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Harper College

Student Handbook

1981/82

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Contents

Academic Calendar		5
Service and Information Directory		7
Student Life	Academic and Vocational Testing	20
	Activity Cards	27
	Bulletin Boards and Publicity	25
	Cheerleading Squad	19
	Clubs and Organizations	13
	The College Center	16
	College Center Program Board	13
	Community Counseling Center	16
	Credit by Examination Programs	19
	Cultural Arts Series	13
	Distribution of Literature	25
	Emergency Short-Term Loans	22
	Employment Recommendations	24
	Employment Services	24
	Financial Aid	22
	Financial Aids	21
	Food Services	25
	Group Counseling	15
	Health Service	20
	Initiation of Disciplinary Proceedings	30
	Intercollegiate Athletics	18
	International Students	20
	Intramurals & Recreation	18
	Legal Service	21
	Peer Counselors	16

<i>Point of View</i>	15
Political Campaigning on Campus	26
Pom Pon Squad	19
Procedure for Complaint and Grievance	32
Rehabilitation Act of 1973(Section 504)	21
Services for Disabled Students	21
Short-Term Loans	22
Smoking Policy in Classrooms	27
Speakers Policy	31
Student Activity Awards Program	23
Student Activity Fees	12
Student Conduct Code	27
Student Conduct Committee	29
Student Development	16
Student Dress	27
Student Educational Rights and Privacy	32
Student Government	11
Student Newspaper — <i>The Harbinger</i>	14
Student Trustee	11
Studio Theatre	19
Types of Disciplinary Action	30
Use of Tables or Displays	26
Veteran's Programs	24
WHCM Radio	14
Women's Center	19

Academic Regulations	Academic Honors	42
	Auditing a Course	43
	Behavioral Contracting	43
	General Education Requirements	41
	Grade Points	43
	Grading	42
	Graduation Requirements	44
	Honors Program	42
	Incomplete Grades	43
	Probation	43
	Repeat Policy	43
	Standards for Academic Performance	40
	Transcripts	40
	Transfer of Credit to Harper College	40
	Transfer to a Senior Institution	40
Tuition Refund Policy	44	
Withdrawals	44	
Services	Bookstore	47
	Child Care Service	48
	Child Development Program Preschool	48
	Dental Hygiene Clinic Facilities	47
	Learning Resources Center	46
	Parking	47
	Public Safety Department	47
	Tutoring	47

Academic Calendar for 1981-82

First Semester	Early Registration As Scheduled	April through August 17
	Faculty Report	August 18
	Late Registration	August 19, 20, 22
	Classes Begin	August 24
	Last Day for Late Registration	August 29
	Last Day for Adding Classes	August 29
	Labor Day	September 5
	Last Day for Refunds*	September 7
	Midterm	October 16
	Veterans' Day	November 11
	Thanksgiving	November 26 - 29
	Classes Resume	November 30
	Last Day for Withdrawals	December 5
	Final Exams (Emergency closing of campus could delay exam period)	December 14 - 19
	Semester Break Begins	December 20

Second Semester	Early Registration as Scheduled	November - January 12
	Faculty Report	January 13
	Late Registration	January 13, 14, 16
	Classes Begin	January 18
	Last Day for Late Registration	January 23
	Last Day for Adding Classes	January 23
	Last Day for Refunds	January 30
	Lincoln's Birthday (observed)	February 12
	Midterm	March 12

*See Refund policy, page 44

Good Friday	April 9
Spring Vacation	April 10 - 18
Classes Resume	April 19
Last Day for Withdrawals	May 8
Final Exams	May 17 - 22
Graduation	May 23

**Summer
Session**

Open Registration	June 3 - 4
Classes Begin	June 7
Last Day for Late Registration	June 9
Last Day for Adding Classes	June 9
Last Day for Refunds	June 12
Midterm	July 2
Independence Day (observed, Classes Not in Session)	July 5
Classes Resume	July 6
Last Day for Withdrawals	July 17
Final Exams	July 29 - 30

Service and Information Directory

College Hours

Business Hours: Offices will be open for business Monday through Friday from 8:15 am to 4:30 pm. The Admissions and Business Offices will be open from 8:15 am until 9:00 pm Monday through Thursday, from 8:15 am until 4:30 pm on Friday, and from 8:15 am until 12:00 noon on Saturday.

Class hours are scheduled Monday through Friday from 7:00 am until 10:00 pm and on Saturday from 7:00 am until 12:00 noon. The campus is closed on Saturday afternoon and Sunday.

Service and Information Directory

Academic Regulations

Dean of Instruction
D129, Ext. 290

Affirmative Action

College Relations A314, Ext. 230, 279

Child Care Service

I131, Ext. 262 (office - I129)

College Newspaper *Harbinger*

A367, Ext. 460, 461

Continuing Education Non-Credit Offerings

CE Admissions C101, Ext. 410, 412

Credits or Graduation Requirements

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

Disabled Student Services

D119, Ext. 266

Dropping and Adding Courses

Student Development Faculty in Student Development Centers, A347, I117, and D142, & Office of Admissions & Registrar
A210, Ext. 500

Full or Part-Time Work

Illinois Job Service Representatives
F132, 397-4492 or 397-4509

Grade Reports

Office of Admissions & Registrar A213, Ext. 502

Health Services

A362, Ext. 340

Hearing Impaired Program Support Services

D119, Voice—Ext. 267 TTY—397-7600

Intercollegiate Athletics

Coordinator, Men's Athletics
M215, Ext. 466, 467
Coordinator, Women's Athletics
M214, Ext. 466, 467

Intramurals

Coordinator of Intramurals
M222, Ext. 466, 467

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 Instruction

D129, Ext. 290

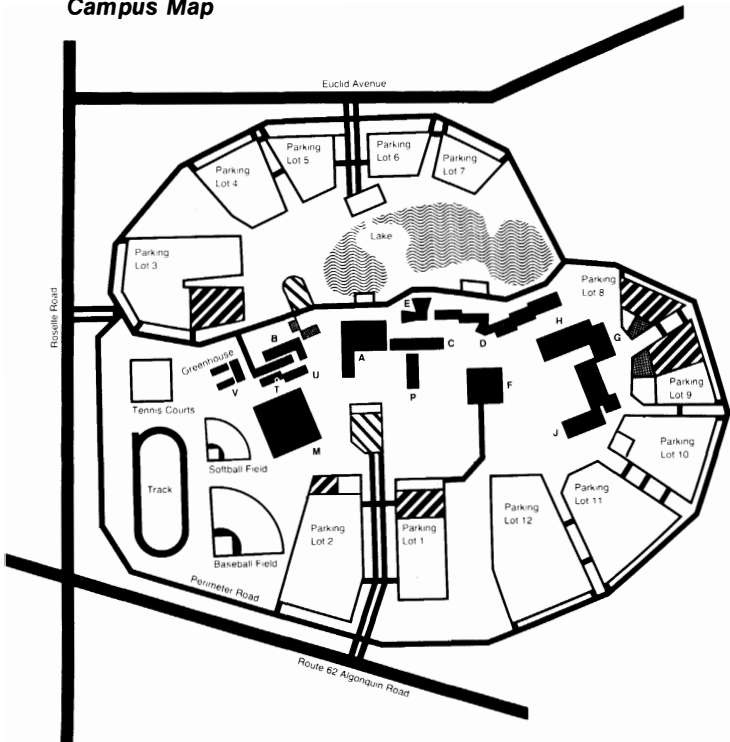
Personal Problems

Student Development Faculty in Student Development

Centers A347, I117, and

D142, & Health Services, A362

Campus Map



Campus Buildings

- A** College Center
- B** Public Safety, Power Plant
- C** Art and Architecture
- D** Mathematics and Science
- E** Lecture—Demonstration Center
- F** Learning Resource Center
- G** Vocational Technology Shops and Laboratories
- H** Vocational Technology Shops and Laboratories
- I** Business, Social Science, and Vocational Education
- J** Business, Social Science, and Vocational Education
- M** Physical Education, Athletics and Recreation

- P** Music Building, Women's Center
- T** Grounds, Maintenance Shop
- U** Athletics, Maintenance Shop
- V** Roads and Grounds, Park Management

- Buildings, Roads, and Athletic Structures
- Student
- Medical Permit
- Visitors
- Administrators
- Faculty and Staff

Parking

Program Board

Student Activities Office
A336, Ext. 274, 242

Rehabilitation Act of 1973 (Section 504)

Director of Environmental Health
A362, Ext. 340

Scholarships, Loans or Other Financial Aids

Financial Aid Office
A364, Ext. 249

Student Activities Registration and Activities Calendar

Student Activities Office
A336, Ext. 243

Student Activity Cards

Business Office
A214, Ext. 439, 497

Student Clubs and Organizations

Student Activities Office
A336, Ext. 242

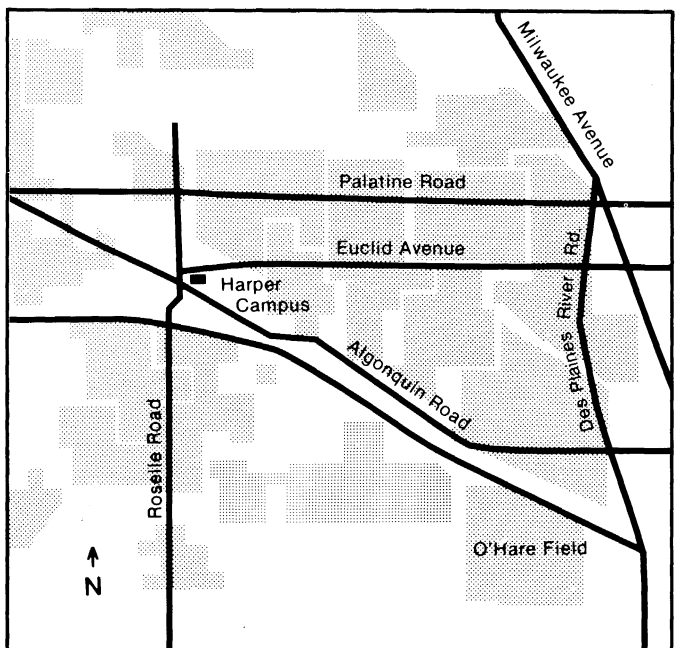
Student Government

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

Student Grievances

Vice President of Student Affairs
A317, Ext. 360

Area Map





Transcript of Your Credits

Office of Admissions & Registrar
A213, Ext. 503

Transfer to Another College

Student Development Faculty or
Office of Admissions & Registrar
A213, Ext. 505

Tuition and Fee Payment

Business Office
A214, Ext. 439

Tuition Refund

Office of Admissions & Registrar
A213, Ext. 501
Medical Reasons
Health Services, A362, Ext. 340

Veterans Affairs

A364, Ext. 254

Vocation or Job Selection

Student Development Faculty in Student Development
Centers, A347, I117, and D142 or
Illinois Job Service Representatives,
F132, 397-4492 or 397-4509

Withdrawal from College

Student Development Faculty in Student Development
Centers, A347, I117, and D142, and Office
of Admissions & Registrar
A213, Ext. 500
Medical Withdrawal
Health Services, A362, Ext. 340

There is more to college than attending classes. Harper offers an extensive student activities program in which you can become involved in two ways: (1) in the planning and operation of the program, and/or (2) by attending the various activities offered during the year. Students of all ages, backgrounds, and interests are encouraged to participate in the planning and directing of activities. This provides practical learning experiences which can be applied later in life. Look over the list of programs, activities and services and take advantage of what Harper has to offer.

Student Government

The Student Senate of Harper College (SSHC) is an elective body composed of members who represent the following academic divisions and special interest groups:

Academic Divisions (One representative from each division)

Business and Social Science	Technology, Mathematics
Communications, Humanities and Fine Arts	and Physical Science
Life Science and Human Services	Physical Education, Athletics and Recreation

Special Interest Groups

Student Trustee	one member
Student Development	one member
Club Representatives	three members

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 within the first six 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 in the formulation of policies that affect students.

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

Student Trustee

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 April 15 of each year.

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 Harper 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 the 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 are 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 are admitted free or for a nominal admission price.
3. Intercollegiate and intramural sports — free admission to all athletic events on campus and open recreation hours for students are provided in Building M.
4. Student publications — weekly student newspaper, *Harbinger*, and annual visual arts/literary magazine, *Point of View*, available free to students.
5. Other publications — the College/Community Programs Brochure, the activity calendar, and the Student Handbook, available free to students.
6. Health Services — partially funds the services of a physician available to students.
7. A variety of clubs and organizations offered for student involvement including curricular and special interest groups as well as student government, the radio station, speech team, and pom pon and cheerleading.
8. Child Care Services — baby-sitting service available to children of Harper students at a reduced rate of \$1.25 an hour for the first child; \$1.00 an hour for additional children.

9. 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.
10. Short-Term Loans of up to \$50.00 for ten days are available to students for emergency expenses.
11. Legal Services — free legal advice by practicing attorneys is available to students.
12. Other activities/program services approved by the Student Senate which benefit the student body.

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, a public relations manager, 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.

The Program Board has brought to Harper College such acts as Steve Martin, Heart, and Journey. Selection of the Program Board members is conducted during the spring and fall. The Board was designed to encourage students to explore new and creative ideas for programming. This is an excellent opportunity to become familiar with the entertainment field and develop skills in marketing and promotion. To join, contact the Student Activities Office, A336.

Cultural Arts Series

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.

Clubs and Organizations

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
 Brothers and Sisters in Christ
 Catholic Campus Ministry
 Cheerleaders
 Circle K
 Data Processing Club
 Engineering 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
 International Students
 Martial Arts
 Operating Room Technicians Club
 Phi Theta Kappa (Honorary Scholastic Society)
 Physical Education Majors Club
 Pi Theta Epsilon (Law Enforcement)
 Political Science Club
 Pom Pon Squad
 Program Board
 Seekers
 Solar Energy & Alternate Resources Club (S.E.A.R.C.H.)
 Sophomore Nurses Club
 Spread Eagle Ski Club
 Student Nurses Association of Illinois
 Students Organized for Child Care
 Video Production Club

WHCM Radio

WHCM, student radio station, is managed, staffed and operated entirely by students. The station is a closed circuit system operating within the College Center and other buildings on campus. The station, however, is run in accordance with F.C.C. rules and regulations. Positions available to interested students include announcers, engineers, news personnel, music staff, and management personnel. No experience is necessary. Training will be provided for all positions. Interested students should contact WHCM 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, 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 or the Student Activities Office, A336.

“Point of View”

A literary and art magazine, *Point of View*, is generally printed each year in the spring. Material for publication is accepted in both the fall and spring semesters. Students interested in helping or in submitting materials should contact Dr. Frank Smith, Communications, Humanities and Fine Arts Division, F348B.

Group Counseling

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

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.

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 group offerings through articles and advertisements appearing in the student newspaper.

Peer Counselors

Peer counselors are students whose primary aim is to be of friendly assistance to other students. Peer counselors can be especially helpful in answering questions for new students during orientation and registration periods. They are also available to students each weekday from 9:00 am to 3:00 pm in the Peer Counseling Center, on the main floor of Building A. The Peer Counselors invite you to call them at 397-3000, extension 240, or stop by to share an idea, get information, and perhaps, meet a friend.

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.

Student Development

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

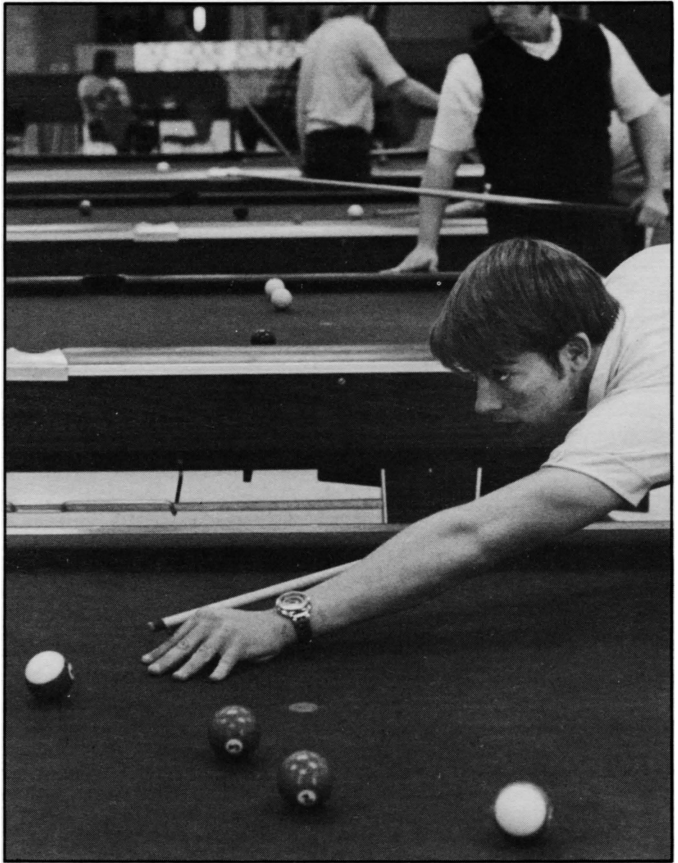
Student Development faculty serve as academic advisors and their offices are located conveniently in three locations on campus. Students in the areas of Business and Social Science are served by the Student Development Center in I117. Those in Technology, Math and Physical Science or Life Sciences and Human Services are served by the Center in D142. Students interested in Communications, Humanities and Fine Arts, Physical Education, Athletics and Recreation, and Special Services may see the counselors in A347. Student Development faculty assist students in program selection and educational planning. They are also available to help students in the career decision making process. 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.

Each Student Development Center maintains a collection of information on vocational and college selection, and college catalogs for personal use by the students. Up-to-date transfer information on area colleges and universities is available from each Student Development faculty member. Information on specific requirements of transfer programs with these institutions is also available.

Students are encouraged to see a Student Development faculty member in the academic division which includes their major area of study. Each Student Development faculty member schedules open office hours and also sees students on an appointment basis.

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 a food service area, lounges, meeting rooms, game room, and offices for student government, clubs and organizations, student publications, student development, health service, and financial aid.

In order to insure optimum use of 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 am and 1:30 pm. 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 sleep in the lounges, in particular 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.

Intramurals and Recreation

Intramurals and recreation activities will be developed according to the interests of the Harper students. Students will have the opportunity to participate in structured tournament-type activities or take advantage of the many open recreation time periods. Facilities available to faculty, staff and students during daytime and evening hours are the gymnasium, weight training room, running track, swimming pool and racquetball courts.

The schedule of Intramurals and Recreation Calendar of Events will be available in the new Physical Education, Athletic and Recreation Building (M). Announcements of upcoming events will also be listed in the school newspaper and campus radio station on a regular basis.

Students are invited to express their suggestions for the type of activities they prefer by visiting with the coordinator of intramurals in Building M, Room 222.

Further information can be obtained by calling the Intramural Department, extension 265 or 466.

Intercollegiate Athletics

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 DuPage (Glen Ellyn), Thornton (South Holland), and Illinois Valley (LaSalle).

<i>Sport</i>	<i>First Official Practice</i>	<i>Daily Practice Times</i>
Football	August 15	3:00 pm
Soccer	August 27	3:00 pm
Golf	August 27	2:00 pm
Cross Country	August 27	3:00 pm
Women's Tennis	August 25	3:00 pm
Women's Volleyball	August 25	3:00 pm
Basketball	October 15	3:00 pm
Wrestling	October 15	3:30 pm
Women's Basketball	November 1	3:00 pm
Women's Gymnastics	October 15	3:00 pm
Men's and Women's Swimming	October 15	2:00 pm
Baseball	March 1	3:00 pm
Tennis	March 1	3:00 pm
Track	March 1	3:00 pm
Women's Softball	March 1	3:00 pm
Women's Track and Field	March 1	3:00 pm

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 record of a physical examination taken 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 eligibility status.

Additional information is available from Roger Bechtold, coordinator of men's athletics and Martha Bolt, coordinator of women's athletics.

Athletic offices are located in the Physical Education, Athletics and Recreation Building (Building M), telephone 397-3000, extension 466.

Pom-Pon Squad

The Harper Pom-Pon Squad has been promoting school spirit since 1967. The girls perform dance and drill routines at football and basketball halftimes. Other activities include money raising projects, parades, travel to other schools, performance at a Chicago Bulls game and a sports banquet. There are twenty members. Tryouts are held in the spring and early fall. Those 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

The Harper Cheerleaders provide and promote school spirit while supporting all the athletic programs. The girls perform skills including cheers, mounts, splits, jumps, and gymnastics. Other activities include money raising projects, parades, travel to other schools, and a sports banquet. There are eight members. Tryouts are held in the spring and early fall. The squad will represent Harper for the year's 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.

Studio Theatre

The Harper College Studio Theatre is designed to provide the student with experience in all aspects of theatre 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 theatre. Questions about theatre on campus should be directed to Mary Jo Willis, A139, extension 448.

Women's Center

The Women's Center is presently located in P building, Room 127. Coffee, companionship, campus information, resources and referral information are available. Today's woman will find a place to discuss issues, needs, values and plans. Staffed by peer counselors, the Center is open five days a week. Men, as well as women, are welcome to use the facility.

Credit by Examination Programs

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

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. Students must first contact a student development faculty member regarding appropriate test selection.

International Students

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.

The Admissions and Records Office will assist you in completing the registration process.

Our student activities program offers a variety of activities to choose from. We strongly 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.

Health Service

The Health Service is located in Room A362, next to the Counseling Center and is open from 8:15 am to 10:00 pm Monday through Thursday and 8:15 am to 4:30 pm Friday. Registered nurses staff the Health Service and the following services are available without charge to students.

1. Confidential health counseling
2. First aid
3. Medications — aspirins, throat lozenges, cough medication, Alka Seltzer, cold capsules, etc.
4. Medical parking permits
5. Health education
6. Student hospitalization insurance
7. Allergy injections
8. Referrals for health problems
9. Rest area
10. Testing for:
 - a. Mononucleosis
 - b. Pregnancy
 - c. Tuberculosis
11. Throat cultures
12. Venereal disease — confidential and free
13. Medical withdrawals
14. Part-time physician

The part-time physicians provide medical care two hours per day on selected days as posted. They can diagnose, treat, prescribe medications, laboratory tests and x-rays when necessary. The physicians’ services are partially funded by the student activity fees.

All services are completely confidential! Symposia and programs are planned throughout the school year and literature is made available to increase the student’s 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!

Section 504

William Rainey Harper College does not discriminate on the basis of handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for college compliance with Section 504 of the Rehabilitation Act of 1973 is the Director of Environmental Health.

Services for Disabled Students

Support services are available for disabled students in accord with Section 504. Information regarding those services can be obtained in the Disabled Student Services Office, D119.

Legal Service

Free legal advice is available from practicing attorneys to full and part-time students who pay an activity fee. The attorney will be available for 3½ hours each week. The intent of the service is to help educate students to recognize their legal problems and to facilitate their resolution. Students must be aware that the attorney will not actually provide legal representation for them during the above hours. Instead, the attorney will answer questions on whatever legal problem the student has, advise the student as to his or her rights/legal liabilities, and how a question/problem can best be resolved.

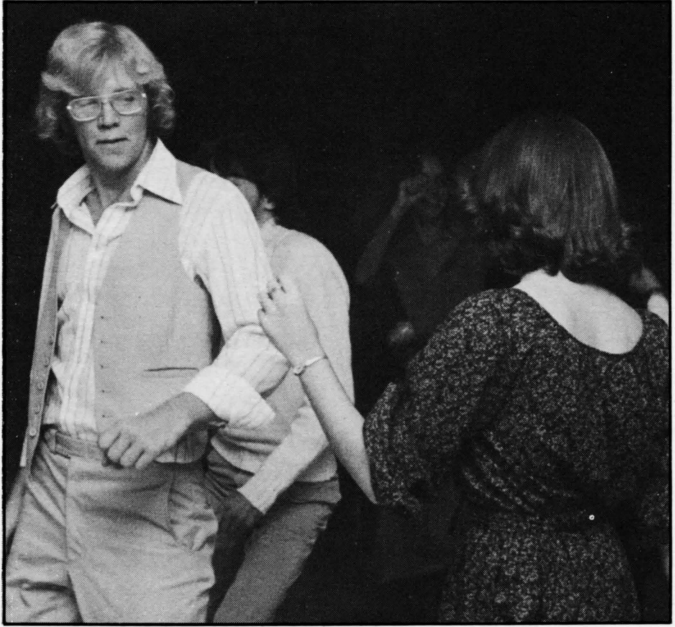
The attorney shall not be required or permitted to provide services to any person where such should present a conflict of interest for the attorney, the college and the Student Senate, nor in any matter against or antagonistic to the college, the Board of Trustees and members thereof; nor shall the attorney be required or permitted to provide services to any person in any matter against or antagonistic to any employee or student, or staff member where attorney's representation in said matter is likely to create the appearance of an impropriety.

This service is funded by student activity fees and sponsored by the Student Senate.

Students should make an appointment to see the attorney in advance by calling 397-3000, extension 242 or 243, or by coming to the Student Activities Office. Students without appointments can see the attorney on a walk-in basis, time permitting.

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.



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 businesses 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 Office of Financial Aid, A364, College Center.

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, and college-work opportunities. Anyone interested in finding out more about financial aid should call 397-3000, extension 248 or 249 or come to the office, A364.

Short-Term Loans

Short-term loans up to a maximum of \$300.00 may be obtained through the Office of Financial Aid 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.

Emergency Short-Term Loans

Short-term loans up to a maximum of \$50.00 may be obtained in the Student Activities Office by Harper students with emergency expenses. The loans must be repaid in full within ten school days. There is no service charge and the check is generally processed within 24 hours.

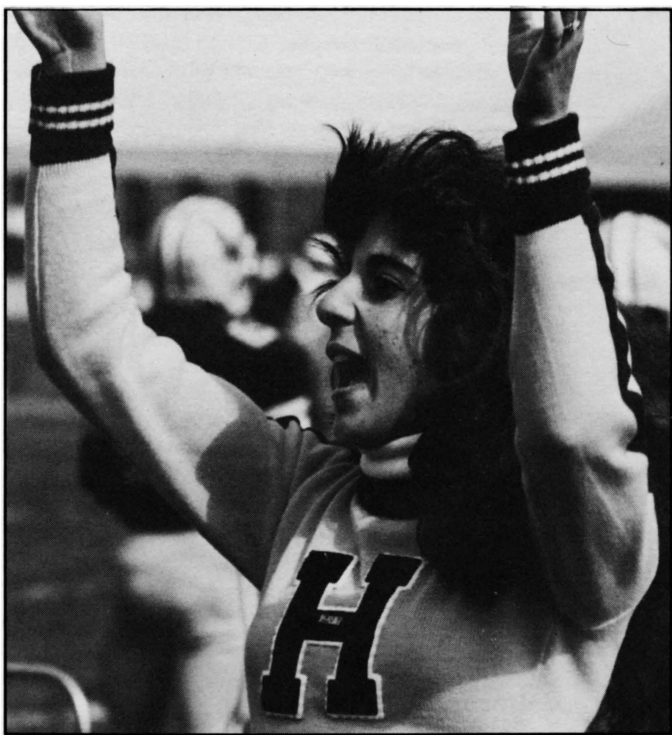
**Student
Activities
Awards
Programs**

The Annual Student Awards Program recognizes outstanding contributions by students in all areas of the student activities program. Nominations are made, generally in March, by individual organizations and faculty advisers. The students are cited at an awards banquet sponsored by the college in May, and given awards in the form of plaques, mugs, or certificates, depending upon the particular award level and activity.

Who's Who Among Students in American Junior Colleges is an annual directory of outstanding student leaders in two-year colleges across the country. Only second year students are eligible, and the criteria for selection are academic standing, participation and leadership in curricular and co-curricular activities, and community service. Faculty members are encouraged to nominate students, and students may apply directly to the selection committee. Applications are generally available in January and the selections are made within the first two weeks of February.

Student Service Grants in the form of full or partial tuition rebates are available for outstanding contributors in the student activities area. Club and organization officers and members may be nominated by the adviser and/or students, based on their performance, position and responsibility, leadership exhibited, and length of service. These grants are awarded on a semester basis.

Further information on these award programs is available in the Student Activities Office.





Employment Services

Need help? Looking for a job? Stop by F132 and visit with the Illinois Job Service Representatives. Full and part-time job opportunities are listed for the Northwest suburban area.

Find answers to your questions and learn about the job market.

Become familiar with the resources available and how to use them for your benefit. Check the "Job Data Bank" for full-time opportunities in the metropolitan Chicago area.

Office hours are 8:30 am to 4:00 pm Monday through Friday. Job Service representatives can be reached by telephone during those hours at 397-4492 or 397-4509.

Employment Recommendations

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.

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

<i>Weekly Job Time</i>	<i>Course Load</i>
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

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 a period that is equivalent to 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.

Food Services

For your pleasure and convenience, the cafeteria, located on the first floor, offers a wide variety of hot food, snacks, and short order items. The facility is open:

<i>Day</i>	<i>Hours Open</i>
Monday-Thursday	7:30 am-7:30 pm
Friday	7:30 am-3:15 pm

A snack bar is located on the second floor of Building A near the Student Lounge. Among items offered are hamburgers, hot dogs, beef sandwiches, and soft serve ice cream. Hours are posted at the snack bar.

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 all buildings.

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, extension 571.

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 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 be hung or distributed only in designated locations. Recommended poster size is 14" x 22", but 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; table display area space must be requested through the Student Activities Office at least five days before it is needed.

*Bulletin boards may not be used to announce non-Harper for-profit events.

**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.

**Use of Tables
or Displays**

An area designated for interaction and communication by organizations and individuals is in the College Center, Building A. In this area, tables and displays may be set up without charge for representatives of student organizations and representatives of non-profit, non-commercial, non-student organizations in accord with the following rules:

1. The space is available only upon advance request which shall be obtained by filing a reservation form in the Student Activities Office, Building A, Room 336.
2. Space shall be allocated on a first-come, first-served basis. It shall be requested at least five (5) days prior to the desired date. Requests for a subsequent semester will not be accepted earlier than six (6) weeks prior to the beginning of that semester.
3. A maximum of three (3) tables or displays may be placed in the designated area at the same time. Tables will be provided by the College. Displays shall not exceed 4' x 8' in size. The tables and displays will be placed next to the windows along the south corridor of the College Center Lounge.
4. In order to allow as many groups as possible to be represented in the College Center, space may be reserved for a maximum of four (4) times a month or once a week per semester per organization.
5. There shall be no more than one (1) space per organization at the same time; however, if no other requests have been made by the reservation deadline, one additional display space may be reserved. No more than four (4) representatives or individuals shall staff any display.
6. Displays may not be disruptive in nature. No sound amplification equipment may be used in the designated area.
7. Representatives of organizations or individuals may communicate anywhere in the designated area.
8. Alcoholic beverages, narcotics, profane language, quarreling, fighting or gambling are prohibited. Smoking is also prohibited in posted areas.
9. Literature may be sold and contributions solicited in the designated area.
10. The individual or organization is responsible for prompt payment of any damage to College property.
11. The College may assume a violation of regulations has occurred if an organization does not staff its reserved space for two reserved dates without notifying the Office or Director of Student Activities. In the event of such a violation the College may cancel the balance of the reserved time.

12. In the event that an organization wishes to rent the entire Lounge or the College wishes to schedule an event requiring the entire Lounge, the College reserves the right to cancel reservations for that date in the designated area by issuing a notice ten (10) days prior to the scheduled date.
13. Violation of the regulations shall result in the revocation of the organization's or individual's reservation by the Director of Student Activities for the remainder of the semester or three (3) months, whichever is longer, by service of a cancellation notice in writing upon the person making the reservations. If there is a dispute as to the facts causing the violation, the party contesting the cancellation may, within five (5) days of the cancellation, request the Vice President of Administrative Services to hold a meeting with the aggrieved party and the College office cancelling the reservation to review the alleged violation.

Activity Cards

Activity cards are issued to all students who pay a student activity fee. 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 the Game Room, and for other occasions requiring identification. Students may be requested to show a driver's license in addition to the activity card for identification purposes.

Students who lose their activity cards must report this immediately to the Business Office. There is a \$2 replacement charge. A new activity card for each semester will be issued 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 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.

Smoking Policy In Classrooms

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.

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. For such an institution to be viable, it is imperative that 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.

*These procedures are under review and subject to change.

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 activity card upon request of college officials or security officers who have identified themselves as such and have stated their reasons for requesting the activity 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.

Student Conduct Committee

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 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 the 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 party 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 evidence against him and the opportunity to testify on 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.

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 is 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

Speakers 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, 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 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 con-

* Under revision and subject to change.

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.

Procedure for Student Complaint and Grievance*

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).

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

- 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.
- 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.
- Students are strongly encouraged to present their case informally 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 Vice President of Student Affairs Office, A317.

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 students’ education records, other than Directory Information, without the 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

* These procedures are under revision and subject to change.

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 C101	Director of Admissions and Registrar	Application College Transcripts High School Records Admission Test Scores	Placement Advisement Permanent Record Transcript Evaluation
Registrar's Office A213	Director of Admissions and Registrar	Grades Correspondence Permanent Academic Record Registration Documents	Graduation Check Academic Honors Confirm Registrations
Student Development A347	Director of Student Development	Fact Sheets Transcripts Test Scores: - Academic - Vocational	Advisement Counseling
Financial Aid A364	Financial Aid Coordinator	Aid Application Parent Confidential Statements	Award Aid
Health Services* A362	Director, Environmental Health	Medical Records Physical Examination	Health Counseling Medical Care Health Education

* 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 Activities A337	Director, Student Activities	Activities Awards Club & Organization Officers	Placement Record Official Record
Vice President of Student Affairs Office A317	Vice President of Student Affairs	Student Grievance Disclosure Records	Official Record Record of Disclosure of Personally Identifiable Information
Testing Office A347	Testing Specialist	Test Results	Counseling and Evaluation
Student Affairs A317	Vice President of Student Affairs	Disciplinary Record	Official Record
Administrative Services A219	Director of Finance	Financial Data	Billing and Collection
Public Safety B101	Supervisor of Public Safety	All Records, exclusive of Federal and State Codes as listed below**	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, Section 206-3 and 206-7. Title 42, U.S.C. 3771b.

Office	Official	Records on File	Purpose of Records
Academic Affairs	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
<i>Division Offices:</i> Business and Social Science J239	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Communications, Humanities and Fine Arts F313	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Technology, Mathematics and Physical Science H119	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Physical Education, Athletics and Recreation M219	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Life Science and Human Services D191	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation

Office	Official	Records on File	Purpose of Records
Continuing Education and Program Service C103	Director or appropriate Faculty Member	Performance Records	Performance Evaluation
Special Services F232	Dean of Educational Services	Performance Records Applications for ABE Students Personal data forms Course Registration information	Performance Evaluation Admission Enrollment Advisement
Disabled Student Services D119	Coordinator	Requests for Service	To plan for delivery of services
Hearing Impaired Program D119	Coordinator	Testing Scores Medical Records Audiograms Transcripts (esp. from schools for Hearing Impaired) DORS Records	To determine level of competency Advisement To plan for delivery of services
Learning Resources Center F203	Director of Library Services	Circulation of Materials Records	Inventory control of material

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 heights of members of athletic teams, dates of attendance, 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.

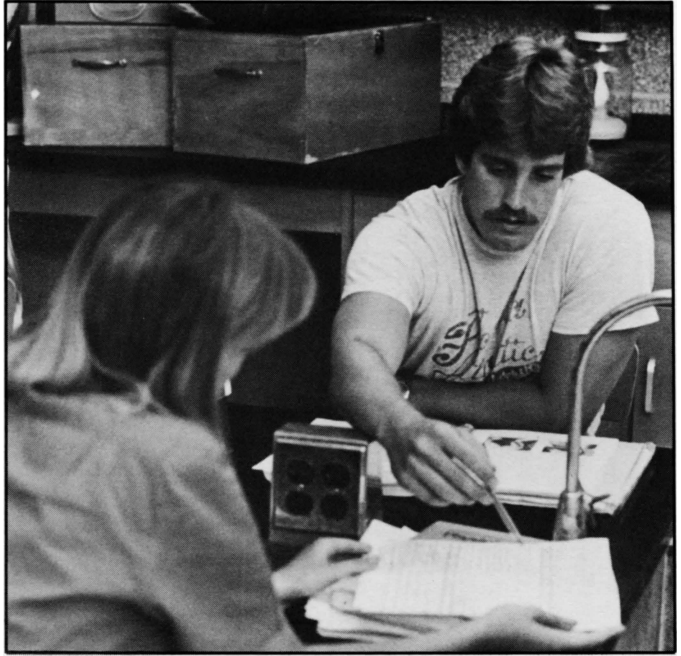
Procedures to inspect and review records. The law provides students with the right to inspect and review informa-

tion 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 Vice President of Student Affairs 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 students' 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 Vice President of Student Affairs. If the decisions are in agreement with the students' 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 Vice President of Student Affairs of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Vice President of Student Affairs who, within a



reasonable period of time after receiving such requests, 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 presented at the hearings by one or more persons of their choice, including attorneys, at the students' 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 Vice President of Student Affairs Office, A317.

Academic Regulations

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:

<i>Attempted Cumulative Hours</i>	<i>Satisfactory</i>	<i>Unsatisfactory</i>
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 other institutions 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.

Transcripts

Official transcripts of a student's academic record will be issued and sent, upon request, to other educational institutions and prospective employers provided that the student has no outstanding debts to the college. Each student is entitled to three transcripts without charge. A fee of \$1.00 is charged for each additional copy.

Transfer to a Senior Institution

Baccalaureate-oriented credits earned at Harper College are transferable to other institutions of higher learning. A student intending to transfer to another institution should consult with that institution as well as with a student development faculty member to assure efficient transfer.

Transfer of Credit to Harper College

A student who has attended any other college(s) and desires the credit to apply to a Harper program should request that an official transcript be sent to the Admissions Office upon making an application. A student may transfer credit to William Rainey Harper College according to the following conditions:

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

General Education Requirements

	Associate in Arts	Associate in Science	Associate in Applied Science
I. Communication Skills English 101, English 102, English 201, English 220	6 hours	6 hours	6 hours ¹
II. Social Sciences anthropology, economics, geography, history, political science, psychology, sociology	6 hours	6 hours	6 hours
III. Science or Mathematics astronomy, biology, chemistry, engineering ² , geology, mathematics, physical science, physics	8 hours	20 hours	6 hours ³
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: communication⁴, social sciences, science or mathematics, humanities, PED 203	12 hours		
Total General Education Requirements	38 hours	38 hours	21 hours

Other Degree Requirements:

A.A. Electives	22 hours		
A.S. Electives		22 hours	
A.A.S. Technical Requirements and Electives			39 hours
Total	60 hours	60 hours	60 hours minimum ⁵

¹The following courses may be used to satisfy this requirement if a part of the approved career program: ENG 100, ENG 103, ENG 130, JNM 130, JNM 131, JNM 133.

²Courses in engineering may apply to the general education requirements in Group III in the Associate in Science and Associate in Applied Science degrees.

³Students majoring in a career program may count courses in their major toward fulfillment of this requirement.

⁴In addition to the listed courses in Group I, the following can be used to fulfill the Group V requirement: SPE 101, SPE 102, SPE 115, SPE 205 and RDG 104.

⁵See item 7 in Graduation Requirements.

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 the cumulative 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.

Academic Honors

Students who have completed a minimum of 12 credit hours are eligible for inclusion in honors listings.

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

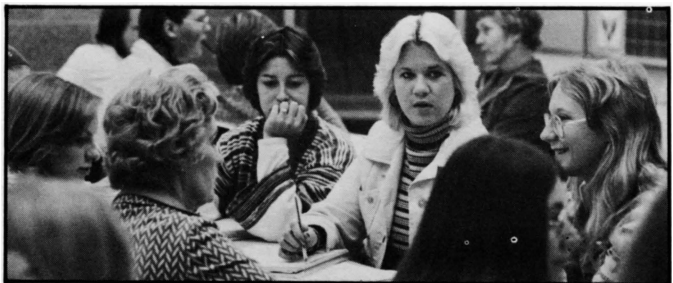
Deans' Honor List: Students achieving a grade point average of 3.50 to 3.74 during any semester are placed on the Deans' Honor List.

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

Honors Program

Harper College seeks to stimulate, encourage, and recognize work of depth, scope and originality by its students. These demonstrated student abilities have led nearly every department to supplement regular programs with honors options. Whether in transfer or career areas, students may elect honors options of four types:

1. Independent study
2. Courses specifically designed for honors candidates
3. Honors sections of existing courses
4. Honors enrichment topics or projects to augment regular courses.



Grading

At the end of each semester, the student will receive a grade for each class in which he was enrolled at the beginning of the fourth week of the semester. The official grade point average is computed only on the basis of final grades awarded at the end of each semester or term.

Grade Points

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

<i>Grade</i>	<i>Significance</i>	<i>Grade Point</i>
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

Repeat Policy

Students who have received D's or F's will be allowed to repeat the course 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 Harper College GPA.

Behavioral Contracting

Behavioral contracting is the development of an agreement between a student development faculty member 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 student development faculty member, as an added incentive to increase academic performance.

Incomplete Grades

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

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 who wishes to audit a course may do so by following the regular registration procedures or by completing a change of schedule form prior to the withdrawal deadline for that course. Students will be required to pay full tuition and

*Under revision and subject to change.

fees, and will receive a grade of "H" for the course.

Students who wish to change from audit to credit may do so by completing the change of schedule form by the midpoint of the term.

Withdrawals

When students wish to withdraw from a class after regular registration, they must withdraw officially by forms submitted to the Registrar's Office. Procedures for a medical withdrawal are available in the Health Services Office. The following guidelines determine grades for an official withdrawal:

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 Student Affairs. Students not withdrawing officially through the Registrar's Office are subject to an "F" grade.

Tuition Refund Policy

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

<i>Regular Credit Courses</i>	<i>Percent of Refund</i>
Prior to first day of semester (less a \$5.00 service charge)	100%
During first week of class*	80%
During second week of class	50%
No refund after second week of class (Eight-week classes prorated)	

Any extraordinary circumstances involving tuition refund, including withdrawal during the semester for medical reasons, shall be brought to the attention of the Registrar. The Vice President of Student Affairs shall make the final decision on such tuition refund requests.

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 the latter requirement by the Vice President of Academic Affairs may be made where exceptional circumstances warrant. Up to two hours

*First week of class is defined as the first 7 calendar days of the term for 16-week classes and the first 3 calendar days of the term for 8-week classes. Other classes not following the regular schedule will be prorated based on the length of the course.



credit in physical education activity courses may be included as free electives in the minimum 60 required hours for an associate degree. A maximum of four semester hours of Independent Study credit 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.
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 or associate in science.
5. Enrollment in Harper College during the semester in which graduating 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 requirements.
7. In addition to the above requirements, students enrolled in a specific career program will fulfill the requirements outlined in that program. Any changes in program requirements necessitated by licensing and/or accrediting agencies must be observed by students who are already admitted and in process in their programs.
8. A student must apply for graduation and pay the graduation fee of \$15.00. 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. Students are encouraged to complete their petition for graduation when registering for the semester in which their graduation requirements will be fulfilled.

Services

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 that the print collection will be available for your use, an electronic book security system has been installed. Approximately 100,000 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 much of the *Chicago Tribune* and *Wall Street Journal*.



The Independent Study Area (F132) on the first floor has numerous carrels and tables, 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	8:00 am-9:00 pm
Friday	8:00 am-4:30 pm
Saturday	9:00 am-12:00 pm

In support of other educational programs than the above, appropriate notice of service hours will be posted. The Learning Resources Center (LRC) supports 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.

**Free
Tutoring**

Free tutoring is provided to students in most subject areas. Students must be registered for a credit course. Tutoring is available on a walk-in basis and by appointment. For more information contact the tutoring center, F132, Extension 539.

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, postage stamps, and a special order service.

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

**Public Safety
Department**

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

Harper College Public Safety Officers 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 or ordinances of the municipality or county in which the community college 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, 330.

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, curbs, lawns, grass, or in fire lanes. The Public Safety Department will issue citations to drivers violating Illinois 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 use public transportation whenever possible to help alleviate traffic and parking problems. Failure to comply with parking regulations will result in your car being ticketed and/or towed at your expense. Medical and handicapped parking permits are issued by the Health Service Office. Medical and handicapped parking lots are strictly enforced and violators will be towed.

**Dental Hygiene
Clinic Facilities**

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 Building D. Appointments can be arranged by phoning the Dental Hygiene Clinic, extension 534.

**Child
Development
Program
Preschool**

A half-day program for children, three years to school age, on days Harper classes are in session. For preschool information call 397-3000, extension 262. On-campus pre-registration is required and a \$5.00 application fee will be assessed. The Preschool is located in I127.

Monday, Wednesday, and Friday
9:00-11:30 am, or 1:00-3:30 pm
\$216 per semester

Tuesday and Thursday
9:00-11:30 am, or 1:00-3:30 pm
\$144 per semester

Five-day session
9:00-11:30 am, or 1:00-3:30 pm
\$360 per semester

The preschool is an exemplary program of learning and enrichment for children and is staffed by a head teacher and Child Development Program student teachers. The ratio of children to staff is twenty to four. Children of Harper students are given admission priority.

An hourly Child Care service is available for students and faculty who need extra child care before and after each session. Pre-registration is required. Further information can be obtained by calling 397-3000, extension 262.

**Child Care
Service**

Child care service is available for children of Harper students, faculty and staff. Children who are toilet-trained, ages 2 through kindergarten (not entering first grade) will be accepted. The service is open from 7:30 am to 4:30 pm, Monday through Friday. Pre-registration is required as enrollment is limited to space available. The child care room is located in I131. The fee is \$1.25 per hour per child for one child, and \$1.00 an hour for each additional child. The service is also open to children of students who are attending one-day workshops or Women's Program activities on a space available basis. Please call ahead to make the necessary registration arrangements.

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

Parents who plan to use the service on a semester basis must register in person, and bring a copy of their class schedule, paid activity fee statement, and the child's birth certificate. Registration times are listed in the current Course/Offerings Schedule. For further information, phone 397-3000, extension 262.



William Rainey Harper College

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