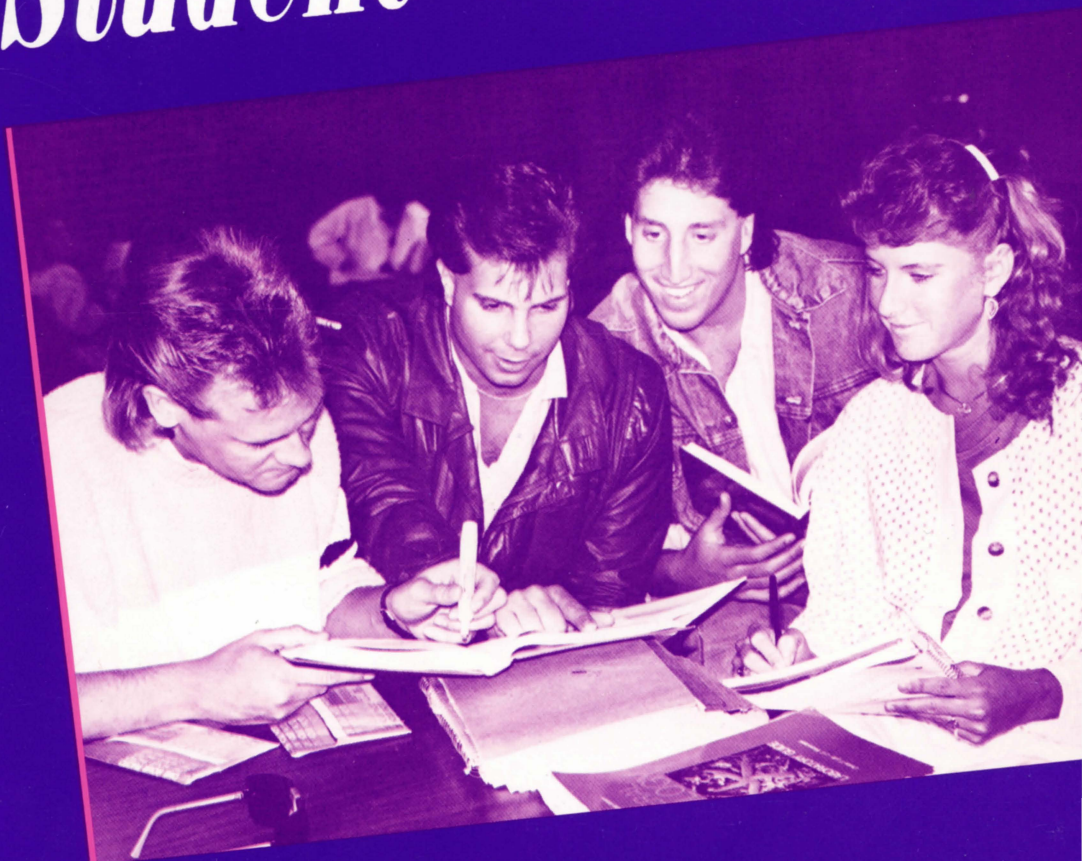
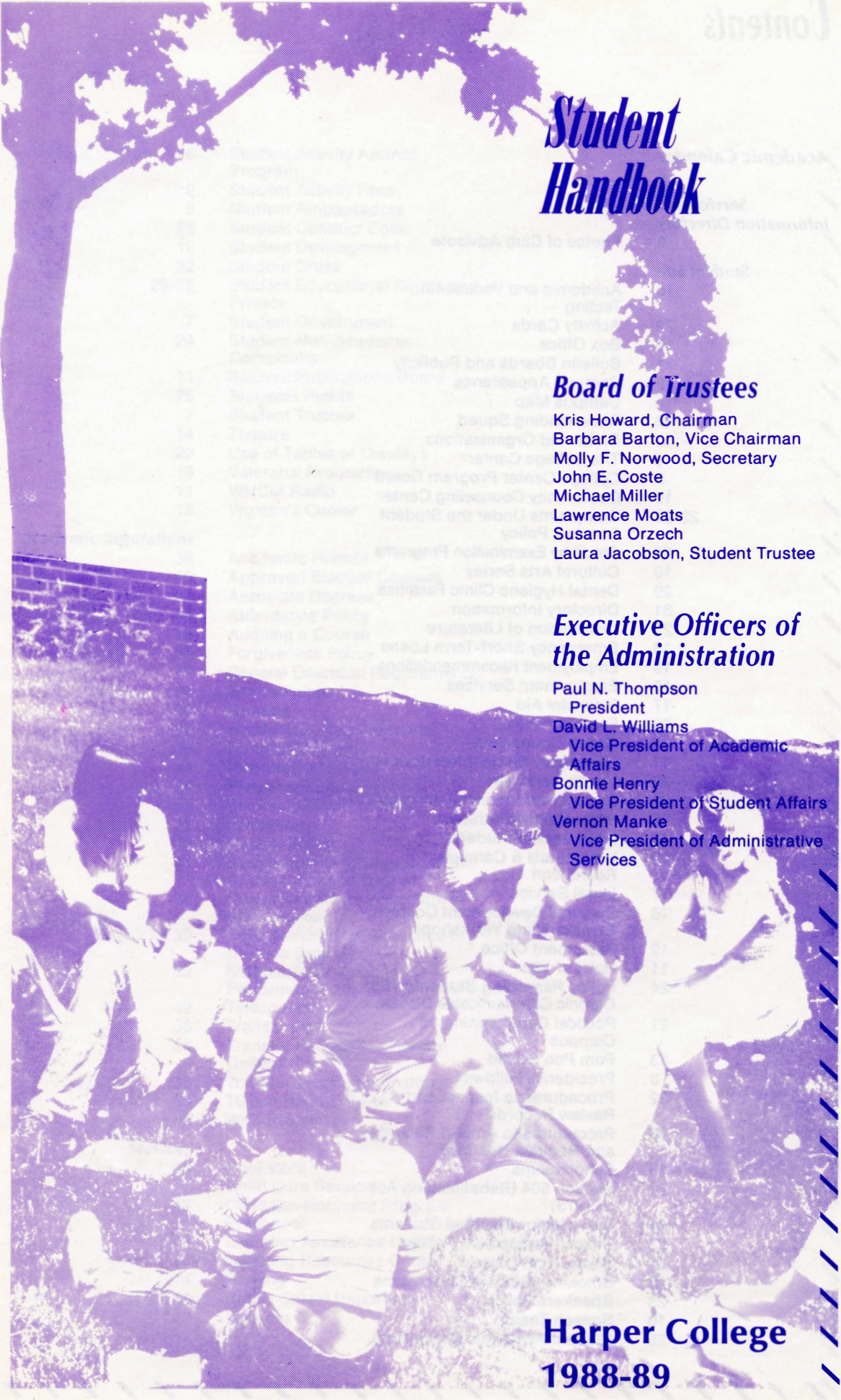


1 9 8 8 - 8 9

Student Handbook



**William
Rainey
Harper
College**



Student Handbook

Board of Trustees

Kris Howard, Chairman
Barbara Barton, Vice Chairman
Molly F. Norwood, Secretary
John E. Coste
Michael Miller
Lawrence Moats
Susanna Orzech
Laura Jacobson, Student Trustee

Executive Officers of the Administration

Paul N. Thompson
President
David L. Williams
Vice President of Academic
Affairs
Bonnie Henry
Vice President of Student Affairs
Vernon Manke
Vice President of Administrative
Services

**Harper College
1988-89**

Contents

Academic Calendar

4

Service and Information Directory

6

Photos of Club Advisors

Student Life

16	Academic and Vocational Testing
22	Activity Cards
15	Box Office
21	Bulletin Boards and Publicity
8	Campus Appearance
14	Campus Map
13	Cheerleading Squad
10	Clubs and Organizations
9	The College Center
9	College Center Program Board
16	Community Counseling Center
23-25	Complaints Under the Student Conduct Policy
16	Credit by Examination Programs
10	Cultural Arts Series
20	Dental Hygiene Clinic Facilities
31	Directory Information
21	Distribution of Literature
18	Emergency Short-Term Loans
19	Employment Recommendations
19	Employment Services
17	Financial Aid
20	Food Services
15	Group Counseling
11	<i>Harbinger</i> , Student Newspaper
20	Health Services
21	Human Performance Laboratory
12	Intercollegiate Athletics
17	International Students
12	Intramurals & Campus Recreation
17	Legal Service
16	Personal Development Courses, Seminars and Workshops
19	Placement Office
11	<i>Point of View</i>
24	Policy Regarding Students With Chronic Communicable Diseases
21	Political Campaigning on Campus
13	Pom Pon Squad
8	President's Fellows
32	Procedures to Inspect and Review Records
32	Procedures to Amend Records and Request Hearings
18	Scholarships
21	Section 504 (Rehabilitation Act of 1973)
21	Services for Disabled Students
23	Sexual Harassment Policy
18	Short-Term Loans
23	Smoking Policy in Classrooms
28	Speakers Policy
10	Speech Team
25	Student Academic Complaints



18	Student Activity Awards Program
9	Student Activity Fees
8	Student Ambassadors
25	Student Conduct Code
16	Student Development
22	Student Dress
29-32	Student Educational Rights and Privacy
7	Student Government
24	Student Non-Academic Complaints
11	Student Publications Board
25	Students Rights
7	Student Trustee
14	Theatre
22	Use of Tables or Displays
19	Veterans' Programs
11	WHCM Radio
15	Women's Center

Academic Regulations

36	Academic Honors
40	Approved Elective Courses
37	Associate Degrees
34	Attendance Policy
35	Auditing a Course
33	Forgiveness Policy
37	General Education Requirements
34	Grade Points
33	Grading
37	Graduation Requirements
36	Honors Program
34	Incomplete Grades
34	Plagiarism and Cheating
34	Prerequisite Information
33	Probation
33	Repeat Policy
41	Requirements for Associate in Applied Science Degree
38	Requirements for Associate in Arts Degree
39	Requirements for Associate in Science Degree
33	Standards for Academic Performance
42	Telecourses
36	Transcripts
36	Transfer of Credit to Harper College
36	Transfer to a Senior Institution
35	Tuition Refund Policy
35	Withdrawals

Services

44	Bookstore
43	Child Care Service
43	Child Development Program
	Preschool
42	Learning Assistance Center
42	Learning Resources Center
44	Parking
44	Public Safety Department
42	Tutoring

Academic Calendar for 1988-89

Fall 1988

Registration As Scheduled
April through August 17
Faculty Report
August 16
Open Registration
August 17, 18, 20
Classes Begin
August 22
Last Day for Late Registration
August 26
Last Day for Adding Classes
August 26
Last Day for Refunds
September 3
Labor Day
(Classes Not in Session)
September 5
Midterm
October 15
Veterans' Day
(Classes Not in Session)
November 11
Last Day for Withdrawals
November 12
Thanksgiving Vacation
(Classes Not in Session)
November 24-27
Classes Resume
November 28
Final Exam Week
December 12-17
Semester Break Begins
December 18

Spring 1989

Registration as Scheduled
November through January 10
Faculty Report
January 11
Open Registration
January 11, 12, 14
Martin Luther King's Birthday
(Classes Not in Session)
January 16
Classes Begin
January 17
Last Day for Late Registration
January 20
Last Day for Adding Classes
January 20
Last Day for Refunds
January 27
Lincoln's Birthday
(Classes Not in Session)
February 10
Midterm
March 10
Spring Vacation
March 19-27
Classes Resume
March 28
Last Day for Withdrawals
April 14
Final Exam Week
May 15-19
Graduation
May 21

Summer 1989

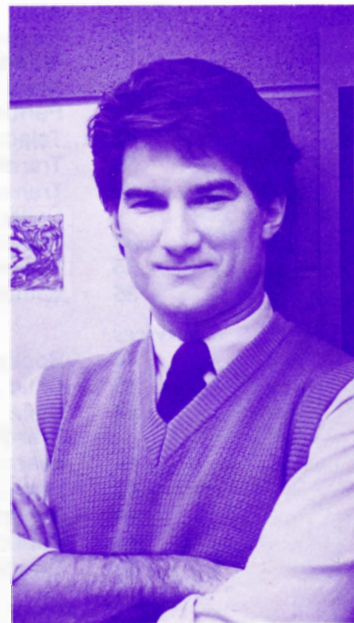
Final Open Registration
June 1, 2
Classes Begin
June 5
Last Day for Late Registration
June 6
Last Day for Adding Classes
June 6
Last Day for Refunds
June 8
Midterm
July 3
Independence Day
(Classes Not in Session)
July 4
Last Day for Withdrawals
July 13
Final Exams
July 26-27



Bonnie Henry
Vice President, Student Affairs



Jeanne Pankanin
Director, Student Activities



Mike Nejman
Student Activities Coordinator

Service and Information Directory

Service and Information Directory

Academic Regulations

Dean of Instruction, D129,
Ext. 2290 or Registrar's Office,
A213, Ext. 2303

Admissions Information

Admissions Office, C101,
Ext. 2506

Affirmative Action

Personnel Specialist, A319,
Ext. 2216, 2217

Assessment Tests

Assessment and Testing
Center, A148, Ext. 2541

Box Office

J135, Ext. 2547, 2549

Career and Life Planning Center

A347, Ext. 2220

Child Care Service, Child Learning Center

I123, Ext. 2262 (office--1129)

Continuing Education Non-Credit Offerings

CE Admissions C101, Ext.
2410, 2412, 2301

Transfer Credits or Graduation Requirements

Registrar's Office, A213, Ext.
2600 & Student Development
Faculty

Disabled Student Services

D119, Ext. 2266, TTY 397-7600

Dropping and Adding Courses

Student Development Faculty
Student Development
Centers, A347, I117 and D142

Registrar's Office

A213, Ext. 2500

Full or Part-Time Work

Illinois Job Service
Representatives
A347, or 397-4509 or Place-
ment Office, A347, Ext. 2616

Grade Reports

Registrar's Office
A213, Ext. 2502

Harbinger (Student Newspaper)

A367, Ext. 2460, 2461

Health Services

A362, Ext. 2340

Hearing Impaired Support Services

D119, Voice — Ext. 2267

TTY — 397-7600

Intercollegiate Athletics

Coordinator, Men's Athletics
M215, Ext. 2466, 2467

Coordinator, Women's Athletics

M214, Ext. 2466, 2467

Intramurals

Coordinator of Intramurals
M222, Ext. 2466, 2467

Learning Assistance Center

F119, Ext. 2715

Lost and Found Items

Public Safety Office
B101, Ext. 2330, 2491

Parking and Public Safety

Public Safety Office

B101, Ext. 2330, 2491

Emergency Only

Ext. 2211

Medical Parking Permits

Health Services

A362, Ext. 2340

Permission to Carry More Than 18 Hours

Dean of Instruction, D129, Ext.
2290 or

Registrar's Office

A213, Ext. 2304

Personal Problems

Student Development Faculty in

Student Development

Centers, A347, I117 and

D142, & Health Services, A362

Program Board

Student Activities Office

A336, Ext. 2274, 2242

Scholarships, Loans or Other

Financial Aids

Financial Aid Office

A364, Ext. 2248, 2249

Section 504 of the Rehabilitation Act of 1973

Dean, Special Programs and
Services

F128, Ext. 2204

Student Activities Phone Hotline

Ext. 2552

Student Activities Registration

and Activities Calendar

Student Activities Office

A336, Ext. 2242

Student Activity Cards

Business Office

A214, Ext. 2439, 2497

Student Clubs and

Organizations

Student Activities Office

A336, Ext. 2242

Student Complaints/Grievances

Vice President of Student
Affairs

A317, Ext. 2370

Student Government

Student Senate Office

A332, Ext. 2244 or

Student Activities Office

A336, Ext. 2242

Testing Information

Assessment and Testing

Center, A148, Ext. 2541

Transcript of Your Credits

Registrar's Office

A213, Ext. 2500

Transfer to Another College

Student Development Faculty

Registrar's Office

A213, Ext. 2500

Tuition and Fee Payment

Business Office

A214, Ext. 2439, 2497

Tuition Refund

Registrar's Office

A213, Ext. 2501

Tutoring Information

Tutoring Center

F132, Ext. 2539

Veterans Affairs

A364, Ext. 2254, 2387

Vocation or Job Selection

Student Development Faculty

in Student Development Centers,

A347, I117, and D142

Illinois Job Service

Representatives A347,

397-4509, or

Career and Life Planning

Center, A347, Ext. 2220

Withdrawal from College

Student Development Faculty

in Student Development Centers,

A347, I117 and D142, and

Registrar's Office

A213, Ext. 2500

Medical Withdrawal

Health Services, A362,

Ext. 2340

WHCM Radio

WHCM Office A339c, Ext. 2488

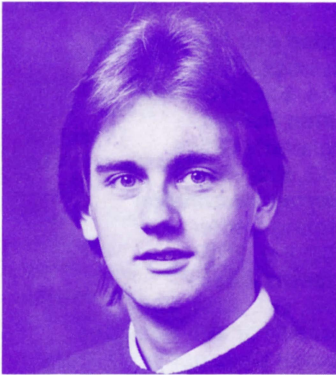
College Hours

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

Class hours are scheduled Monday through Friday from 7:00 am until 11:00 pm and on Saturday from 7:00 am until 1:30 pm. The campus is closed on Saturday afternoon and Sunday.

Summer hours may differ from those listed above.

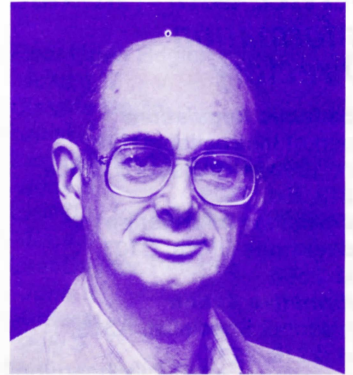
Organization Advisors



Mike Knudsen
Point of View Visual Arts Advisor



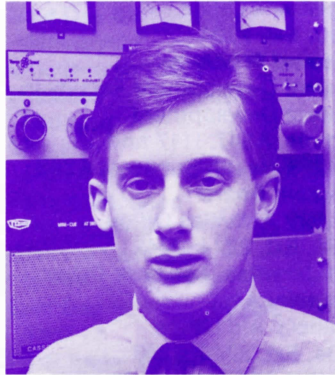
Mary Jo Willis
Director of Theatre



Jonah Oxman
Harbinger Advisor



Frank Smith
Point of View Literary Advisor



Tom Schneke
WHCM Advisor



Rene LeBeau
Pom Pon and Cheerleading Advisor



Marcia Litrenta
Speech Team Advisor



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.

Within this Student Handbook, "student" is intended to refer to credit students who have paid an activity fee. Membership in campus organizations is open to these students.

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
Liberal Arts
Life Science and Human Services
Physical Education, Athletics and Recreation
Special Programs and Services
Technology, Mathematics and Physical Science

Special Interest Groups

Student Trustee
one member
Counselor Aides
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

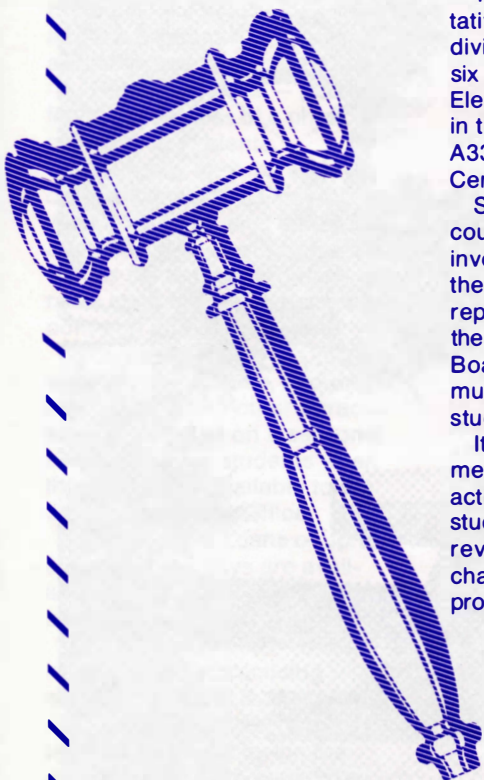
The Illinois legislature passed House Bill 1628 on September 12, 1973, providing for non-voting student representation on all boards governing higher education including two-year community colleges and four-year institutions. The law, signed by Governor Walker, became effective October 1, 1973. The community 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, and (3) must not have previously served as student trustee.

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;
4. is permitted to discuss all topics of the Board.

(continued)



As a non-voting member, the student trustee is not considered in determining a quorum for action of the Board. However, the student trustee may serve on the Student Senate, on institutional committees or on Board committees.

For additional information, contact the Student Activities Office, A336.

The President's Fellows

The President's Fellows are full-time Harper students who work directly and regularly with the Harper College President on special projects and services which he designates. It is expected that the Fellows will accompany the President and represent Harper at various community and high school programs. The Fellows will also be treated to special discussions with community business leaders and other functions. To apply, a student must have already completed nine credit hours at Harper and must be enrolled full time. She/he should have at least a 3.0 cumulative GPA., and must have a desire to work on projects and services of interest to the President. Candidates should be prepared to represent a cross-section of students with regard to academic major, age and so forth. Applications are generally available during September in the Student Activities Office, A336, and the office of the Vice President of Student Affairs, A317, for the following academic year.

Student Ambassadors

The Harper College Student Ambassador Program provides selected students the opportunity to assist new and prospective students of the College under the direction of the Admissions/Student Outreach Office and the Center for New Students.

Following a training period, Student Ambassadors participate in a variety of recruitment and new student contact activities including leading campus tours, participating in special telephone campaigns to prospective and new students, assisting student development faculty with new student orientation activities, publishing a newsletter and developing other correspondence for applicants to the College, and participating in presentations to prospective student groups.

For further information about the Student Ambassador program, contact the Admissions Office at extension 2506 or the Center for New Students at extension 2208.

Campus Appearance

A good environment is important to learning. Because of this, the College wants to provide a pleasant and attractive campus. The College is participating in the Clean Community System, a program of Keep America Beautiful, Inc., which has reduced loose trash as much as 80 percent in 300 cities and counties in 40 states where it is underway. At Harper College, the concerted effort to dispose of trash and pick up any litter has made the campus a better place for students, employees and visitors. Harper College is the first college or university in the country to be certified by Keep America Beautiful, Inc. Student cooperation is essential for the continued success of this program.



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, coffee houses, 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. Discount tickets to Chicago area theater, movies, sporting, amusement, and other attractions are offered on a seasonal basis to Harper students when they are made available to the Student Activities Office.

9. Short-Term Loans of up to \$50.00 for ten days are available to students for emergency expenses.

10. Legal Services — free legal advice by practicing attorneys is available to students.

11. Other activities/program services approved by the Student Senate which benefit the student body.

The 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, TV area and offices for student government, clubs and organizations, student publications, student development, health services 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 dining hall between 10:30 am and 1:30 pm.

Because of limited seating during these peak hours, the dining hall 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.

College Center Program Board

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

The Program Board has brought to Harper College such acts as Heart, Steve Martin, The Psychedelic Furs, The Fabulous Thunderbirds, Jay Leno, Richard Marx, Steve Earle 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 are 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
- Biological Society
- Brothers and Sisters in Christ
- Catholic Campus Ministry
- Cheerleaders
- Chess Club
- Collegiate Illinois Association of the Deaf
- Data Processing Club
- Engineering Club
- Food Service Club
- Freshman Nurses Club
- Future Secretaries Association
- Geology Club
- Harper Dance Club
- Harper's Bizarre
(Fashion Design)
- International Students Club
- Junior American Dental Hygienists Association
- Junior Branch of the Food Service Executives Association
- Literature Club
- 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
- Psychology Club
- Rhythm & Moves Dance Company
- Science Fiction Club
- Sophomore Nurses Club
- Spread Eagle Ski Club
- Student Investment Club
- Student Nurses Association of Illinois
- Word Processing Students Association
- Young Corporate Achievers

Speech Team

The Speech Team welcomes any student who desires to participate in a variety of public speaking and interpretation events (persuasive, informative, extemporaneous, impromptu, after dinner, communication analysis, prose, poetry, duet acting and readers' theatre). The team travels to approximately seven contests throughout the year, including competitions against other area community colleges and four-year universities. Student service grants in the form of tuition rebates may be available for Speech Team members.



WHCM Radio

WHCM, student radio station, is managed, staffed and operated entirely by degree credit students. The station is a closed circuit system operating within the College Center and other buildings on campus and on the College's cable TV channels. The station is run in accordance with F.C.C. rules and campus regulations. Positions available to interested students include announcers, 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 2488.



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, Liberal Arts Division, F348b.

Student Publications Board

The Student Publications Board is a college committee composed of faculty, students and administrators. The committee is responsible for selecting editors, recommending advisors and establishing guidelines for the *Harbinger* and *Point of View* and to ensure adherence to the guidelines. The committee also acts as a hearing board for those wishing to express suggestions, complaints or questions about the publications. Further information may be obtained through the Student Activities Office, A336.

The Harbinger-The Student Newspaper

The Harbinger is the student-staffed newspaper of and for the Harper Community.

Students interested in newspapering can do almost every job found on a commercial newspaper: reporting, writing, editing, layout, photography, ad sales, even creating ads or graphics on the three-terminal Apple McIntosh desktop publishing network. They process their own pictures, cover their own assignments including news, sports, features and entertainment reviews. They write their own editorials and opinion columns.

Staff leadership positions include editor-in-chief, managing editor, news editor, sports editor, photo editor, entertainment editor, layout editor, business manager and advertising manager. Staff members participate in regional community college journalism competitions and attend regional and national college newspaper conferences. Contact the editor-in-chief in A367 or Student Activities office, A336.

Intramurals and Campus Recreation

The Harper College Intramural and Campus Recreation Department serves the competitive and recreational needs of the campus community. The Intramural Program is divided into structured and unstructured activities. Structured activities include men's and women's sports leagues, dance workshops, distance runs, contests, tournaments and clinics. The department also offers open recreation time for faculty, staff and students to use the running track, gymnasium, swimming pool, weight room, dance studio and racquetball courts.

The Intramural Calendar of Events and schedules for open recreation hours and intramural activities are available outside of M222 or at the Information Booth on the second floor of Building A. Sign-up sheets for leagues and tournaments are located outside M222.

Announcements of upcoming events will also be listed in the campus newspaper, on campus bulletin boards, and will be broadcast over the campus radio station.

Students are invited to express their suggestions for additional activities to the Coordinator of Intramurals in Building M, Room 222.

Student aides, supervisors, and league and tournament sports officials are also needed for the Intramural Program to be successful. For further information or to apply for supervisory or officiating work, call the Intramural Department at 397-3000, extension 2969 or 2963.

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), Joliet (Joliet), Rock Valley (Rockford), College of DuPage (Glen Ellyn), Thornton (South Holland), Illinois Valley (LaSalle) and Moraine Valley (Palos Hills).

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 athletics.

Athletic offices are located in the Physical Education, Athletics and Recreation Building (Building M), telephone 397-3000, extension 2466.



Sport	First Official Practice	Daily Practice Times
Football	August 12	3:00 pm
Cross Country	August 15	3:00 pm
Women's Tennis	August 15	3:00 pm
Women's Volleyball	August 15	3:00 pm
Basketball	October 15	2:30 pm
Wrestling	October 15	3:30 pm
Men's and Women's Swimming	October 15	2:00 pm
Women's Basketball	November 1	3:00 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



Pom Pon Squad

The Harper Pom Pon Squad has been promoting school spirit since 1967. The women perform dance and pom pon routines at all home football and basketball halftimes. Other activities include fund raising projects and special performances. Requirements for squad members include a physical exam, participation in fund raising and attendance at all practices and all home games. Tryouts are held in the spring and early fall. Those interested in trying out should contact the Student Activities Office, A336, or advisor, extension 2466 and watch for announcements in *The Harbinger* and on campus bulletin boards.

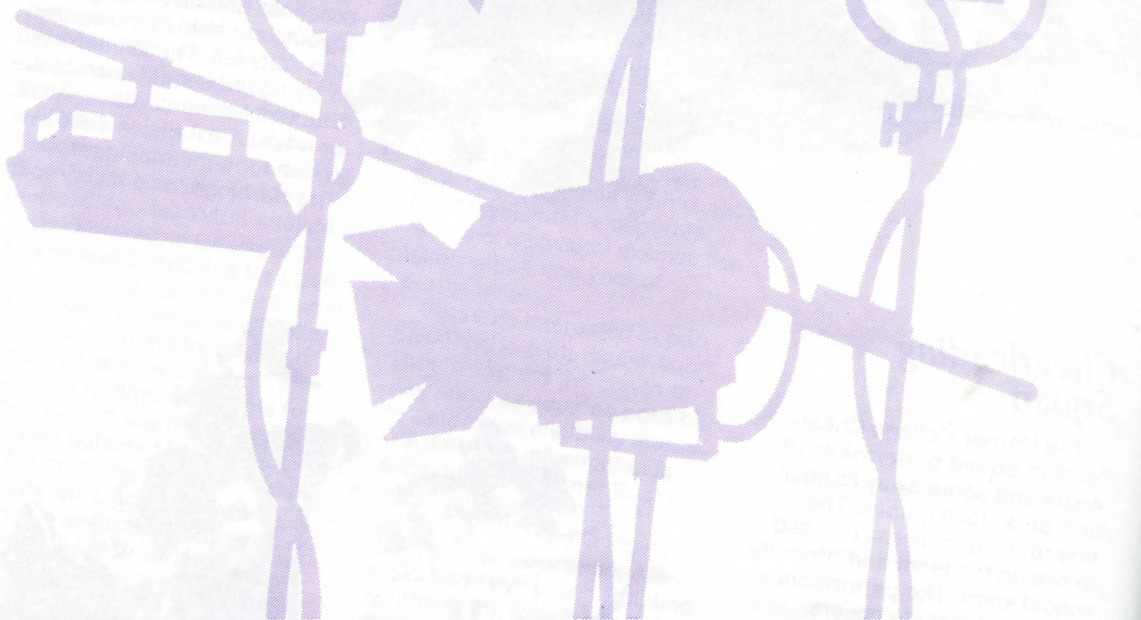
Cheerleading Squad

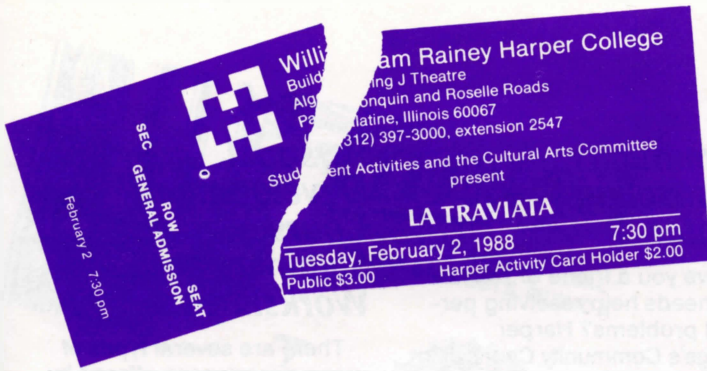
The Harper College Cheerleading Squad performs at all home and some away football and basketball games. The members' enthusiasm is used to fire up the team and promote school spirit. The performance skills used include cheers, mounts, splits, jumps and gymnastics. Members must have a physical exam, participate in fund raising and attend all practices and scheduled games. The members of the squad put in a full year at this sport. Men and women who feel they have a lot to give should watch for tryouts to be held in spring and early fall. Times, dates and requirements will be posted on campus bulletin boards, *The Harbinger* and the Student Activities Office, A336.



Theatre

The Harper College Theatre is designed to provide the student with experience in all aspects of theatre production. There are two major productions each year and auditions are open to any interested Harper student. Productions include musicals, serious dramas and comedies. Questions about theatre on campus should be directed to Mary Jo Willis, A139, extension 2448.





Box Office

The Harper College Box Office, J135, sells tickets for all Harper activities, except athletic events. Also sold are General Cinema Theatre tickets. Phone and mail reservations may be used for certain events. Cash, checks, and Visa/MasterCard accepted. For information on events call 397-3000, extension 2552. Ticket reservations may be made by calling 397-3000, extension 2547. The Box Office is open Monday through Thursday, 10:00 am to 7:00 pm; Friday (except summer session), 10:00 am to 4:30 pm; and prior to every event at the location of the event. Harper employees and students may receive discounts with valid activity cards.

Women's Center

The Women's Center is located in Building P, 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. The Center is open five days a week. Men, as well as women, are welcome to use the facility.



Student Development

At Harper, a full college experience involves more than the classroom. The Student Development Division is designed to assist students in getting the most out of their college days.

Students are encouraged to work with Student Development staff for assistance in making career decisions, in program selection, in educational planning including transfer information, as well as for personal or social concerns. Student Development staff members see students by appointment or on a walk-in basis.

General counseling services, educational planning, personal counseling and transfer resources are available to students in D142 and I117. Prospective students may seek counseling assistance through services designed especially for them in the Center for New Students in F132. The Career and Life Planning Center and Placement Office in A347 provide students with assistance in career decision making. Resources include the computerized guidance program DISCOVER and a career library. The Job Placement Office has a computerized matching service that helps participants find appropriate jobs. Assistance with resume writing and interview skills is also available through this comprehensive office.

In the Assessment and Testing Center, located in A148, students may take assessment tests for English, reading and math. They may also take a variety of tests including CLEP and proficiency exams, television course exams, as well as interest or aptitude tests.

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 and 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 2577.

Personal Development Courses, Seminars and Workshops

There are several types of group experiences offered by the Student Development Division. One type of group is offered for academic credit. Humanistic Psychology (PSY 107) is a course dealing with personal awareness and helps students to better understand themselves through experiences designed to improve their self confidence and increase their motivation. Career Development (PSY 108) focuses on career exploration, career change and job search techniques.

Non-credit group seminars such as "Self-Esteem," "Choosing a Major," "Transferring to Other Colleges," "Job Search Techniques," "Interviewing," and "Mid-Life Adjustments" are offered during each semester. Students are informed about these group offerings through mailings, posters and brochures available on campus. Students may request additional information by visiting any of the Student Development Centers (A347, D142, I117, F132).

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 Assessment and Testing Center. Students must first contact one of the Student Development Centers (D142, I117, A347 or F132) regarding appropriate test selection.

Credit by Examination Programs

Proficiency credit is available at Harper College through four programs: The Advanced Placement Program (AP); College-Level Examination Program (CLEP); Harper Departmental Program (DP); and Defense Activity of Non-Traditional Educational Support (DANTES) tests. For listings of courses having proficiency exams and procedures for applying, contact the Assessment and Testing Center, A148, extension 2541.





International Students

Harper College welcomes international students and acknowledges the cultural richness they bring to our campus. International students are encouraged to participate in the many clubs and activities sponsored by the Student Activities office, especially the International Students Club. English as a Second Language (ESL) classes are available for foreign students who need to improve their listening, speaking, reading or writing skills in English. Counseling is also available (including immigration issues) from the ESL Student Advisor in Building F, Room 127, extension 2226.

Taking part in campus activities helps to acquaint international students with American culture, gives them an opportunity to meet American students socially and provides a break from studying and classes.

Financial Aid

Qualified Harper students may apply for a variety of scholarships, loans and grants: Pell Grants, College Work-Study, Illinois State Monetary Scholarship and Grant awards, Illinois Guaranteed Loans, Trustee Scholarships, Student Service Awards, Illinois State Veterans Scholarship, G.I. Bill, Veterans Vocational Rehabilitation and V.A. Widows Compensation Benefits.

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, 397-3000, extension 2248 or 2249.

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 about 5 hours each week during fall and spring semesters. 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 would present a conflict of interest for the attorney, the College and/or 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, 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 2242, or by coming to the Student Activities Office. Students without appointments can see the attorney on a walk-in basis, time permitting.



Scholarships

Each year the Board of Trustees of Harper College offers to graduates of high schools within the Harper district a series of scholarships called Trustee Scholarships. The Trustee Scholarship will also be awarded to five students selected from the general College in-district population who are not recent graduates from one of the district high schools. In addition, the College offers graduates of in-district high schools who rank in the top five percent of their graduating classes a Distinguished Scholar award which covers tuition, activity and parking fees.

Several scholarships have been established for Harper students, based primarily on academic achievement. The Harper College Educational Foundation "Award for Excellence" is the highest honor a Harper student can receive. Application for this scholarship is open to students from all college degree programs who meet criteria of grade point average, service and faculty recommendation.

Students in the Technology, Mathematics and Physical Sciences Division may apply for scholarship awards from a fund established by the Division. Additional scholarships in this area of study have been provided by UOP and Amersham Corporation. Academic achievement is a major qualification for these scholarships.

In addition, many private and public agencies are ready and able to assist the worthy college student. Funds are also available through local organizations such as women's clubs, Rotary, and chambers of commerce.

Short-Term Loans

Short-term loans up to a maximum of \$300.00 may be obtained through the Office of Financial Aid to cover 80 percent of the cost of tuition. There is a \$6.00 service charge.

Emergency Short-Term Loans

Loans up to a maximum of \$50.00 may be obtained in the Financial Aid Office by Harper students for 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 Banquet 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 advisors. The students are cited at an awards banquet sponsored by the college in May, and are 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 December or January and the selections are made within the first two weeks of February. *Student Service awards* 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 advisor and/or students, based on their performance, position and responsibility, leadership exhibited and length of service. These awards are granted on a semester basis.

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



Employment Services

Need help? Looking for a job? Stop by A347 and visit with the Placement Office staff. Full and part-time job opportunities are listed for the northwest suburban area.

Find answers to your questions and learn about the job market in the Career Planning Center, also in A347.

Become familiar with the resources available and how to use them for your benefit.

Office hours are 8:00 am to 8:00 pm Monday through Wednesday, and 8:00 am to 4:30 pm Thursday and Friday, for both offices. During those hours, the Placement Office can be reached by telephone at extension 2720, and the Career Planning Center at extension 2220.

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:

Placement Office

The primary purpose of the Placement Office is to provide assistance to Harper Students in obtaining employment in their chosen career field.

The Placement Office assists students in obtaining necessary skills for conducting the job search. This includes preparation for interviews, resume writing techniques, as well as other job search strategies. This is done through developing and maintaining resource materials, job search seminars, classroom presentations, and individual career counseling.

The Placement Office has a computerized job matching system that refers students and alumni directly to employers seeking personnel. Candidates will be matched with job opportunities according to their interests, experience, education and geographical preference twice a week. Students will be mailed job opportunities which match their qualifications.

Current job opportunities are also posted on bulletin boards around campus as well as listed in regularly updated job bulletins.

The Placement Office compiles a data base on local employers which includes job descriptions, company information, salary surveys, and future job trends. The office also sponsors an annual Employment Fair.

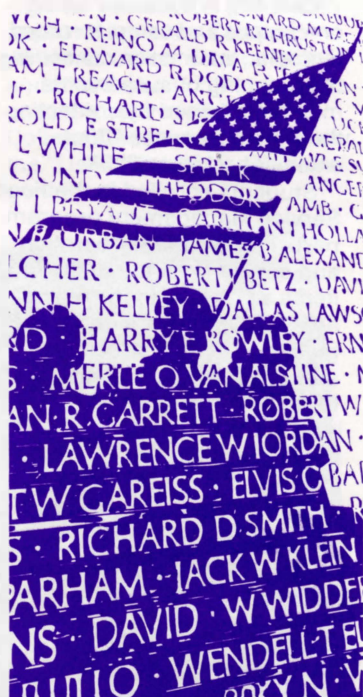
To use the services of the Placement Office, stop in at A347 between 8:00 am and 8:00 pm Monday through Wednesday, and 8:00 am to 4:30 pm Thursday and Friday, or call 397-3000, extension 2720.

Veterans' Military Assistance Programs

Eligible veterans, reservists and qualified dependents can receive monthly educational benefits from the federal government.

Veterans who entered the service as residents of Illinois may also be eligible for a tuition scholarship for a period equivalent to four years of full-time enrollment.

Contact the Financial Aid and Veterans' Affairs Office, A364, for further details.



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

Food Services Building A

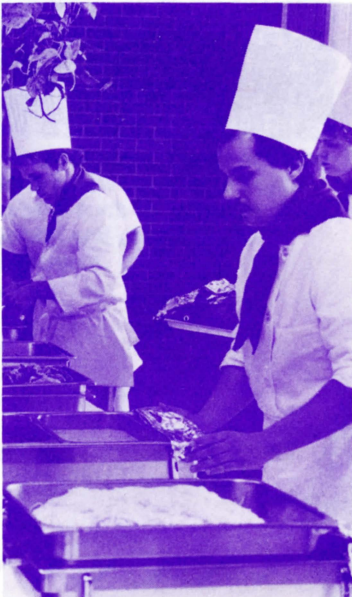
For your pleasure and convenience, the dining hall, located on the first floor, offers a wide variety of hot food, snacks and short order items. The facility is open during regular sessions as follows:

Monday-Thursday
7:30 am-7:00 pm
Friday
7:30 am-3:00 pm

Vending machines are located throughout the College Center and other buildings on campus. Service is available whenever the buildings are open. The Dining Hall is closed Fridays during the summer.

Catering is available for all on-campus and campus related functions. Information concerning the planning of such events may be obtained by contacting the Dining Services Office, extension 2250 or 2253.

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, extension 2578.



Health Service

The Health Service is located in Building A, Room 362, next to the Student Development Center and is open from 8:00 am to 10:00 pm, Monday through Thursday, 8:00 am to 4:30 pm, Friday and 9:00 am to 1:00 pm on Saturday. 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 — aspirin, throat lozenges, cough medication, Alka-Seltzer, cold capsules, etc.
4. Medical parking permits
5. Health education - brochures, counseling
6. Student hospitalization insurance information
7. Allergy injections
8. Referrals for health problems
9. Substance abuse information and referral
10. Rest area
11. Confidential and free testing for:
 - a. Mononucleosis
 - b. Pregnancy
 - c. Tuberculosis
 - d. Sexually transmitted diseases
 - e. Hemoglobin
 - f. Vision deficiencies
 - g. Hearing deficiencies
12. Throat cultures
13. Part-time physicians

Part-time physicians provide medical care one and one-half hours per day during spring and fall semesters. They diagnose, treat, prescribe medications, laboratory tests and X-rays as needed. The physicians' services are partially funded by student activity fees.

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

Call the Health Service at extension 2340 or 2268 if you

have any questions. Use the services — they're free — confidential — and for you!

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, fluoride application and pit and fissure sealants. All records of treatment can be sent to the patient's dentist. The clinic is located in the east wing of Building D. Appointments can be arranged by phoning the Dental Hygiene Clinic, extension 2534.

Human Performance Laboratory

The Human Performance Lab, located in Building M, offers free services in the areas of body fat analysis, blood pressure monitoring and a computerized health status profile.

On a fee basis, services are available for students in need of exercise stress testing (physician supervised), a physical fitness assessment and detailed exercise prescription, blood analysis for cholesterol and glucose levels, and/or nutritional counseling.

Also, for students with cardiovascular limitations, there is a comprehensive exercise and nutrition-based program offered in conjunction with Northwest Community Hospital located in Arlington Heights.

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 Dean of Special Programs and Services, Building F, Room 130.

Services for Disabled Students

Support services are available for disabled students in accord with Section 504 of the Rehabilitation Act of 1973. Information regarding those services or about campus accessibility can be obtained in the Disabled Student Services Office, D119.

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. Bulletin boards may not be used to announce non-Harper for profit events. 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, student organizations and/or non-students may distribute literature on campus providing the literature and distribution procedures are within the context of the student conduct code and follow the "Use of Tables or Displays" guidelines.

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 and must follow the "Use of Tables or Displays" guidelines.



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. Representatives of organizations or individuals must clearly identify themselves to Harper students.

9. Alcoholic beverages, narcotics, profane language, quarreling, fighting or gambling are prohibited. Smoking is also prohibited in posted areas.

10. Literature may be sold and contributions solicited in the designated area.

11. The individual or organization is responsible for prompt payment of any damage to College property.

12. 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.

13. 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.

14. 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

Out of respect for the health of our fellow students and faculty, smoking and the use of smoking materials is allowed only in designated areas in the various buildings. All remaining areas on campus which include, but are not limited to, those listed below will be non-smoking areas:

Classrooms
Laboratories
Hallways and stairwells
Washrooms
Physical Education area
Division Offices
Open offices or work areas
Reception areas
Conference rooms

Buildings M and V are non-smoking facilities.

Smoking is also prohibited during meetings.

Sexual Harassment Policy

It is the policy of Harper college that no staff member or student shall be subject to sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;

B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or

C. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive education or employment environment.

Any staff member or student engaging in such prohibited activity shall be subject to disciplinary action up to and

including termination from this institution as determined by such administrative or Board action as is required by Illinois law or by Board policy.

This policy applies to acts of sexual harassment by any member of one sex against a member of the opposite or the same sex at all levels of the College community (i.e., supervisor-subordinate, faculty-student, employee-peer, student-peer).

Rules and Regulations Implementing Board Policy No. 6.4, Sexual Harassment

A. *Reporting*-If a student believes that s/he has been sexually harassed, the student should report the alleged act immediately to the Vice President of Student Affairs.

B. *Investigation*-

1. The Vice President of Student Affairs or the President shall undertake an investigation of all such complaints or appoint an administrator or other qualified person to conduct the investigation. No complaint or identity of a complainant will be disclosed except when necessary to fully investigate the complaint and after notification to the complainant. After a written complaint has been filed, the person accused of sexual harassment shall be notified of the substance and content of the complaint expeditiously.

2. The investigator shall file a written report as to his/her findings with the Vice President of Student Affairs or the President within twenty-eight (28) days after a written complaint has been made. In the event the report cannot be completed within twenty-eight (28) days, the report shall state the reasons for the delay. The complainant and the person accused shall be notified of the findings of the investigation.

3. The person accused of sexual harassment may be subject to disciplinary action in accordance with established procedures. Also, one or both parties may be recommended for counseling in order to understand the nature and/or deal with the consequences of

the complaint.

C. *Dissemination of Policy*

1. Any student is encouraged to raise questions s/he may have regarding sexual harassment with Student Development faculty or other faculty members, or administrators, including vice presidents or the president.

2. A copy of the Student Handbook containing Board policy and implementing regulations shall be made available to students annually.

Policy Regarding Students with Chronic Communicable Diseases

A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may attend the College and participate in programs and activities whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others.

A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may be denied admission to, or may be dismissed from, a particular program or course of study whenever such chronic communicable disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study.

No other person who has a chronic communicable disease or who is a carrier of a chronic communicable disease shall be denied the use of College facilities or services whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others.

The President is authorized to establish rules and regulations that are designed to implement this policy.

Rules and Regulations Implementing Board Policy Sec. 6.12A: Students with Chronic Communicable Diseases

A. Temporary Exclusion

When there is a question concerning admittance, suspension or dismissal of a student because the student has a chronic communicable disease or is a carrier or is reasonably suspected of having a chronic communicable disease or of being a carrier, such student or other user of College facilities or services may be temporarily

excluded from the College by the Vice President of Student Affairs, pending a final determination. A student who has been temporarily excluded from the College shall be provided with an opportunity to make up any work missed during the absence.

B. Initial Evaluation

Whenever necessary, a student or other user of College facilities or services who has a chronic communicable disease or who is a carrier of a chronic communicable disease, or is reasonably suspected of having a chronic communicable disease or of being a carrier, shall be evaluated by a team that may consist of the Vice President of Student Affairs, other appropriate College personnel, a physician, the student's physician, public health personnel, and other consultants selected by the President or his/her designee. The team's report and recommendations, along with any dissenting opinions, shall be forwarded to the President for decision. Every effort shall be made to complete the evaluation in a timely and prompt manner.

C. Admission Decision

The President shall make the decision on admittance, suspension or dismissal after reviewing the report and recommendations of the evaluation team. The President's decision may be appealed to the Board of Trustees.

D. Subsequent Evaluations

The student shall be periodically reevaluated by the evaluation team to determine whether the student's status continues to be appropriate. The frequency of the reevaluations shall be determined by the team.

E. Withdrawal

If such student cannot attend the College, or participate in a particular program, activity or course of study, the student shall be permitted to withdraw without prejudice and receive a tuition refund. Any other user of College facilities or services who cannot use such facilities or services shall receive a refund for fees paid.

F. Confidentiality

Such student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others.

Student Non-Academic Complaints

The Vice President of Student Affairs or designee shall be responsible for responding to complaints from students on non-academic issues. These issues include, but are not limited to, parking, refunds, admissions, transcripts, facilities use and withdrawal.

The student is expected to initiate his/her complaint with the person immediately responsible for the area in which the problem occurred before bringing the matter to the Vice President of Student Affairs.



Student Academic Complaints

As members of the educational community, students have the right to express their opinion as to the fair treatment of their academic achievements, usually the grading process. Students shall express these concerns initially with the appropriate faculty/staff member in an informal manner. Any such complaint must be presented within fifteen (15) school days* of the occurrence giving rise to the complaint.

If the complaint is not resolved after the informal discussion, the student may appeal in writing to the department chair, coordinator or director of the faculty/staff member involved within ten (10) school days after the informal discussion. In filing the written complaint, the student may request a meeting with the department chair, coordinator or director. These individuals must review the complaint and respond in writing to the student within ten (10) school days after receiving the written statement. If the results of the review are unsatisfactory to the student, the student may then appeal in writing to the dean of the appropriate division within ten (10) school days after receipt of the written response. The student may request a meeting with the dean. If the results of the review are unsatisfactory to the student, the student may then appeal in writing to the Vice President of Academic Affairs or his designee within ten (10) school days after receipt of the written response. The student may request a meeting with the Vice President. The Vice President shall issue a written response to the student within fourteen (14) school days after receipt of the appeal. The decision of the Vice President shall be final.

Student Rights

Students have rights which are granted by the United States Constitution and which may be exercised in the College as in other public institutions. The law recognizes that these rights are subject to restraints which may be imposed because of the College's role and function. Since the scope and meaning of constitutional rights are evolving, it is impossible to set forth all rights in this handbook. Any rights set forth, therefore, are not to be read as an exclusion of rights not delineated.

It is the practice of the Board of Trustees of William Rainey Harper College to respect the properly exercised rights of its students. If a student believes that his/her proposed conduct or speech may infringe upon the College's role and function or he/she is unclear as to these rights, he/she is encouraged to secure the advice of the Vice President of Student Affairs or designee prior to taking action. The prior advice is not, however, a condition to the student's exercise of rights.

If the student is unable to contact any of the appropriate College personnel to process his complaint within the time frame set out in this policy, he may place the appeal at the next step in the process.

If the person contacted fails to act within the given time frame, the student may proceed to the next step in the process.

In all such complaint proceedings the emphasis should be placed on the informal solution of the complaint.

*"School days" are defined as those weekdays (Monday through Friday) when classes are in session.

Student Conduct Code

Discipline may be imposed whenever a student commits or attempts to commit any act of misconduct on the College campus, or at an activity, function or event sponsored or supervised by the College, including but not limited to:

1. Possession, use or distribution of an illegal or controlled substance or look-alike drug.

2. Unauthorized and/or illegal possession, use or distribution of any alcoholic beverage.

3. Theft of property or services.

4. Intentional or willful and wanton destruction of property.

5. Assault and/or battery.

6. Conduct which constitutes harassment or abuse that threatens the mental well-being, health or safety of any individual.

7. Possession of a weapon.

8. Trespassing on College property or other unauthorized use of College property or services.

9. Academic dishonesty, including cheating, plagiarizing or furnishing false information on such forms as transcripts or applications for admission.

10. Disruption of the education process or related activity.

11. Failure to comply with the direction of an authorized College employee or representative who is performing his/her duties.

12. Any conduct which constitutes a violation of the terms of any discipline imposed in accordance with this procedure.

13. Any conduct which constitutes a violation of a Federal or State law, local ordinance or College rule or regulation.

Discipline may also be imposed whenever a student commits any act of misconduct as described above off campus if there is a direct relationship between such act and the College.

Complaints under the Student Conduct Policy

A. Initiation of Complaints

Any person may file a complaint against a student for violation of the Student Code of Conduct by filing a complaint in writing with the Office of Student Affairs on a form furnished by that office. The complaint shall describe the conduct which allegedly violates the Student Code of Conduct.

B. Preliminary Investigation

1. The Office of Student Affairs shall be responsible for determining the validity of the complaint and conducting a preliminary investigation when appropriate. The person filing the complaint will be notified regarding the final disposition of the complaint. The filing of a complaint assumes that the complainant desires an inquiry to be initiated that may result in official disciplinary action.

2. If there is probable cause to believe that the student violated the Student Code of Conduct, the student shall be informed in writing of charges against him/her including the specific provision of the Code of Student Conduct that was violated, his/her right to a hearing on the charges before either an investigating Student Affairs Administrator or the Student Conduct Committee, and the hearing procedures. The student will inform the Vice President of Student Affairs in writing as to whom s/he elects to conduct the hearing within five (5) days of receipt of the notification that the decision was made to proceed. The Vice President of Student Affairs will either designate a Student Affairs Administrator as hearing officer or instruct the Student Conduct Committee to hear the case. The student will be informed of the hearing by certified mail at least five school days prior to the hearing date.

3. If in the opinion of the Vice President the student is a danger to self or others, is a threat or disruption to the

educational process, cannot be found or refuses to request or attend a hearing, the Vice President of Student Affairs can impose disciplinary measures without first providing a hearing. In such event, the Vice President shall send written notice by certified mail, return receipt requested, to the student within two (2) school days of the date of the disciplinary action. The notice shall state the reason for the discipline and request the student to attend a conference within five (5) school days after the notice is received. If the student does not attend the conference, it will be deemed that his/her right to a conference has been waived.

C. Hearing with a Student Affairs Administrator

The hearing shall be conducted informally without regard to the legal rules of evidence and without the necessity of presenting testimony of witnesses. At the hearing, the Student Affairs Administrator shall inform the student of the charge and the evidence upon which the complaint is based and shall allow the student an opportunity to give his/her position and respond to the evidence. The student shall have a right to be represented by a lawyer or other representative of the student's choosing.

D. Hearing with the Student Conduct Committee

1. The Student Conduct Committee shall consist of four faculty members and three alternate faculty members plus three student members and two alternate student members. It shall be the hearing body for student disciplinary hearings. A quorum requires five voting members, two of whom must be students and three of whom must be faculty. Official action will require four votes.

2. The hearing shall be conducted by the Chairperson of the Student Conduct Committee or by a hearing officer appointed by the Vice President of Student Affairs.

3. All student discipline hearings shall be held in closed session.

4. The student may be rep-

resented by an attorney or other representative. If the student does not attend, but the Office of Student Affairs has proof of notice given and received, the Student Conduct Committee may choose to proceed with or reschedule the hearing.

5. The hearing may be recorded stenographically or by tape. If either party causes a recording to be made, the other party shall be offered an opportunity to purchase a copy of the transcript of the tape.

6. At the commencement of the hearing, either party may request the exclusion of witnesses.

7. The complainant(s) and the student may make short opening statements.

8. The complainant(s) shall first present evidence. The student may cross-examine all witnesses in attendance and review any written evidence presented by the complainant(s).

9. The student may then present evidence to refute the charges. The hearing officer may cross-examine all witnesses in attendance and review any written evidence presented by the student.

10. The Committee may, at any time, direct questions to the parties or their witnesses.

11. The complainant(s) and the student may make closing statements at the conclusion of the hearing concerning both the issue of violation of Student Code of Conduct and appropriate disciplinary action.

12. The Committee may receive all relevant oral or written evidence without regard to the legal rules of evidence, provided such evidence is relevant and material and would be relied upon by reasonably prudent persons in the conduct of their affairs.

13. If during the preliminary investigation, it is determined that any witness would be subject to physical or mental harassment or that an emergency exists, the witness need not be present at the hearing, but may present as evidence a written summary of his/her testimony. The summary shall include the reason for the wit-

ness' absence and a statement verifying that the contents of the summary are true. If an imminent fear of reprisal exists, a Student Affairs Administrator may also present a written statement in which the witness' identity has been concealed.

14. The Committee shall not consider the student's academic or disciplinary records in determining whether a violation of the Student Code of Conduct has been made. The Committee may review a student's records, however, in determining the appropriate disciplinary action.

E. Authority of the Administrator and of the Student Conduct Committee

1. The Administrator or the Committee shall determine and make findings on the following two issues at the hearing:

a. whether a student has violated the Student Code of Conduct; and

b. the appropriate disciplinary measure.

2. The Administrator or the Student Conduct Committee shall render its written decision within seven (7) days after the end of the hearing by forwarding its findings and recommendations to the Vice President of Student Affairs and to the student.

F. Sanction Notification

1. The Vice President shall review the recommendations of the Administrator or of the Committee and shall advise the student of the decision by written notice sent by certified mail, return receipt requested, or personal delivery within seven (7) days of receipt of the recommendations.

2. The notice to the student shall include:

a. the specific provision of the Student Code of Conduct;

b. the discipline imposed and date of commencement;

c. a statement of the student's right to appeal in writing to the President;

d. a statement that the failure to file a timely request for such an appeal shall be deemed a waiver of the right to an appeal.

G. Authority of the Vice President To Impose Discipline

If it has been determined that a student violated the Student Code of Conduct, the Vice President of Student Affairs is authorized to:

1. Place a written reprimand in the student's file admonishing him/her about the conduct and warning that further conduct in violation of the Student Code of Conduct may result in additional disciplinary measures.

2. Suspend a student from the College, a program, course or activity for a specific period of time.

3. Expel a student from the College, a program, course or activity on a permanent basis.

4. Bar a student from re-enrollment in the College, a program, course or activity for a specific period of time in the event a student withdraws prior to being suspended or expelled.

5. Condition a student's continued enrollment or re-enrollment in the College, a program, course or activity on:

a. agreeing to restitution (i.e., reimbursement for damaged or misappropriated property);

b. successfully completing a probationary period;

c. undergoing a physical or psychological examination; or

d. successfully completing a prescribed number of hours of community service work.

H. Appeal of Vice President's Decision

If the student disagrees with the Vice President's decision, the student may appeal the Vice President's decision to the President by filing a written statement of disagreement with the President within seven (7) days of receipt of the Vice President's decision. The President shall render a decision within fourteen (14) days after receipt of the appeal. A copy of this decision shall be sent to the student and to the Vice President of Student Affairs.

I. Results of Determination

If the final disposition of the complaint is that the student did not violate the Student Code of Conduct, the student's record shall be expunged of the complaint.



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 Pre-

sident of Student Affairs Office or the sponsoring organization with the approval of the Vice President of Student Affairs Office may cancel the contract.

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



Student Educational Rights and Privacy

The Family Educational Rights and Privacy Act of 1974 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 know by any staff member in terms of his or her assigned duties. Parents of a dependent child (as defined by IRS code) are also eligible to inspect that dependent student's record.

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

Office	Official	Records on File	Purpose of Records
Admissions C 101	Director of Admissions	Application College Transcripts High School Records Admission Test Scores	Placement Advisement Permanent Record Transcript Evaluation
Registrar's Office A213	Dean of Admissions and Registrar	Grades Correspondence Permanent Academic Record Registration Documents	Graduation Check Academic Honors Confirm Registrations
Student Development A347	Dean of Student Development	Fact Sheets Transcripts Test Scores: Academic Vocational	Advisement Counseling
Financial Aid/ Veterans Affairs A364	Director of Financial Aid Veterans Affairs	Aid Application Parent Confidential Statements	Award Aid
Health Services* A362	Supervisor of Health Services	Medical Records Physical Examination	Health Counseling Medical Care Health Education
Student Activities A337	Director, Student Activities	Activities Award Club & Organization Officers	Placement Record Official Record

*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
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
Assessment and Testing Center A148	Testing Specialist Assessment Specialist	Test Results Assessment Results	Counseling and Evaluation Placement
Student Affairs A317	Vice President of Student Affairs	Disciplinary Record	Official Record
Administrative Services A219	Dean, Business Services and Finances	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
Academic Affairs	Division Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
<i>Division Offices:</i> Business and Social Science J239	Division Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Liberal Arts F313	Division Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Technology, Mathematics and Physical Science H119	Division Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Physical Education, Athletics & Recreation M219	Division Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Continuing Education and Program Services C103	Division Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Special Programs and Services F128	Dean, Special Programs and Services	Performance Records Course Registration Information Departmental Academic Records	Performance Evaluation Admission Enrollment Advisement
Disabled Student Services D119	Coordinator	Requests for Service Testing Scores Medical Records Transcripts DORS Records Other diagnostic information	To plan for delivery of services To determine level of competency Advisement
Learning Resources Center F203	Dean, Learning Resources Center	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, weights 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 Dean 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 information contained in their education record; to a response to reasonable requests for explanations and interpretations of the record; to challenge the contents of their education record; to have a hearing if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing officer is unacceptable. The 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 associ-

ated 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 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 Registrar's Office, A213.



Standards for Academic Performance

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

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

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

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 semester hours, upon the recommendation of a student development faculty member, as an added incentive to increase academic performance.

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.

Repeat Policy

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

Grading

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

Forgiveness Policy

Under limited circumstances, a student may petition to have previously earned "F" grades removed from the cumulative grade point average but not from the student record. Eligibility guidelines and procedures are available.





Grade Points

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

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

Incomplete Grades

A student may be assigned a grade of "X" for unfinished work in a course provided the work was incomplete because of circumstances deemed to be unavoidable or uncontrollable (to be determined by the instructor). The work to be completed will be assigned by the instructor. The unfinished work must be satisfactorily completed by the midterm of the following 16-week semester. Failure to do so will result in a grade of "F".

Prerequisite Information

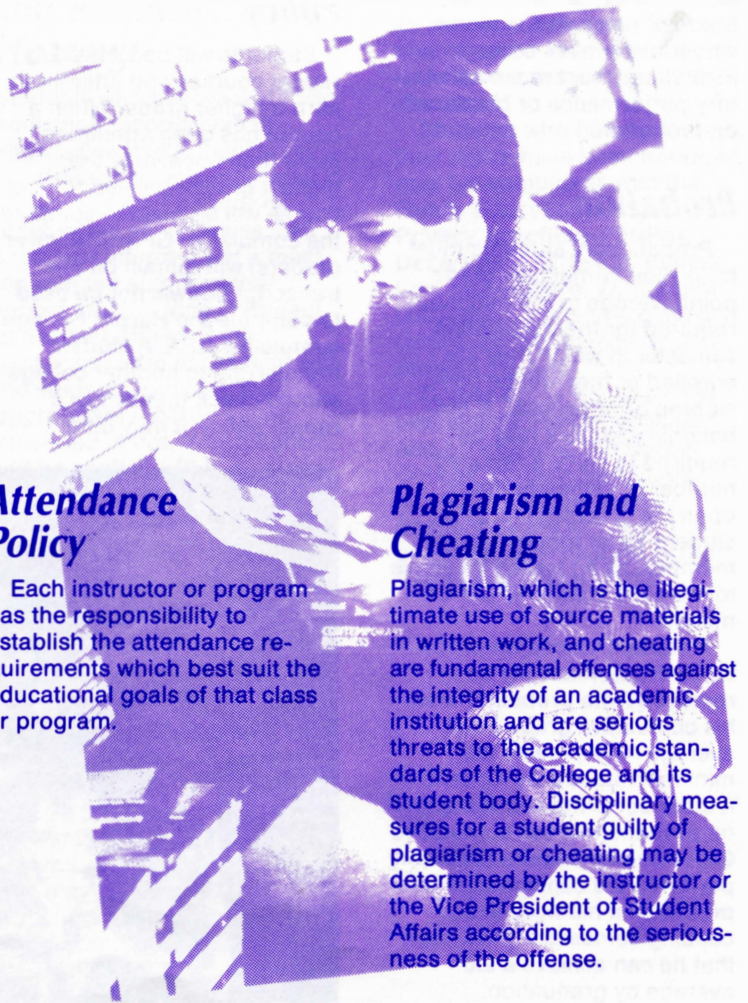
Many course descriptions state that a prerequisite (for example, satisfactory completion of a specific course or instructor consent) is necessary for enrollment in such a course. Students are advised that enrolling in a course without satisfying the prerequisite may result in the student being withdrawn from such course at the request of the instructor. Refer carefully to Bulletin course descriptions.

Attendance Policy

Each instructor or program has the responsibility to establish the attendance requirements which best suit the educational goals of that class or program.

Plagiarism and Cheating

Plagiarism, which is the illegitimate use of source materials in written work, and cheating are fundamental offenses against the integrity of an academic institution and are serious threats to the academic standards of the College and its student body. Disciplinary measures for a student guilty of plagiarism or cheating may be determined by the instructor or the Vice President of Student Affairs according to the seriousness of the offense.



Auditing a Course

A student who wishes to audit a course will be required to pay full tuition and fees and must obtain approval from the instructor, department chair, or division dean prior to enrollment in the course. At that time, a mutual set of expectations will be determined.

Registration for audit status may be completed only during late registration (during the first week of the term) and must be the original enrollment in the class.

Changes from credit to audit are not permitted. All students taking a course for credit are given priority in registration.

Upon completion of the course, the instructor will assign an "H" grade if the agreed upon expectations are met, and a "K" if they are not.



Tuition Refund Policy

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

Regular Credit Courses	Percent of Refund
Prior to first day of semester or term	100%
During first week of class	80%
During second week of class	50%
No refund after second week of class (Eight-week classes prorated, including summer session.)	

First week of class is defined as the first 6 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. First day of semester or term is defined as the day when "classes begin" according to the official College calendar at the beginning of the Handbook.

Any extraordinary circumstances involving tuition refund, shall be brought to the attention of the dean of admissions and the registrar.

Withdrawals

If students wish to withdraw from a class after regular registration, they must withdraw officially by submitting the appropriate forms to the Office of the Registrar. A student who does not withdraw officially from a class is subject to an "F" grade.

Procedures for a medical withdrawal are available in the Health Services Office.

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

1. Classes dropped prior to the third 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 third week and prior to the thirteenth academic week.
3. A grade of "F" will be assigned to a class dropped after the twelfth week of a full semester course.
4. The deadline to withdraw from 16-week classes is printed in the official College calendar for the year in question.

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.

The College also offers several scholarships based primarily on academic achievement (see Financial Aid section).

Academic Honors*

Trustees' Honor List

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

Dean's Honor List

Each semester students achieving a grade point average of 3.50 to 3.74 are placed on the Dean's Honor List.

Honors List

Each semester students with a grade point average of 3.25 to 3.49 are given recognition on the Honors List.

*Students must have accumulated 12 semester hours at Harper to be eligible for an academic honor.

Transfer of Credit to Harper College

A student who has attended any other college(s) must have an official transcript from each college attended sent to the Admissions office and fill out a transcript evaluation form immediately upon making application. A student may transfer credit to William Rainey Harper College according to the following conditions:

1. The collegiate institution previously attended must be a regionally 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. 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 grade of "C" or above. The student's work at each institution is evaluated independently if several institutions were attended. A student must petition for evaluation of transfer credit through the Registrar's Office.
3. Credit may be transferred, but the grades earned at other institutions are not transferred, nor are the grades included in computing the cumulative GPA at Harper College. Elective credit may be awarded for transfer course work with no direct equivalency at Harper College.
4. Courses which are part of a department or program of study not offered by Harper College are considered non-transferable.
5. Evaluation of credentials from a foreign country may be requested through the Registrar's Office.

Transfer to a Senior Institution

Baccalaureate-oriented credits earned at Harper College are transferable to other institutions of higher learning. Extensive transfer information including college catalogs, transfer guides and applications is available to students in Student Development Centers D142 and I117. Students intending to transfer to other institutions are strongly encouraged to consult with the institution as well as Student Development staff members to assure efficient transfer.



Transcripts

Official transcripts of a student's academic record will be issued and sent, upon written request, to other educational institutions and prospective employers. A fee of \$2.00 is charged for each copy. The College reserves the right to withhold transcripts of persons who have past due monetary obligations such as tuition, fees or materials.

Associate Degrees

Harper College offers three associate degrees, two of which are designed for students who will transfer to a four-year college or university to complete a bachelor's degree. These are the Associate in Arts (A.A.) and the Associate in Science (A.S.) degrees, which comprise the first two years of study toward degrees in a broad range of arts-related or science-related disciplines.

The third, the Associate in Applied Science (A.A.S.) degree, is awarded upon completion of a two-year career program, designed to prepare the graduate for immediate entry into a specific career field.

In addition to the graduation requirements listed below, each degree has its own requirements for credit hours to be completed in various groups of courses. These requirements are shown on three separate charts on the following pages.

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 credit in physical education activity courses (100 level) 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 required for the associate in arts and the associate in science degrees. Attainment of a minimum grade point average of 2.0 for any applicable 60 semester hours work for the associate in applied

science degree and certificates.

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 101, or (3) passing a college administered test of 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. (Courses below 100 level may be used only where A.A.S. program requires.)

5. Fulfillment of appropriate associate degree requirements in effect when student matriculated.

6. 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.

7. A student must petition 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 mid-term of the semester in which the student intends to graduate. Students are encouraged to participate in the formal graduation ceremony in May. Students are encouraged to complete their petition for graduation when registering for the semester in which their graduation requirements will be fulfilled.



Requirements for Associate in Arts Degree (A.A.)

	Semester Hours	Courses in This Group											
Group 1	9	ENG	SPE										
Communications		101	101										
		102											
Group 2	10	Mathematics					Science						
Mathematics and Natural Sciences		MGT	MTH		AST	BIO	CHM	GEO	PHS	PHY			
A minimum of 3 hrs. must be from mathematics and a minimum of 4 hrs. from the sciences.		225	102	165	101	101	100	101	101	101	121		
			103	200		103	110	102	105	122			
			104	201		110	121	201	111	201			
			120	202		120	122		112	202			
			124	203		122	131						
			134	212		140	132						
				265		150							
Group 3	9	ART	FNA	FRN	GER	HST	HUM	LIT	MUS	PHI	SGN	SPA	SPE
Humanities		105	111	101	101	111	101	105	217	101	105	101	107
Courses in this group must be selected from at least two departments.		110	112	102	102	112	102	110	219	103	110	102	102
		111	113	201	201	141	110	112	221	104	115	201	201
		121	114	202	202	142	115	115	222	120	120		202
		122		205	205	151	120	206	224	223	150		205
				210	210	152		207	231	224	180		210
						153		210	232		205		
						210		216	241		210		
						214					220		
						218					231		
						243					232		
Group 4	9	ANT	ECO	EDU	GEG	PSC	PSY		SOC				
Social Sciences		101	200	211	101	101	101	217	101				
Courses in this group must be selected from at least two departments.		202	201			220	145	218	120				
		203	202			250	150	220	150				
		204	225			270	210	225	205				
							216	230	210				
									215				
									220				
Group 5	6	ART	CRJ	JNM	MUS	PED***	PHI	PSC	RDG				
Contemporary Studies and Life Skills		201	101	234	130	100	115	101	105				
		206			136	160	120	210					
		225	DIT	MGT	140	162	150	220	SOC				
		236	101	111	145	165	180	250	120				
		261	DPR	MTH	150	167	205	260	205				
		270	101	108	165	201	210	270	SPE				
		291	130	208	166	203			115				
		296	142	209	167	205	PHS	PSY	205				
			150	210	169	207	105	106					
		BIO	160	211	180-199			107					
		103		215	280-299			108					
		122	ECO										
		136	115										
Total General Education	43												
Group 6 Electives	17	Courses must be selected from approved list.											
Total Hours Required	60												

***Up to two (2) hours of PED activity courses (100 level courses) may be included as either Group 5 or Group 6 electives.

Requirements for Associate in Science Degree (A.S.)

	Semester Hours	Courses in This Group											
Group 1 Communications	9	ENG 101	SPE 101										
Group 2 Mathematics and Natural Sciences A minimum of 3 hrs. must be from mathematics and a minimum of 7 hrs. from the sciences.	20	Mathematics						Science					
		MGT 225	MTH 103	MTH 201	AST 101	BIO 101	BIO 140	CHM 100	GEO 101	PHS 101	PHY 121		
			104	202		103	150	110	102	105	122		
			124	203		110	160	121	201	111	201		
			134	212		120	161	122	202	112	202		
			165	265		122	210	131			203		
			200			130	220	132					
						135	240	201					
						136		204					
								205					
								210					
Group 3 Humanities	6	ART 105	FNA 111	FRN 101	GER 101	HST 111	HUM 101	LIT 105	MUS 217	PHI 105	SGN 101	SPA 101	SPE 107
		110	112	102	102	112	102	110	219	103	110	102	111
		111	113	201	201	141	110	112	221	104	115	201	212
		121	114	202	202	142	115	115	222	120	120		202
		122		205	205	151	120	206	224	223	150		205
				210	210	152		207	231	224	180		210
						153		210	232		205		
						210		216	241		210		
						214					220		
						218					231		
						243					232		
Group 4 Social Sciences	6	ANT 101	ECO 200	EDU 211	GEG 101	PSC 101	PSY 101	SOC 217					
		202	201			220	145	218					120
		203	202			250	150	220					150
		204	225			270	210	225					205
							216	230					210
													215
Group 5 Contemporary Studies and Life Skills	3	ART 201	CRJ 101	JNM 234	MUS 130	PED*** 100	PHI 115	PSC 101	RDG 105				
		206			136	160	120	210					
		225	DIT 101	MGT 111	140	162	150	220	SOC 120				
		236			145	165	180	250	205				205
		261	DPR 101	MTH 108	150	167	205	260					
		270			165	201	210	270					
		291	130	208	166	203							SPE 115
		296	142	209	167	205	PHS 105	PSY 106					205
			BIO 150	210	169	207		107					
			103	160	211	180-199		108					
			122		215	280-299							
			136	ECO 115									
Total General Education	44												
Group 6 Electives	16	Courses must be selected from approved list.											
Total Hours Required	60												

***Up to two (2) hours of PED activity courses (100 level courses) may be included as either Group 5 or Group 6 electives.

Associate in Arts (A.A.) and Associate in Science (A.S.) Degree Programs Approved Elective Courses

Any course listed as satisfying the Group 1 through Group 5 requirements for either the A.A. or A.S. degree may be used as an elective course for either the A.A. or A.S. degree as long as the course is not being used to satisfy a Group 1-5 requirement.

The following courses may be used to satisfy the Group 6 elective requirements for the A.A. or A.S. degrees:

ACC	ANT	CCA	CRJ	DIT	ECO	EGR	ENG	HPI	JNM	MGT	MKT
101	250	102	201	110	210	100	103	102	130	218	245
102	255	218	202			120	130		131	225	
201		219	205	DPR	EDU	121	201	IDS		226	MTH
202	ART		210	100	201	122	220	290	LNG	275	107
203	100		220	200	202	150			105		206
211						211					216
212						212					217
213						260					
						262					
						270					

MUS	PED***	PKM	REC
111 211	All 100 level	110	200
112 212	courses		202
115 215	200 228	RDG	204
116 216	204 230	106	206
161 265	206 240		208
162 266	208 241		210
163 271	209 242		214
168 272	210 243		
	220 244		SPE
	222 246		102
	224 270		115
	226		

Also, up to ten (10) hours of any associate degree credit courses, not referred to above, may be used as electives for the A.A. or A.S. degree.

***Up to two (2) hours of PED activity courses (100 level courses) may be included as either Group 5 or Group 6 electives.



Requirements for Associate in Applied Science Degree (A.A.S.)

	Semester Hours	Courses in This Group											
Group 1	6	ENG JNM SPE											
Communications		100	130	101									
ENG 101 or 130 and a second course, as approved for your curriculum.		101	131										
		102	133										
		103											
		130											
Group 2	3	MGT				MTH							
Mathematics		150	060	103	134								
The mathematics requirement may be satisfied by demonstrated competency on an exam given by the College.*			061	104	165								
			062	105	200								
			063	106	201								
			100	107	202								
			102	124	206								
9 hrs. must be taken from a minimum of two of Groups 3, 4 and 5.													
Group 3		AST		BIO		CHM		DIT	GEO	PHS	PHY		
Natural Sciences		101	101	140	100	131	101	101	101	101	101	101	
			103	150	110	132		102	105	102	102	102	
			110	160	121	201		201	111	121	121	121	
			120	161	122	204		202	112	122	122	122	
			122	210	125	210					201	201	
			130	220							202	202	
			135	240									
			136										
Group 4		ART	FNA	FRN	GER	HST	HUM	LIT	MUS	PHI	SGN	SPA	SPE
Humanities		105	111	101	101	111	101	105	101	105	101	101	107
		110	112	102	102	112	102	110	103	110	102	102	111
		111	113	201	201	141	110	112	104	115	201	201	212
		121	114	202	202	142	115	115	120	120		202	202
		122		205	205	151	120	206	130	150		205	205
		201		210	210	152		207	136	180		210	210
		206				153		210	140	205			
		225				210		216	145	210			
		236				214		217	150	220			
		261				218		219	165	231			
		270						221	166	232			
		291						222	167				
		296						224	169				
								231	180-				
								232	199				
								241					
Group 5		ANT	ECO	EDU	GEG	PSC	PSY		SOC				
Social Sciences		101	115	211	101	101	101	216	101	101	101	101	101
		202	200			220	107	217	120	120	120	120	120
		203	201			250	108	218	205	205	205	205	205
		204	202			270	145	220	210	210	210	210	210
			225				150	225	215	215	215	215	215
							210	230	220	220	220	220	220
Total General Education	*15-18												
Group 6	42-45												
Technical Requirements and Electives													
Total Hours Minimum	60**												

**In addition to the above requirements, students enrolled in a specific career program must 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 programs.

Learning Resources Center

The Learning Resources Center (LRC) is located in Building F and presently includes the media services on the first floor and the print collection on the second floor. It has been designed and furnished with public typewriters, carrels, chairs, and tables to permit a variety of individual study and learning spaces. An elevator is accessible for the handicapped. Approximately 101,000 books, 800 magazine and newspaper subscriptions and 119,200 non-print items (audio and video tapes, slides, etc.) make up the LRC collection.

Books, periodicals and microformats are located on the second floor in the large reading and browsing area (F240). General and specialized indexes offering access to the periodical and newspaper collections are located on the index tables adjacent to the periodicals area. There are approximately 50 print indexes. In addition, there is a computerized index, InfoTrac II, which accesses the last 3 years of over 400 periodicals and the last 6 months of the *New York Times*. This index is located near the reference desk. Reference, interlibrary loan and data base services are also available on this floor.

The independent study area (F132) on the first floor has numerous carrels and tables, many audiovisual capabilities, and a viewing room, F122. The audiovisual department (F118) provides equipment for the independent study area and for classroom instruction. The AV department is also responsible for closed circuit television and telecourse distribution, plus providing distribution of satellite programs. Production facilities such as the television studio, photo lab and graphics are located in the back area of the first floor. The audiovisual collection is also housed on this floor.

During the spring and fall semesters the hours are:

Monday through Thursday	8:00 am-10:00 pm
Friday	8:00 am- 4:30 pm
Saturday	9:00 am- 3:30 pm
Sunday	1:00 pm- 5:00 pm

During summer, holidays or inter-session periods, service hours will be posted.

The Learning Resources Center (LRC) supports the educational programs of the College and encourages 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 media additions to the LRC collection by filling out a request at either circulation or reference desks.

Learning Assistance Center

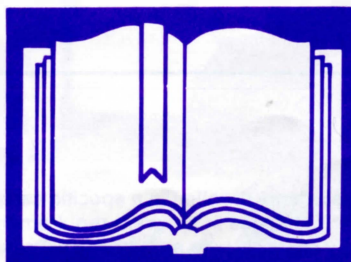
The Learning Assistance Center provides academic support services to all students at Harper College. Tutoring — by appointment or on a “walk-in” basis — is available at no cost in over 60 subjects. Credit courses in reading (RDG 098, 099), writing (ENG 098) and learning skills (PSY 106) are offered each semester. Appointments for reading, learning skills and test performance analysis can be made throughout the semester. The Writing Center (F303) provides computers at scheduled times for any student who wishes to use word processing capabilities for written assignments. For information about these and other services, call extension 2715.

Telecourses

Harper College offers telecourses in business, economics, health, horticulture, political science, psychology and sociology. Students can view these courses over cable or regular TV rather than attending classes on campus. For more information, call 397-3000, extension 2586.

Free Tutoring

Free tutoring is provided to students in most subject areas. Students must be registered for the course for which they are seeking help. Tutoring is available by appointment and on a limited walk in basis. For more information contact the Tutoring Center, F132, extension 2539.



Child Development Program Preschool

A half-day program for children, three years to school-age, is available on days Harper classes are in session. For preschool information call 397-3000, extension 2262. 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
\$336 per semester

Tuesday and Thursday

9:00-11:30 am, or 1:00-3:30 pm
\$224 per semester

Five-day session

9:00-11:30 am, or 1:00-3:30 pm
\$560 per semester

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 2262.

The preschool and child care service offer an exemplary program of learning and enrichment for children. They are staffed by a head teacher and Child Development Program student teachers.



Child Development Program Child Care Service

Child care service is available for children of Harper students, faculty and staff. Children may be in the Center for a maximum of five hours each day. Children who are toilet trained, ages 2½ to 5 (or in kindergarten) will be accepted. The service is open from 7:15 am to 4:45 pm, Monday through Friday. Pre-registration is required as enrollment is limited to space available. A \$5.00 application will be assessed during pre-registration. The child care room is located in I131. The fee is \$2.00 per hour per child. The service is also open on a space available basis to children of students who are attending one day workshops or Women's Program activities. Please call ahead to make the necessary registration arrangements.



Parents who plan to use the service on a semester basis must register in person, bring a copy of their class schedule, and a copy of the child's birth certificate. Registration times are listed in the current Course/Offerings Schedule. For further information, phone 397-3000, extension 2262.



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. All crimes and traffic accidents which occur on campus should be reported immediately to the Public Safety Office.

For further non-emergency information, please contact the Public Safety Office in Building B, extension 2330 or 2491. The **emergency** extension for public safety is 2211.

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.

Bookstore

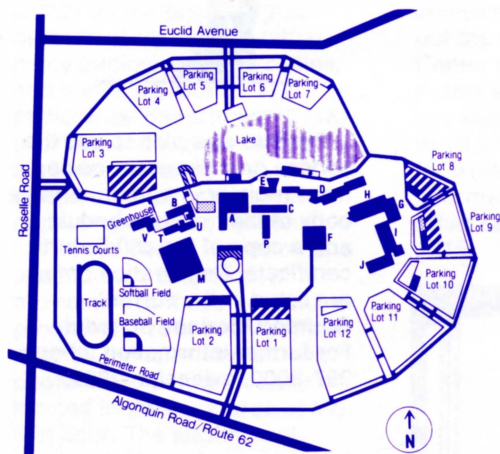
The Harper College Bookstore, located in the College Center, offers textbooks, art and engineering supplies, and other items needed for classroom use.

Based upon next semester use, textbooks will be purchased from students the week of finals.

Refunds given first two weeks of fall and spring semesters, and first week of summer if books are accompanied by a receipt (see policy for further information).








Services available include postage stamps and a special order service. Business hours and policies are posted at the entrance to the Bookstore.

Campus Map



Campus Buildings

- A College Center
- B Public Safety, Physical Plant Office
- C Art
- D Mathematics and Science
- E Lecture-Demonstration Center
- F Learning Resources 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 Roads and Grounds Shop, Park Management
- U Art Studio
- V Park Management, Greenhouses

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



William Rainey Harper College

1200 West Algonquin Road
Palatine, Illinois 60067-7398