued at the Willow Park Center office at the student's request. This card does not entitle the student to discounts at the Palatine Campus activities. It will serve to check out books at the Palatine campus library, selling back used books to the Harper Bookstore, and for discounts occasionally given by the Willow Park Plaza merchants.

Bookstore Services: The Harper College Bookstore is making arrangements to sell books to Willow Park Center students during the first week of classes for classes offered at Willow Park Center only.

Babysitting Services: For information regarding babysitting services please inquire at the Willow Park Center office.

Admissions, Registration and Counseling Services: Complete admissions, registration, academic advisement and counseling services are available at the Willow Park Center.

Smoking: There is no smoking in classrooms at the Willow Park Center.



Learning Resources Center

The Learning Resources Center is located in F Building and presently includes the audiovisual resources on the first floor and the print collection on the second floor. It has been designed and furnished with carrels, chairs, and tables to permit a variety of individual study and learning spaces. Rest rooms and drinking fountains are adjacent to the entrance and stairway on both floors. An elevator is accessible for the handicapped.

The book, periodical, and microfilm collections are located on the second floor in the large reading and browsing area (F240). To insure you that only print materials regularly circulated will be checked out, and that the rest of the print collection will be available for your use, an electronic book security system has been installed. Approximately 85,000 books, 700 magazine subscriptions and newspapers, records, tapes, films, filmstrips, and slides are currently in the collection. Microfilm includes 26 magazine titles, the complete *New York Times*, and *Congressional Record*, and most of the *Chicago Tribune* and *Wall Street Journal*.

The Independent Study Area (F132) on the first floor, has numerous carrels and tables and many audiovisual capabilities, and a viewing room, F122. Production facilities such as the Television Studio and Graphics are located in the back area of the first floor.

During the Spring and Fall semesters the hours are:

Monday through Thursday	7:30 a.m. — 10:00 p.m.
Friday	7:30 a.m. — 9:00 p.m.
Saturday	8:00 a.m. — 3:30 p.m.

In support of other educational programs than the above, appropriate notice of service hours will be posted. To assist in fulfillment of philosophy and objectives, the Board Policy and the Learning Resources Center (LRC) support the educational programs of the College by encouraging the use of its facilities and services for educational, intellectual, and cultural pursuits by all citizens of the community.

You are welcome to suggest book or audiovisual additions to the LRC collection by dropping off your written requests at either circulation desk. A complete LRC brochure is available at the Information Office in the College Center and at the LRC circulation desks which also has self-instructional booklets on the use of the LRC.

Bookstore

The Harper College Bookstore, located in the College Center, offers textbooks, paperbacks, art and engineering supplies, and other items needed for classroom use.

Services available include typewriter rentals, shorthand machine rentals, postage stamps, and a special order service.

Business hours and policies are posted at the entrance to the Bookstore.

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 violation of state statutes and city or county ordinances of the counties in which the college community is located. This authority has been granted by the Illinois Revised Statutes and affirmed by the Harper College Board of Trustees.

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

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.

Facilities for dental hygiene services are available on the campus for all students, college personnel, and general public at minimal cost. Services include oral examination, dental x-rays, dental prophylaxis (cleaning), dental health education, blood pressure monitoring, and diet and nutritional counseling. The clinic is located in the east wing of the Science Building. Appointments can be arranged by phoning the Dental Hygiene Clinic, extension 534.

A half-day program for children, three years to school age, on days Harper classes are in session.

MWF

9:00 - 11:30 a.m., or 1:00 - 3:30 p.m.

\$130 per semester

TR

9:00 - 11:30 a.m., or 1:00 - 3:30 p.m.

\$90 per semester

Five-day session

9:00 - 11:30 a.m., or 1:00 - 3:30 p.m.

\$210 per semester

Public Safety Office

Parking

Dental Hygiene Clinic Facilities

Child Development Program Nursery School

The nursery school is an exemplary program of learning and enrichment for children and is staffed by a head teacher and two child development program student teachers. The ratio of children to staff is thirteen to three. Children of Harper students are give admission priority.

A babysitting service is provided before and after each session for the convenience of students and faculty at an hourly rate. Pre-registration is required. For further information call extension 262.

Babysitting Service

Child care services are available for children of Harper students, faculty and staff. Children ages 2 through kindergarten will be accepted on a first-come basis as enrollment is limited to space available.

The service will be open at 7:45 a.m. to 4:30 p.m., Monday through Friday. Students who have paid an activity fee will be charged \$.75 an hour per child. The fee for all others is \$1.00 an hour per child.

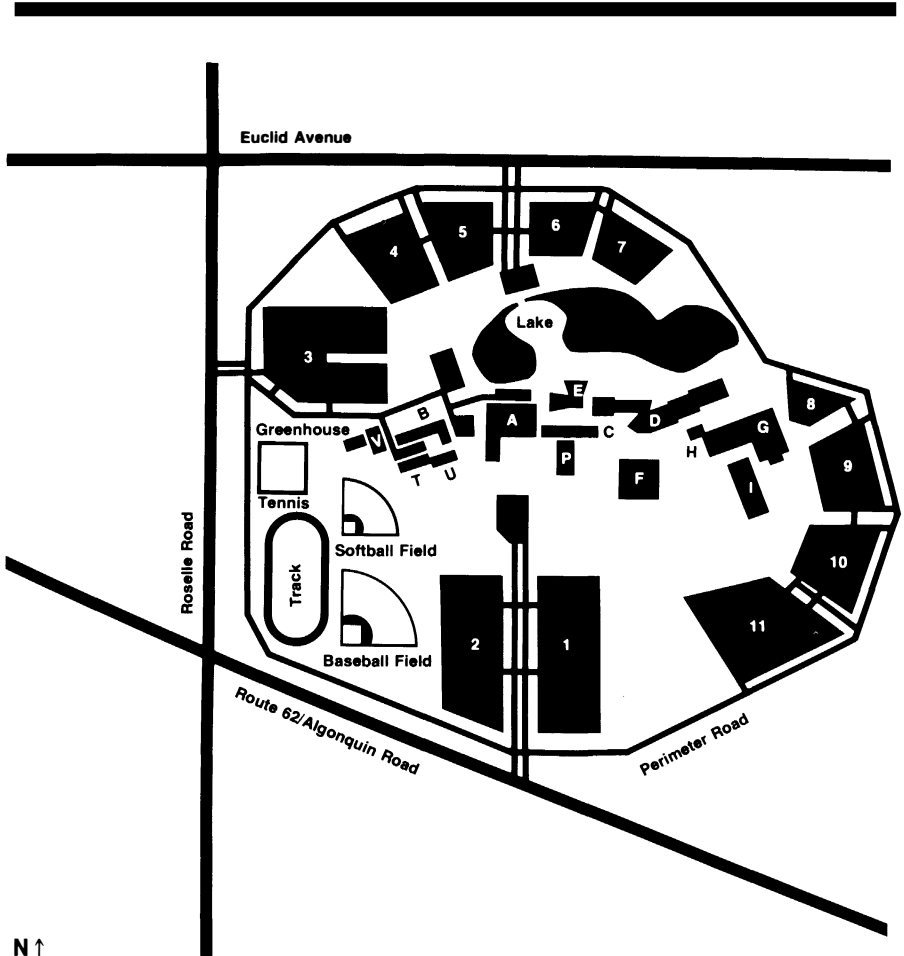
Parents who are considering using the service are responsible for obtaining the current regulations of the Child Care Center before registering for classes.

Parents must register for this service in person. For further information, phone 397-3000, extension 262.

Tutoring

Free tutoring is provided to all students for any subject taught at Harper. Tutoring is available on a walk-in basis and by appointment in F132. Students may arrange for tutoring by contacting the coordinator of tutoring, F132, extension 389.





- A** College Center
- B** Public Safety, Power Plant
- C** Art and Architecture
- D** Mathematics and Science
- E** Lecture—Demonstration Center
- F** Learning Resources Center
- G** Vocational Technology Shops and Laboratories
- H** Vocational Technology Shops and Laboratories
- P** Music Building
- T** Grounds Maintenance
- U** Athletics, Maintenance Shop
- V** Roads and Grounds, Park Management
- 1-11** Parking

Campus Map



William Rainey Harper College

Algonquin and Roselle Roads
Palatine, Illinois 60067

