

There is  more to college

William Rainey Harper College

Student Handbook



**Harper College
Student Handbook
1989/90**

Board of Trustees

Barbara Barton, Chairman
Michael Miller, Vice Chairman
Molly F. Norwood, Secretary
John E. Coste
Kris Howard
Lawrence Moats
Susanna Orzech
Darlene Ivarson, 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

Contents

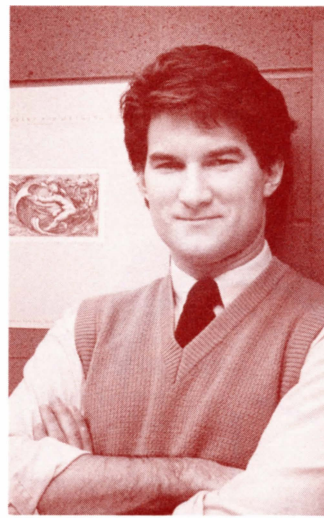
| | | | | | |
|----------|--|-----------|--|-----------|--|
| 3 | Academic Calendar | 23 | Policy Regarding Students With Chronic Communicable Diseases | 33 | Grade Points |
| 4 | Service and Information Directory | | Political Campaigning on Campus | 35 | Grading |
| 6 | Photos of Club Advisors | 20 | Pom Pon Squad | 34 | Graduation Requirements |
| 7 | Student Life | | President's Fellows | 33 | Honors Program |
| 15 | Academic and Vocational Testing | 13 | Procedures to Inspect and Review Records | 40 | Incomplete Grades |
| 21 | Activity Cards | 8 | Procedures to Amend Records and Request Hearings | 37 | Plagiarism and Cheating |
| 14 | Box Office | 30 | Scholarships | 33 | Prerequisite Information |
| 20 | Bulletin Boards and Publicity | 31 | Section 504 (Rehabilitation Act of 1973) | 39 | Repeat Policy |
| 9 | Campus Appearance | 17 | Services for Disabled Students | | Requirements for Associate in Applied Science Degree |
| 44 | Campus Map | 20 | Sexual Harassment Policy | | Requirements for Associate in Arts Degree |
| 13 | Cheerleading Squad | 20 | Short-Term Loans | 38 | Associate in Arts and Associate in Science Degree Programs |
| 11 | Clubs and Organizations | 22 | Smoking Policy in Classrooms | | Approved Elective Courses |
| 10 | The College Center | 17 | Speakers Policy | 32 | Requirements for Associate in Science Degree |
| 10 | College Center Program Board | 22 | Speech Team | 42 | Standards for Academic Performance |
| 15 | Community Counseling Center | 22 | Student Academic Complaints | 35 | Telecourses |
| 25-26 | Complaints Under the Student Conduct Policy | 27 | Student Activity Awards Program | 35 | Transcripts |
| 14 | Credit by Examination Programs | 11 | Student Activity Fees | 36 | Transfer of Credit to Harper College |
| 10 | Cultural Arts Series | 24 | Student Ambassadors | 34 | Transfer to a Senior Institution |
| 20 | Dental Hygiene Clinic Facilities | 14 | Student Conduct Code | 34 | Tuition Refund Policy |
| 30 | Directory Information | 21 | Student Development | 35 | Withdrawals |
| 20 | Distribution of Literature | 27-29 | Student Dress | 41 | Services |
| 19 | Drug, Alcohol and Wellness Network (DAWN) | 8 | Student Educational Rights and Privacy | 43 | Bookstore |
| 17 | Emergency Short-Term Loans | 23 | Student Government | 43 | Child Development Program Child Care Service |
| 18 | Employment Recommendations | 12 | Student Non-Academic Complaints | 43 | Child Development Program Preschool |
| 16 | Financial Aid | 24 | Student Publications Board | 42 | Free Tutoring |
| 19 | Food Services | 8 | Students Rights | 42 | Learning Assistance Center |
| 15 | Group Counseling | 14 | Student Trustee | 41 | Learning Resources Center |
| 12 | <i>Harbinger</i> , Student Newspaper | 21 | Theatre | 44 | Parking |
| 19 | Health Services | 18 | Use of Tables or Displays | 44 | Public Safety |
| 20 | Human Performance Laboratory | 11 | Veterans' Programs | 42 | Telecourses |
| 13 | Intercollegiate Athletics | 18 | WHCM Radio | | |
| 16 | International Students | 32 | Women's Center | | |
| 12 | Intramurals & Campus Recreation | 34 | Academic Regulations | | |
| 16 | Legal Service | 39 | Academic Honors | | |
| 15 | Personal Development Courses, Seminars and Workshops | 36 | Approved Elective Courses | | |
| 15 | Placement Office | 33 | Associate Degrees | | |
| 11 | <i>Point of View</i> | 34 | Attendance Policy | | |
| | | 33 | Auditing a Course | | |
| | | | Forgiveness Policy | | |



Bonnie Henry
Vice President, Student Affairs



Jeanne Pankanin
Director, Student Activities



Mike Nejman
Student Activities Coordinator

Academic Calendar for 1989-90

Fall 1989

Registration As Scheduled
April through August 16

Faculty Report
August 15

Open Registration
August 16, 17, 19

Classes Begin
August 21

Last Day For Late
Registration
August 25

Last Day for Adding Classes
August 25

Last Day for Refunds*
September 2

Labor Day (Classes Not in
Session)
September 4

Midterm
October 14

Veterans' Day Observed (Classes
Not in Session)
November 10

Last Day for Withdrawals
November 11

Thanksgiving Vacation
(Classes Not in Session)
November 23-26

Classes Resume
November 27

Final Exam Week
December 11-16

Semester Break Begins
December 17

Spring 1990

Registration As Scheduled
*November through
January 9*

Faculty Report
January 10

Open Registration
January 10, 11, 13

Martin Luther King's
Birthday (Classes Not in Session)
January 15

Classes Begin
January 16

Last Day for Late Registration
January 19

Last Day for Adding Classes
January 19

Last Day for Refunds*
January 27

Lincoln's Birthday (Classes Not
in Session)
February 12

Midterm
March 9

Spring Vacation
March 18-25

Classes Resume
March 26

Good Friday (Classes not in
Session)
April 13

Last Day for Withdrawals
April 12

Final Exam Week
May 14-18

Graduation
May 20

Summer 1990

Open Registration
May 31, June 1

Classes Begin
June 4

Last Day for Late
Registration
June 5

Last Day for Adding Classes
June 5

Last Day for Refunds
June 8

Midterm
July 2

Independence Day (Classes Not
in Session)
July 4

Last Day for Withdrawals
July 12

Final Exams
July 25-26

*See refund policy on page 21 of Bulletin



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.

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--I129)

**Continuing Education Non-
Credit Offerings**
CE Admissions C101, Ext.
2410, 2412, 2301

Disabled Student Services
D119, Ext. 2266, TTY 397-7600



Dropping and Adding Courses
Student Development Faculty in
Student Development
Centers, A347, I117 and D142
Registrar's Office
A213, Ext. 2500

Full or Part-Time Work
Placement Office, A347, Ext. 2616

Grade Reports
Registrar's Office
A213, Ext. 2502

Harbinger (Student Newspaper)
A367, Ext. 2460, 2461

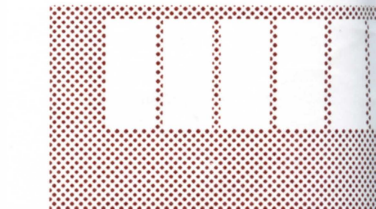
Health Services
A362, Ext. 2340

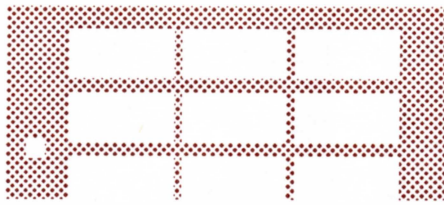
**Hearing Impaired Support
Services**
D119, Voice — Ext. 2267
TTY — 397-7600

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, Ext. 2220; I117,
Ext. 2522; and D142, Ext. 2393
& Health Services, A362, Ext.
2340

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 Rehabilita-
tion 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 Credits or Graduation
Requirements**
Registrar's Office, A213, Ext.
2600 & Student Development
Faculty, D142, Ext. 2393; I117,
Ext. 2522

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

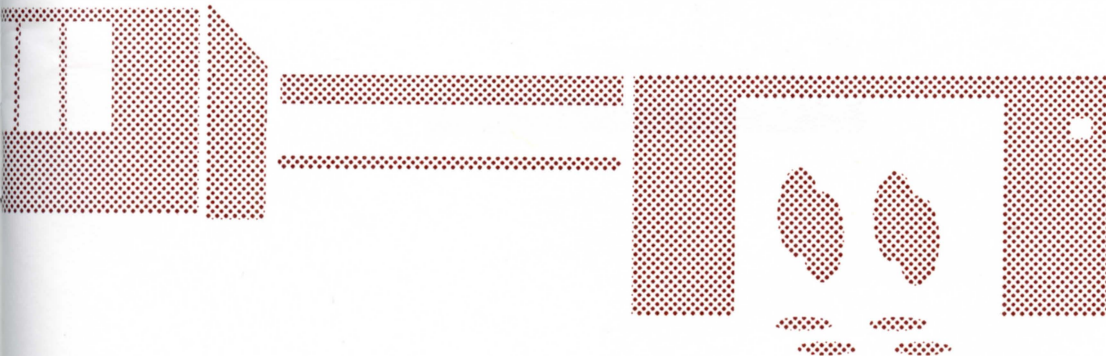
Veterans' Affairs
A364, Ext. 2254, 2387

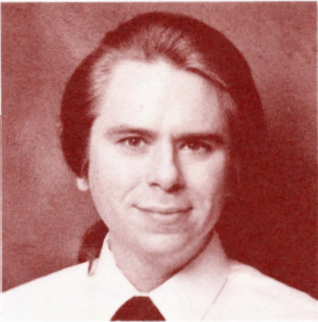
Vocation or Job Selection
Student Development Faculty
in Student Development Centers,
A347, I117, and D142
or Career and Life Planning
Center, A347, Ext. 2220

Withdrawal from College
Student Development Faculty
in Student Development Centers,
A347, Ext. 2220; I117, Ext. 2522;
and D142, Ext. 2393; and Regis-
trar's Office A213, Ext. 2500

Medical Withdrawal
Health Services, A362,
Ext. 2340

WHCM Radio
WHCM Office A339c, Ext. 2488





Kevin Geiger
College Bowl Advisor



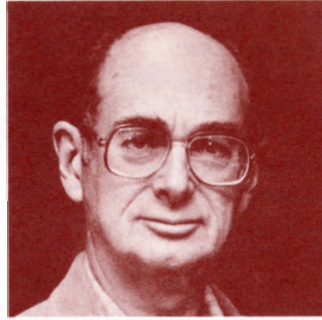
Marcia Litrenta
Speech Team Advisor



Frank Smith
Point of View Literary Advisor



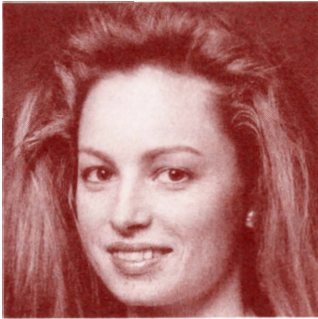
Mike Knudsen
Point of View Visual Arts Advisor



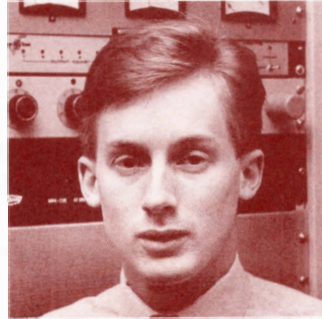
Jonah Oxman
Harbinger Advisor



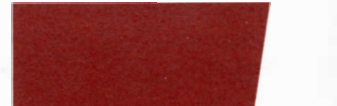
Mary Jo Willis
Director of Theatre



Rene LeBeau
Pom Pon and Cheerleading Advisor




Tom Schneck
WHCM Advisor




Organization Advisors



Student Life



There is more
to college

than attending
classes.

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.

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 become involved in student support activities that are designed to assist new and prospective students of the College.

The Program is under the direction of the Admissions 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 Outreach Coordinator at extension 2247.

AMBASSADOR

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.



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.



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, Joan Jett 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.



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

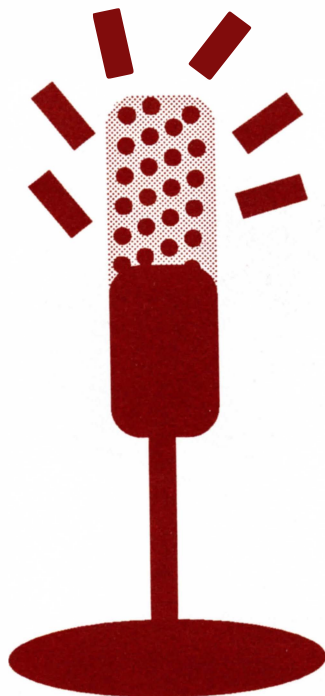
Speech Team

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.

OF VIEW • POINT OF VIEW • POINT

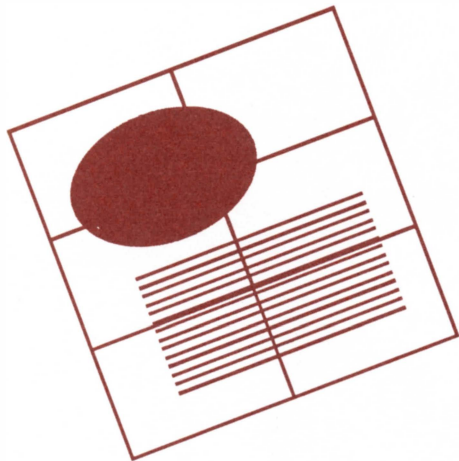
Point of View

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.



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.



Student Publications Board

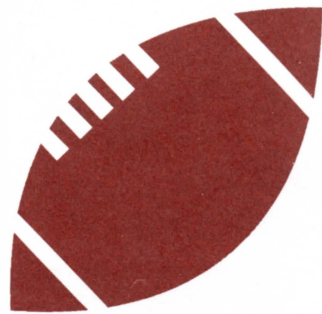
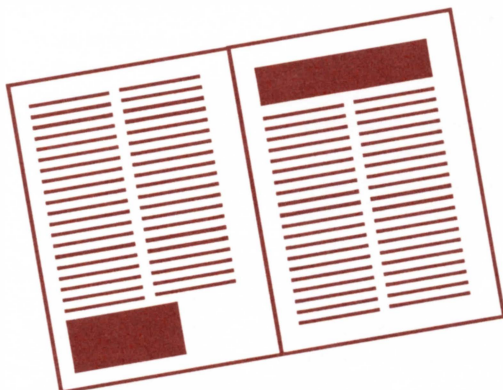
The Student Publications Board is a college committee composed of faculty, students and administrators. The committee is responsible for selecting editors, recommending advisors and establishing guidelines for the *Harbinger* and *Point of View* and to ensure adherence to the guidelines. The committee 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 four-terminal Apple Macintosh 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 M202a or at the Information Booth on the second floor of Building A. Sign-up sheets for leagues and tournaments are located outside M202a.

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 202a.

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 2963.

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.



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.

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), Illinois Valley (LaSalle) and Moraine Valley (Palos Hills).

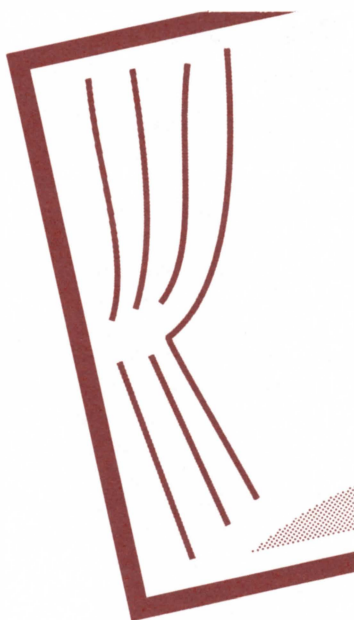
In order for a student to participate in a sport, he or she must be eligible according to the rules of the conference and respective athletic associations. One of the major eligibility requirements is that each student must furnish an acceptable record of a physical examination taken within one year 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 | 3:00 pm |
| Wrestling | October 15 | 3:00 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 |
| Womens' Track and Field | March 1 | 3:00 pm |



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.

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.



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. The Center for New Students in F132 offers prospective students counseling and other assistance. The Career Planning Center in A347 provides students with assistance in career decision making, using resources such as counseling, the computerized guidance program DISCOVER and a career library. The Job Placement office, also located in A347, has a computerized matching service that helps current and former Harper students find appropriate jobs. Assistance with resume writing and interview skills is also available here.

The Assessment and Testing Center, located in A148, offers assessment tests in English, reading and math. A variety of tests including CLEP and proficiency exams, television course exams as well as interest or aptitude tests are also administered here.

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.

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 that 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 the Career Planning Center and Placement Office, 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.



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.



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.

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).



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.

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 and on a trial basis for a few hours in the summer session. 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
loans grants

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, Trustee Scholarships, Student Service Awards, Illinois State Veterans Scholarship and Federal Educational Benefits for Veterans.

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. Veterans call extension 2254.



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 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:

| 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 |

Women's Center

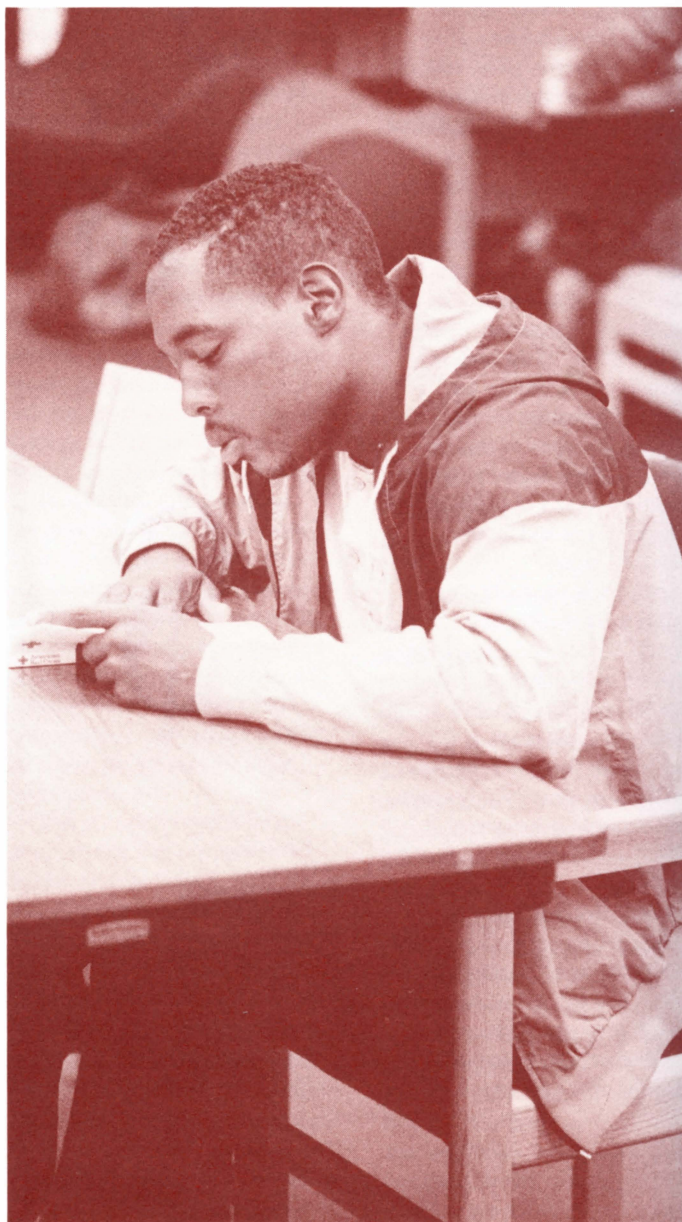
The Women's Center is located in Building P, Room 127. Coffee, companionship, campus information, resources and referral information are available. Today's woman will find a place to discuss issues, needs, values and plans. The Center is open five days a week. Men as well as women are welcome to use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

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.



Food Services Building A

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

Monday-Thursday

7:30 am-7:00 pm

Lunch 11:00 am-1:30 pm

Dinner 4:30 pm-6:30 pm

Friday

7:30 am-3:00 pm

Lunch 11:00 am-1:30 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 on 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

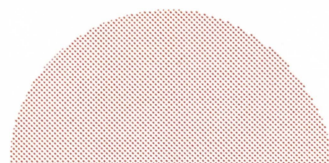
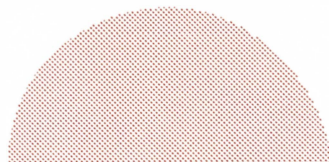
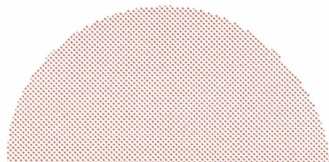
The Health Service is located in Building A, Room 362, next to the Student Development Center and is open from 8:00 am to 9:00 pm, Monday through Thursday, and 8:00 am to 4:30 pm, Friday. Registered nurses staff the Health Service and the following services are available without charge to students:

1. Confidential health counseling
2. First aid
3. Medications — 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, and 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 wellness issues.

Call the Health Service at extension 2268 if you have any questions. Use the services — they're free — confidential — and for you!



Drug, Alcohol and Wellness Network (DAWN)

The Drug, Alcohol and Wellness Network is a comprehensive proactive drug and alcohol prevention program for students and other members of the Harper College community.

It is designed to increase awareness of how alcohol and other drugs affect attitudes, decisions and relationships, thereby promoting healthier lifestyles.

DAWN provides education programs, support groups, counseling, resource and referral information, and the Student Health Advisor program.

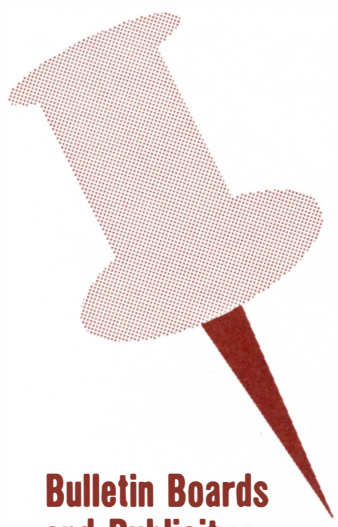
All services are free and confidential.

DAWN also encourages your participation in the development and implementation of programs and activities. For additional information, contact the DAWN office in the Health Service, Building A, Room 362, extension 2626.



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.



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.

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.



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.

Distribution of Literature

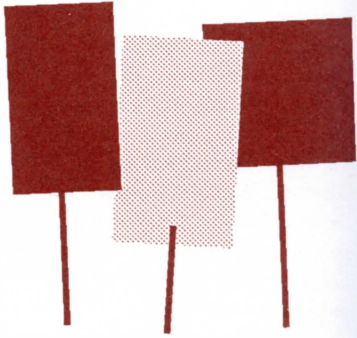
Individual students, student organizations and/or non-students may distribute literature on campus providing the literature and distribution procedures are within the context of the student conduct code and follow the "Use of Tables or Displays" guidelines.

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.



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

Any individual or organization, whether student or non-student, may distribute literature to the student body without charge from tables and displays in the area designated for interaction and communication in the College Center, Building A, in accordance with the following rules:

1. The space is available only upon advance written request which shall be obtained by filing a reservation form in the Student Activities Office, Building A, Room 336.

2. 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. Space shall be allocated on a first-come, first-served basis except that individual students and student organizations shall be given priority over individual non-students and non-student organizations.

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) persons shall staff any display.

6. Displays may not be disruptive in nature. No sound amplification equipment may be used in the designated area.

7. Representatives of organizations or individuals may communicate anywhere in the designated area.

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

9. The solicitation of funds, the sale of goods or services or advertising for the sale of goods or services is prohibited except:

- by student organizations as part of a bona fide fund raising activity for the organization; and
- by a tax-exempt charitable organization.

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

11. The distribution of literature that is obscene or pornographic is prohibited.

12. The College may assume that a violation of regulations has occurred if an organization does not staff its reserved space for two reserved dates without notifying the Office of 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 these regulations may result in discipline under the Student Conduct Code and/or 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 canceling 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

It is the policy of William Rainey Harper College to respect the rights of both the non-smoker and the smoker in Harper College buildings and facilities.

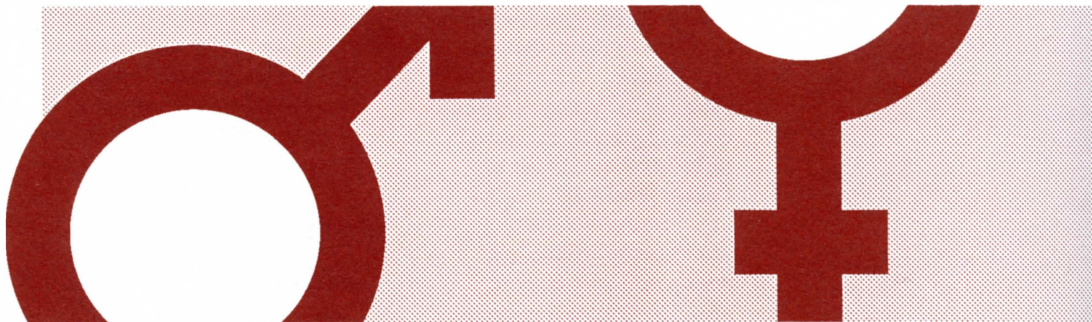
When these rights conflict, Harper College administrators, faculty, staff and students should endeavor to find a

reasonable accommodation. When such an accommodation is not possible, the rights of the non-smoker should prevail.

Smoking and the use of smoking materials is allowed only in designated areas in various buildings. All remaining areas will be non-smoking areas. Smoking is

also prohibited during all on-campus meetings.

Rules and regulations to enforce this policy are determined by an appropriate College committee and communicated to students and staff on a regular basis.



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.

Individuals 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).

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.

policies

Student Academic Complaints

As members of the educational community, students have the right to express their opinions 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.

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

constitutional

constitutional

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.

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. If, in the opinion of the Vice President, the student is a danger to himself or herself or others or constitutes a threat of disruption to the educational process of the College, requiring exclusion from the College, the hearing on the

charges shall be held before the Vice President of Student Affairs, who shall conduct the hearing in accordance with the hearing procedures stated in Section D of this policy.

3. If, in the opinion of the Vice President, the student is a danger to himself or herself or others, is a threat of 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 hearing within five (5) school days after the notice is received. If the student does not attend the hearing, it will be deemed that his/her right to a hearing 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 represented 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 witness' 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 reenrollment 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 reenrollment 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 Pre-

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

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

Rights and Privacy

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 C101 | 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 |
| 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 | Safety and Security of students |

*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 |
|--|---|---|--|
| Academic Affairs | Division Dean or appropriate Faculty Member | Performance Records | Performance Evaluation |
| Division Offices: Business and Social Science J239, 249 | 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 and 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 |

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

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 inspec-

tion 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.

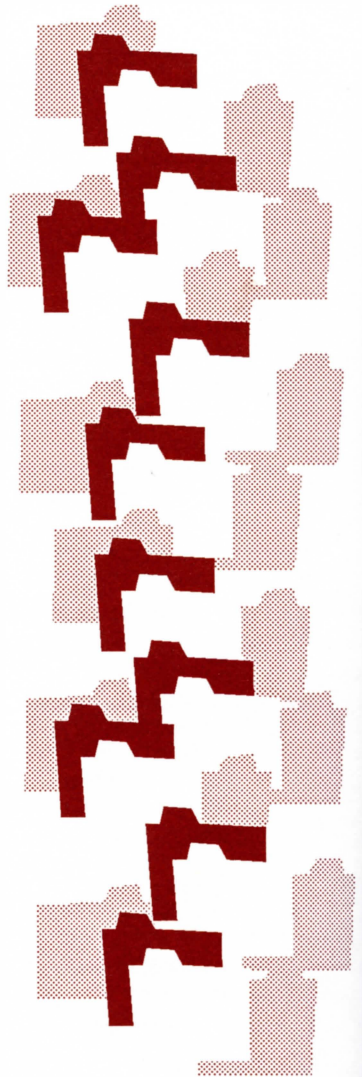
Procedures to Inspect and Review Records

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 associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; educational records containing information about more than one student, in

which case the institution will permit access ONLY to that part of the record which pertains to the inquiring student; and confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.



Procedures To Amend Records and Request Hearings

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally at a meeting with the author of the record and the Vice President of Student Affairs. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the 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, 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.



Academic Regulations

Standards for Academic Achievement

Students enrolled in an academic program must maintain minimum academic achievement.

Rationale for Standards

The Standards of Academic Achievement at Harper College have been established in order to: —guide the student in pursuit of academic success.

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

—maintain an academic environment that clearly defines expectations for progress.

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

—clarify the roles and responsibilities of students, faculty and administrators.

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

—allow the institution to maintain its academic integrity.

Categories of Standards

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

Academic Warning — students who have a cumulative GPA of less than 2.0 and have attempted* 16 or more credit hours, or have completed their second successive semester with a cumulative GPA of less than 2.0, are given

academic warning. These students will be advised to restrict their enrollment to a maximum of 12 credit hours and may have restrictions imposed upon them.

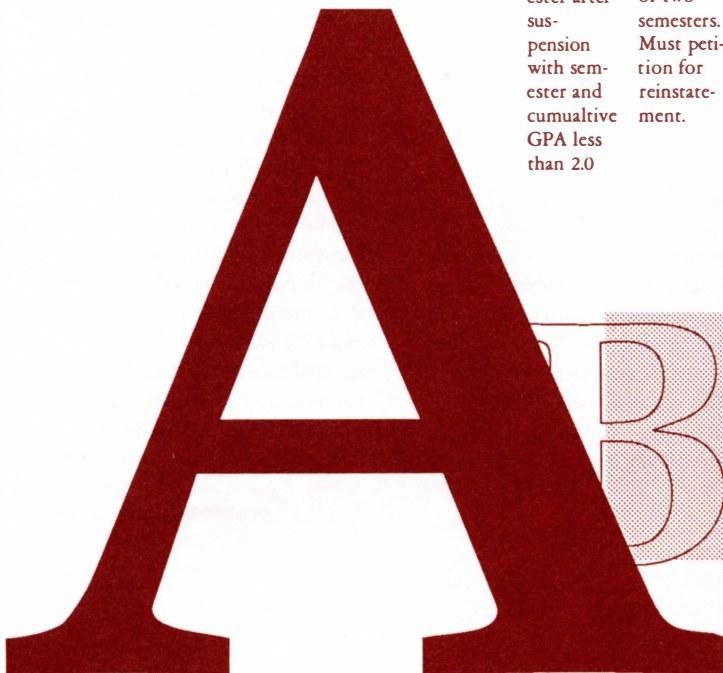
Probation — Students who were academically warned the previous semester and have both a semester GPA and a cumulative GPA of less than 2.0 will be placed on probation. These students will be restricted to a maximum of 12 credit hours and will be required to participate in success-oriented strategies.

Suspension — Students who have attempted* 40 or more credit hours and have had three successive semesters with a cumulative GPA of less than 2.0 are placed on suspension. These students will be suspended from the College for one full semester (fall or spring). Students must be involved in success-oriented strategies upon their return.

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

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

| Status | Category | Result |
|------------------|---|--|
| Academic Caution | Attempted 7 + credit hours and cumulative GPA less than 2.0 | Caution and recommendations of success-oriented strategies |
| Academic Warning | Attempted 16 or more credit hours with cumulative GPA less than 2.0 or second successive semester with cumulative GPA less than 2.0 | Recommend restriction to maximum 12 credit hours. May have restrictions imposed. |
| Probation | Previous semester with Academic Warning and both semester GPA and cumulative GPA less than 2.0 | Mandatory restriction to maximum of 12 credit hours. Required success-oriented strategies. |
| Suspension | Attempted 40 or more credit hours and at least three successive semesters with cumulative GPA less than 2.0 | One semester suspension. Required success-oriented strategies upon return. |
| Dismissal | One semester after suspension with semester and cumulative GPA less than 2.0 | Dismissal of two semesters. Must petition for reinstatement. |



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.

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 in counseling centers and Registrar's office.

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.

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

1. A student must be enrolled as a regular student in a program of study leading to a degree or certificate or in a transfer program leading to a baccalaureate degree.
2. Except for Illinois Veterans Grant recipients, a student must enroll for a minimum of six (6) credit hours per semester.
3. A student must complete fifty percent (50%) of the cumulative hours enrolled in for two consecutive semesters.
4. A student must complete his/her education objective, degree or certificate within a specified maximum time frame.

Contact the Office of Financial Aid and Veterans' Affairs for complete details of this requirement.

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.

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 |
|--|-------------------|
| During first week of class | 100% |
| During second week of class | 75% |
| 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.

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.

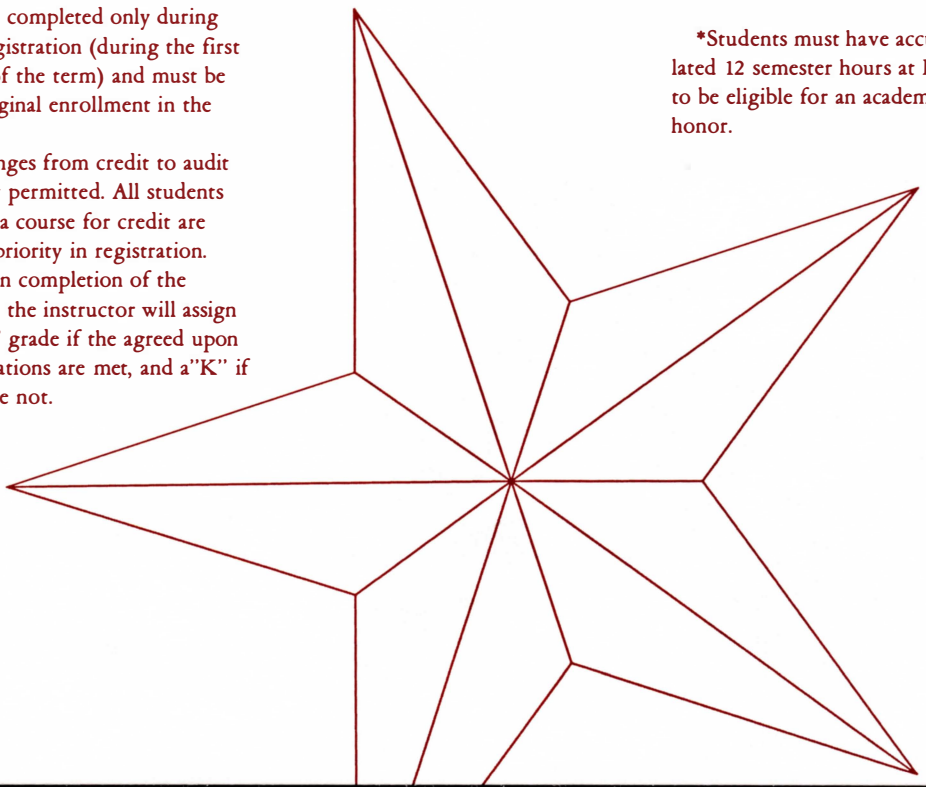
Dean's Honor List

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.





Honors Program

Harper College seeks to stimulate, encourage and recognize work of depth, scope and originality by its students. A balanced curriculum of Honors courses is offered in the major areas required for the General Education component of Associate degrees.

Honors students enjoy the benefit of reduced class size and the challenge of social and intellectual interaction with other high achieving students while they acquire the breadth of understanding and develop leadership qualities that such settings enhance.

All Honors courses are noted as such on the transcript. Additionally, upon fulfilling all other degree requirements, students who complete at least 12 hours of Honors coursework and maintain a GPA of 3.5 or higher will be designated as Honors Program graduates.

To be admitted to Honors classes, students must meet specified criteria, complete an Honors application, and have an interview with the Coordinator of Honors. Applications are available in the Office of Admissions, the Division offices and the Counseling Centers.

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



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.

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 must 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 a 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 nontransferable.
5. Evaluation of credentials from a foreign country may be requested through the Registrar's Office.

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.

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.

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.

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. For associate degrees, attainment of a minimum of 60 semester hours of credit, at least 30 of which must be earned in attendance at Harper College. For certificates of completion, 50% of required credit hours must be earned at Harper. Waiver of the latter requirement by the Vice President of Academic Affairs may be made where exceptional circumstances warrant. Up to two hours of 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 midterm 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 Communications | 9 | ENG | SPE | | | | | | | | | | | | |
| | | 101 | 101 | | | | | | | | | | | | |
| | | 102 | | | | | | | | | | | | | |
| Group 2 Mathematics and Natural Sciences | 10 | Mathematics | | | | | Science | | | | | | | | |
| | | MGT | MTH | | AST | BIO | CHM | GEO | PHS | PHY | | | | | |
| | | 225 | 102 | 165 | 101 | 101 | 100 | 101 | 101 | 121 | | | | | |
| A minimum of 3 hrs. must be from mathematics and a mini- mum of 4 hrs. from the sciences. | | | 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 Humanities | 9 | ART | FNA | FRN | GER | HST | HUM | LIT | LNG | MUS | PHI | SGN | SPA | SPE | |
| | | 105 | 111 | 101 | 101 | 111 | 101 | 105 | 217 | 105 | 101 | 105 | 101 | 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 |
| | | 111 | 113 | 201 | 201 | 121 | 110 | 112 | 221 | | 104 | 115 | 201 | 201 | 212 |
| | | 121 | 114 | 202 | 202 | 141 | 115 | 115 | 222 | | 120 | 120 | | 202 | |
| | | 122 | | 205 | 205 | 142 | 120 | 206 | 224 | | 223 | 150 | | 205 | |
| | | | | 210 | 210 | 151 | | 207 | 231 | | 224 | 180 | | 210 | |
| | | | | | | 152 | | 210 | 232 | | | 205 | | | |
| | | | | | | 153 | | 216 | 241 | | | 210 | | | |
| | | | | | | 210 | | | | | | 220 | | | |
| | | | | | | 214 | | | | | | 231 | | | |
| | | | | | | 218 | | | | | | 232 | | | |
| | | | | | | 243 | | | | | | | | | |
| Group 4 Social Sciences | 9 | ANT | ECO | EDU | GEG | PSC | PSY | | SOC | | | | | | |
| | | 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 Contemporary Studies and Life Skills | 6 | ART | CRJ | JNM | MUS | PED*** | PHI | PSC | RDG | | | | | | |
| | | 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 | | | | | | |
| | | 240 | DPR | MTH | 150 | 167 | 205 | 260 | 205 | | | | | | |
| | | 261 | 101 | 108 | 165 | 201 | 210 | 270 | SPE | | | | | | |
| | | 270 | 130 | 208 | 166 | 203 | | | 115 | | | | | | |
| | | 291 | 142 | 209 | 167 | 205 | PHS | PSY | 205 | | | | | | |
| | | 296 | 150 | 210 | 169 | 207 | 105 | 106 | | | | | | | |
| | | | BIO | 160 | 211 | 180-199 | | 107 | | | | | | | |
| | | | 103 | ECO | 215 | 280-299 | | 108 | | | | | | | |
| | | | 122 | 115 | | | | | | | | | | | |
| | | | 136 | | | | | | | | | | | | |
| 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 | SPE | | | | | | | | | | | |
| | | 101 | 101 | | | | | | | | | | | |
| | | 102 | | | | | | | | | | | | |
| Group 2 Mathematics and Natural Sciences A minimum of 3 hrs. must be from mathematics and a mini- mum of 7 hrs. from the sciences. | 20 | Mathematics | | | | | Science | | | | | | | |
| | | MGT | MTH | | AST | BIO | CHM | GEO | PHS | PHY | | | | |
| | | 225 | 103 | 201 | 101 | 101 | 140 | 100 | 101 | 101 | 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 | FNA | FRN | GER | HST | HUM | LIT | LNG | MUS | PHI | SGN | SPA | SPE |
| | | 105 | 111 | 101 | 101 | 111 | 101 | 105 | 217 | 105 | 101 | 105 | 101 | 107 |
| | | 110 | 112 | 102 | 102 | 112 | 102 | 110 | 219 | | 103 | 110 | 102 | 111 |
| | | 111 | 113 | 201 | 201 | 121 | 110 | 112 | 221 | | 104 | 115 | 201 | 212 |
| | | 121 | 114 | 202 | 202 | 141 | 115 | 115 | 222 | | 120 | 120 | | 202 |
| | | 122 | | 205 | 205 | 142 | 120 | 206 | 224 | | 223 | 150 | | 205 |
| | | | | 210 | 210 | 151 | | 207 | 231 | | 224 | 180 | | 210 |
| | | | | | | 152 | | 210 | 232 | | | 205 | | |
| | | | | | | 153 | | 216 | 241 | | | 210 | | |
| | | | | | | 210 | | | | | | 220 | | |
| | | | | | | 214 | | | | | | 231 | | |
| | | | | | | 218 | | | | | | 232 | | |
| | | | | | | 243 | | | | | | | | |
| Group 4 Social Sciences | 6 | ANT | ECO | EDU | GEG | PSC | | PSY | | SOC | | | | |
| | | 101 | 200 | 211 | 101 | 101 | | 101 | 217 | 101 | | | | |
| | | 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 | CRJ | JNM | MUS | PED*** | | PHI | PSC | RDG | | | | |
| | | 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 | | | | |
| | | 240 | DPR | MTH | 150 | 167 | | 205 | 260 | 205 | | | | |
| | | 261 | 101 | 108 | 165 | 201 | | 210 | 270 | SPE | | | | |
| | | 270 | 130 | 208 | 166 | 203 | | | | 115 | | | | |
| | | 291 | 142 | 209 | 167 | 205 | | PHS | PSY | 205 | | | | |
| | | 296 | 150 | 210 | 169 | 207 | | 105 | 106 | | | | | |
| | | | BIO | 160 | 211 | 180-199 | | | 107 | | | | | |
| | | 103 | ECO | 215 | 280-299 | | | | 108 | | | | | |
| | | 122 | 115 | | | | | | | | | | | |
| | | 136 | | | | | | | | | | | | |
| 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 | | | | 105 | | 206 |
| 211 | | | | | | 150 | | | | | 216 |
| 212 | | | | | | 211 | | | | | 217 |
| 213 | | | | | | 212 | | | | | |
| | | | | | | 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 | 107 | | |
| | | | 110 | 160 | 121 | 201 | | 201 | 111 | | 121 | 121 | | |
| | | | 120 | 161 | 122 | 204 | | 202 | 112 | | 122 | 122 | | |
| | | | 122 | 210 | 125 | 210 | | | | | 201 | 201 | | |
| | | | 130 | 220 | | | | | | | 202 | 202 | | |
| | | | 135 | 240 | | | | | | | | | | |
| | | | 136 | | | | | | | | | | | |
| Group 4 | | ART | FNA | FRN | GER | HST | HUM LIT | | LNG | MUS | PHI | SGN | SPA | SPE |
| Humanities | | 105 | 111 | 101 | 101 | 111 | 101 | 105 | 105 | 101 | 105 | 101 | 101 | 107 |
| | | 110 | 112 | 102 | 102 | 112 | 102 | 110 | | 103 | 110 | 102 | 102 | 111 |
| | | 111 | 113 | 201 | 201 | 121 | 110 | 112 | | 104 | 115 | 201 | 201 | 212 |
| | | 121 | 114 | 202 | 202 | 141 | 115 | 115 | | 120 | 120 | | 202 | |
| | | 122 | | 205 | 205 | 142 | 120 | 206 | | 130 | 150 | | 205 | |
| | | 201 | | 210 | 210 | 151 | | 207 | | 136 | 180 | | 210 | |
| | | 206 | | | | 152 | | 210 | | 140 | 205 | | | |
| | | 225 | | | | 153 | | 216 | | 145 | 210 | | | |
| | | 236 | | | | 210 | | 217 | | 150 | 220 | | | |
| | | 261 | | | | 214 | | 219 | | 165 | 231 | | | |
| | | 270 | | | | 218 | | 221 | | 166 | 232 | | | |
| | | 291 | | | | 243 | | 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 | | | | | |
| | | 202 | 200 | | | 220 | 107 | 217 | 120 | | | | | |
| | | 203 | 201 | | | 250 | 108 | 218 | 205 | | | | | |
| | | 204 | 202 | | | 270 | 145 | 220 | 210 | | | | | |
| | | | 225 | | | | 150 | 225 | 215 | | | | | |
| | | | | | | | 210 | 230 | 220 | | | | | |
| Total General Education | *15-18 | | | | | | | | | | | | | |
| Group 6 | 42-45 | | | | | | | | | | | | | |
| Technical Requirements and Electives | | | | | | | | | | | | | | |
| Total Hours Minimum | 60** | | | | | | | | | | | | | |

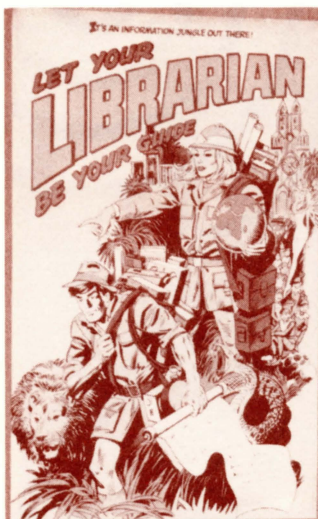
**In addition to the above requirements, students enrolled in a specific career program must fulfill the requirements outlined in that program. Any changes in program requirements necessitated by licensing and/or accrediting agencies must be observed by students who are already admitted and in process in programs.

Services

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 120,000 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 are computerized indexes which access data bases in the Humanities, Social Sciences, Business and General Periodical Literature including the last 6 months of the *New York Times*. These indexes are located near the reference desk. Reference, interlibrary loan and data base services are also available 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 (Media Circulation Desk closed) |

The independent study area (F132) on the first floor has carrels and tables, with 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 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.



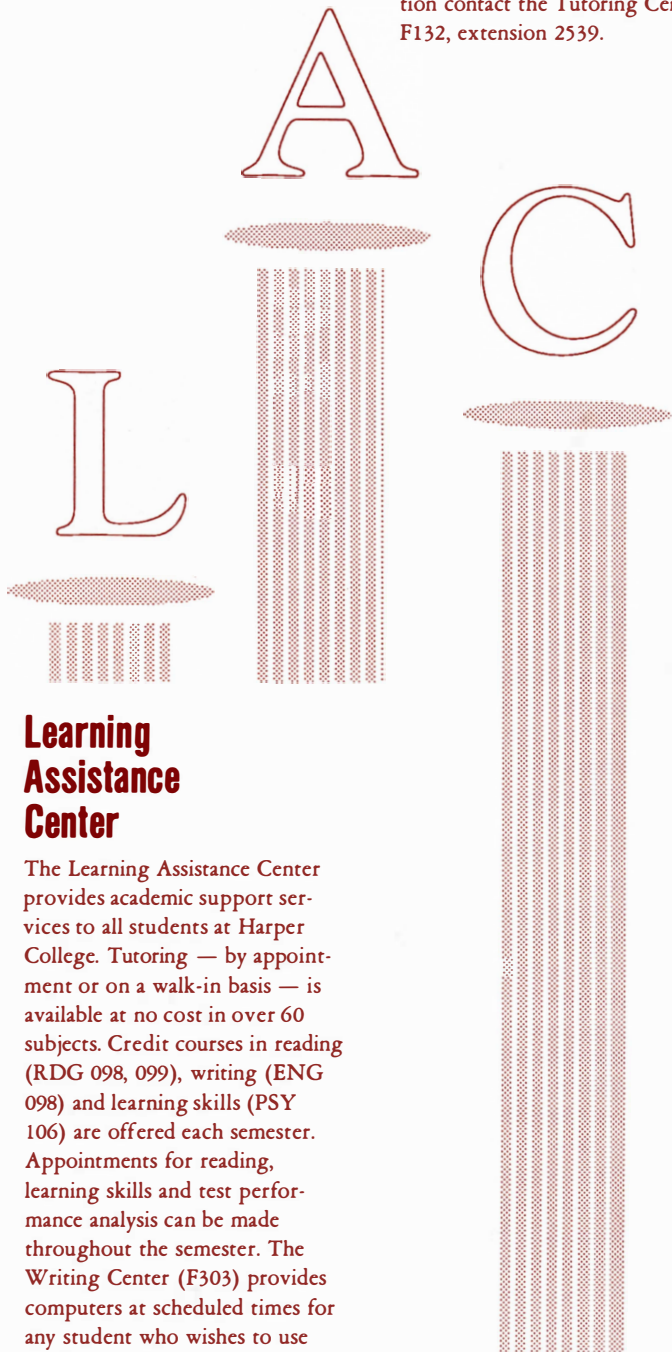
Telecourses

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.



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.

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 fee 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.

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.

Public Safety Department

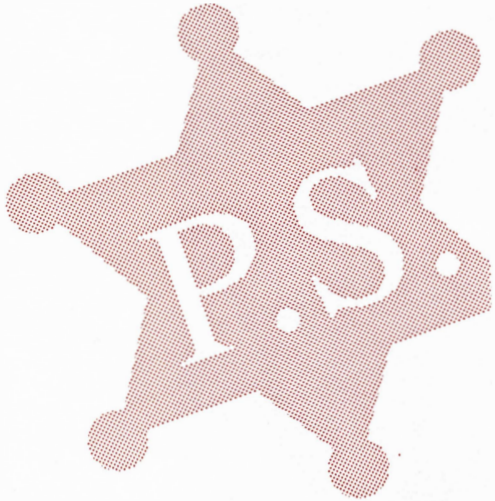
The Public Safety Department is a service designed for safety and protection of the College community. Some of the specific responsibilities of the office include traffic control, patrolling parking lots, building security, emergency first aid, a lost and found and other emergency assistance as required.

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.

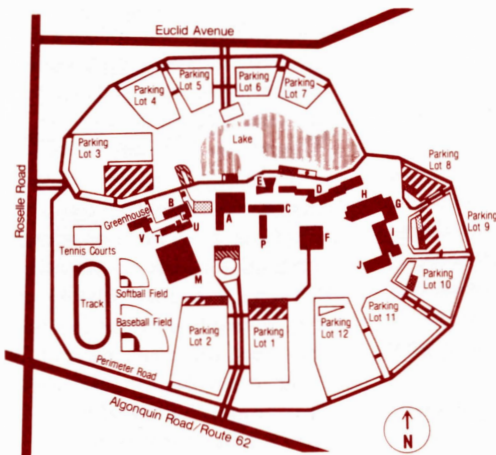
For further non-emergency information, please contact the Public Safety Office in Building B, extension 2330 or 2491. The emergency extension for public safety is 2211.

Parking

All members of the College community are required to have current parking permits on their cars. Parking permits can be obtained during registration. 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. All other parking lots are color coded to match parking permits. Students must park in "C" permit (green) lots.










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
312 397-3000