

1990/91



*Your  
Future  
Today*



*Student Handbook*

William Rainey Harper College





# *Harper College Student Handbook 1990/91*

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Vice President of Student Affairs  
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Services



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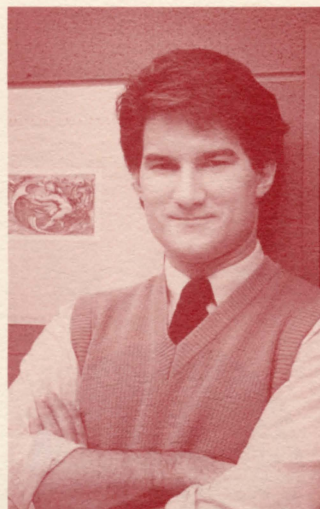




Bonnie Henry  
Vice President, Student Affairs



Jeanne Pankanin  
Director, Student Activities



Mike Nejman  
Student Activities Coordinator

## Academic Calendar for 1990-91

### Fall 1990

Registration As Scheduled  
*April through August 13*  
Faculty Report  
*August 14*  
Open Registration  
*August 15, 16, 18*  
Classes Begin  
*August 20*  
Last Day For Late Registration  
*August 24*  
Last Day for Adding Classes  
*August 24*  
Last Day for Refunds\*  
*September 1*  
Labor Day (Classes Not in Session)  
*September 3*  
Midterm  
*October 13*  
Veterans' Day Observed (Classes Not in Session)  
*November 9*  
Last Day for Withdrawals  
*November 10*  
Thanksgiving Vacation (Classes Not in Session)  
*November 22-25*  
Classes Resume  
*November 26*  
Final Exam Week  
*December 10-15*  
Semester Break Begins  
*December 16*

### Spring 1991

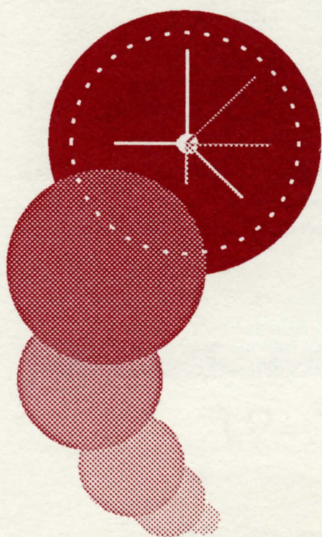
Registration As Scheduled  
*November through January 8*  
Faculty Report  
*January 9*  
Open Registration  
*January 9, 10, 12*  
Classes Begin  
*January 14*  
Last Day for Registration  
*January 18*  
Last Day for Adding Classes  
*January 18*  
Martin Luther King's Birthday (Classes Not in Session)  
*January 21*  
Last Day for Refunds\*  
*January 25*  
Lincoln's Birthday (Classes Not in Session)  
*February 12*  
Midterm  
*March 9*  
Spring Vacation  
*March 29-April 7*  
Classes Resume  
*April 8*  
Last Day for Withdrawals  
*April 13*  
Final Exam Week  
*May 13-18*  
Graduation  
*May 19*

### Summer 1991

Open Registration  
*May 30, 31*  
Classes Begin  
*June 3*  
Last Day for Late Registration  
*June 4*  
Last Day for Adding Classes  
*June 4*  
Last Day for Refunds  
*June 7*  
Midterm  
*July 1*  
Independence Day (Classes Not in Session)  
*July 4*  
Last Day for Withdrawals  
*July 11*  
Final Exams  
*July 24-25*

\*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 Cen-  
ter, A148, Ext. 2541

**Box Office**  
J135, Ext. 2547, 2549

**Career and Life Planning  
Center**  
A347, Ext. 2220

**Child Care Service, Child  
Learning Center**  
I123, Ext. 2262 (office—1129)

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

**Disabled Student Services**  
D119, Ext. 2266, TTY  
708/397-7600

**Dropping and Adding  
Courses**

Student Development Faculty  
in Student Development Cen-  
ters, A347, I117 and D142  
Registrar's Office A213,  
Ext. 2500

**Full or Part-Time Work  
Placement Office, A347,  
Ext. 2720**

**Grade Reports**  
Registrar's Office  
A213, Ext. 2502  
*Harbinger* (Student News-  
paper)  
A367, Ext. 2460, 2461

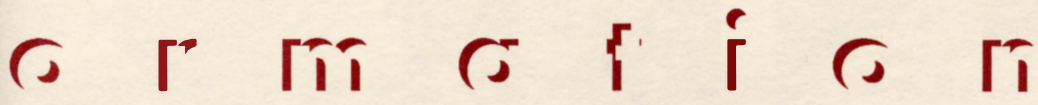
**Health Services**  
A362, Ext. 2340

**Hearing Impaired Support  
Services**  
D119, Voice — Ext. 2267  
TTY — 708/397-7600

**Intercollegiate Athletics**  
Coordinator, Men's Athletics  
M219, Ext. 2466, 2467  
Athletic Director, Women's  
Athletics M214, Ext. 2466,  
2467

**Intramurals**  
Coordinator of Intramurals  
M219, 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**

Ext. 2330  
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 Rehabil-  
itation Act of 1973**

Dean, Academic Enrichment  
and Language Studies  
F128, Ext. 2204

**Student Activities Phone  
Hotline**

Ext. 2552

**Student Activities Registra-  
tion and Activities Calendar**  
Student Activities Office A336,  
Ext. 2242

**Student Activity Cards**

Business Office  
A214, Ext. 2439, 2497

**Student Clubs and Organiza-  
tions**

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 Cen-  
ter, 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 Cen-  
ters, A347, I117, and D142 or  
Career and Life Planning Cen-  
ter, A347, Ext. 2220

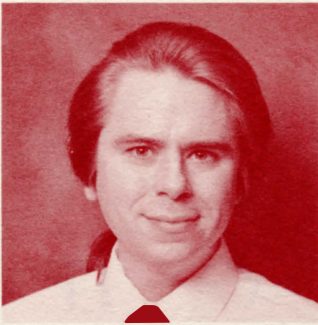
**Withdrawal from College**  
Student Development Faculty  
in Student Development Cen-  
ters, A347, Ext. 2220; I117,  
Ext. 2522; and D142, Ext.  
2393; and Registrar's Office  
A213, Ext. 2500

Medical Withdrawal Health  
Services, A362, Ext. 2340

**WHCM Radio**

WHCM Office A339c,  
Ext. 2488





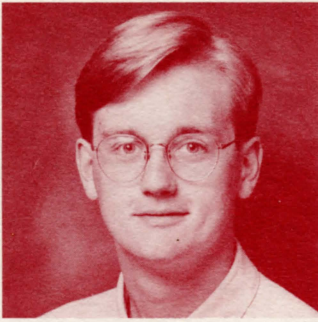
Kevin Geiger  
College Bowl Advisor



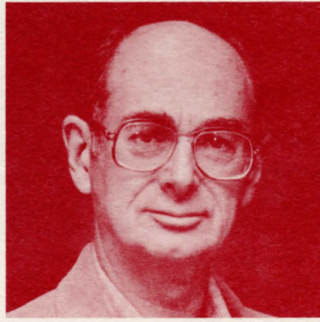
Marcia Litrenta  
Speech Team Advisor



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



Pamela Hicks  
Pom Pon and Cheerleading Advisor



Tom Schneck  
WHCM Advisor

## Organization Advisors



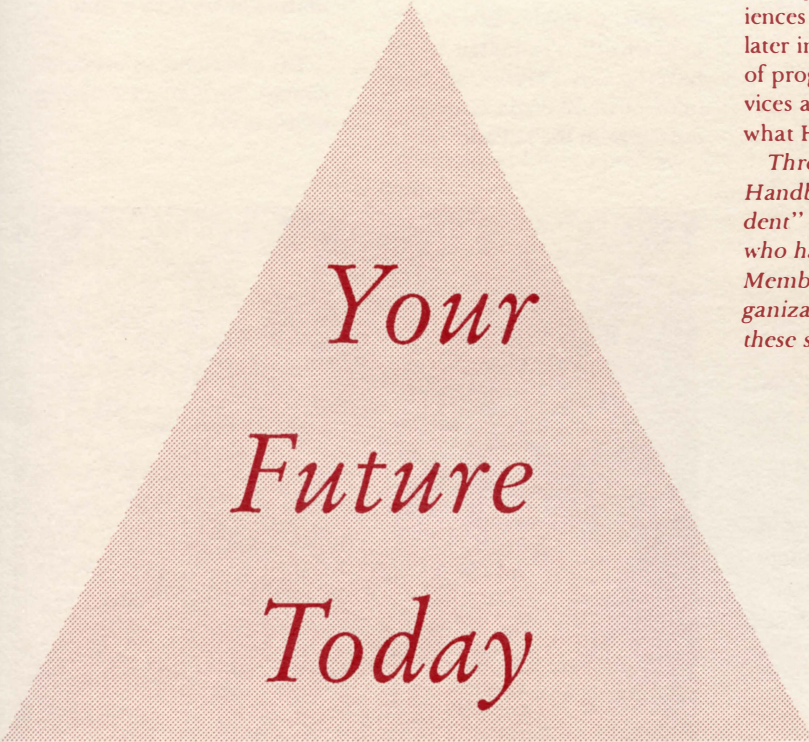


# *Student Life*



There is more to college than attending classes! Harper offers an extensive student activities program in which students of all ages, backgrounds and interests may participate. This program 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.

*Throughout this Student Handbook, the word "student" refers to credit students who have paid an activity fee. Membership in campus organizations is open only to these students.*



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## 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)

Academic Enrichment and Language Studies  
Business and Social Science  
Liberal Arts  
Life Science and Human Services  
Physical Education, Athletics and Recreation  
Technology, Mathematics and Physical Science

### Special Interest Groups

Student Trustee—one member  
Counselor Aides—one member  
Club Representatives—three members

The election of the representatives from the academic divisions is held within the first six weeks of the fall semester.

The offices of president, vice president and treasurer are then elected from these representatives.

Election information is available in the Student Activities Office, A336, on the third floor of the College Center.

Students are encouraged to become actively involved in the College by participating in the Student Senate, which 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

On September 12, 1973, the Illinois legislature passed House Bill 1628, which provides 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 on October 1, 1973, and stipulates that each college's Board of Trustees shall have one member who is a student enrolled in the college and whose term of office is for one year beginning and ending on April 15.

A campus-wide referendum held at Harper College later determined that the student trustee be elected by a popular vote of the student body each spring and that the Student Senate be responsible for overseeing all election procedures. To qualify as a student trustee, a candidate must be a registered Harper student (nine or more credit hours) during both the fall and

spring semesters; reside within Harper District 512; and not have previously served as a student trustee. He or she must also assume the rights and responsibilities of a duly-elected board member except that he/she may not vote. The student trustee:

1. is allowed to make or second motions;
2. is admitted to all sessions of the Board;
3. receives the same materials that elected or appointed Board members are given;
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 by the Board. However, he or she may serve on the Student Senate, on institutional committees or on Board committees.

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





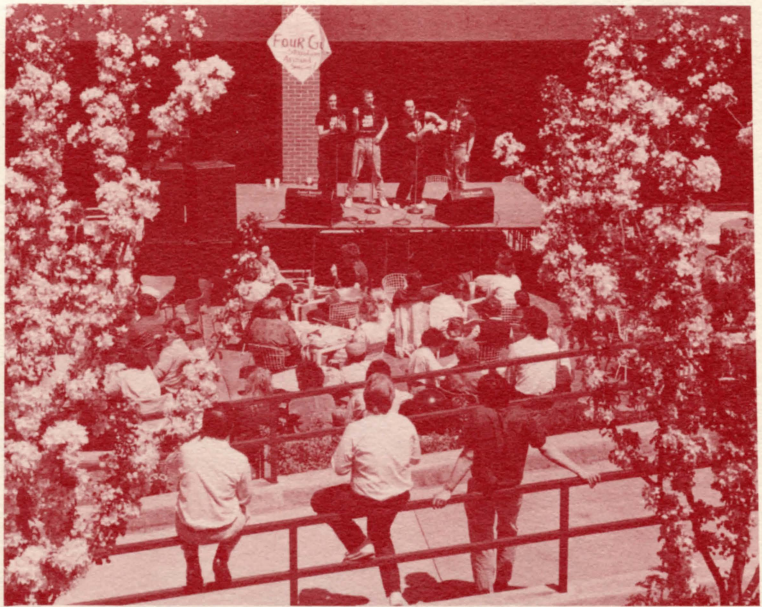
## Student Ambassadors

The Harper College Student Ambassador Program provides the opportunity for selected students to become involved in support activities 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 campus tours; special telephone campaigns to prospective and new students; new-students orientation activities, and participating in presentations to prospective student groups.

For further information about the Student Ambassador program, contact the Admissions Outreach Coordinator at extension 2247.



## Student Activity Fees

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

1. The 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. Students are admitted without charge to all athletic events on campus and to open recreation hours in Building M.

4. Student publications. The weekly student newspaper, *The Harbinger*, and annual visual arts/literary magazine, *Point of View*, are available to students at no charge.

5. Other publications such as the College/Community Program brochure, the activity calendar and the Student Handbook are also available at no cost to students.

6. Health Services. Student activity fees partially fund the services of a physician who is available to students.

7. Students may become involved in clubs on campus such as curricular and special-interest groups, the student government, the radio station, the speech team, the pom pon and cheerleading squads, and the college bowl.

8. Discount tickets to Chicago area theaters, movies, sporting events, amusements and other attractions are offered on a seasonal basis to Harper students.

9. Short-term loans of up to \$50.00 are available to students for emergency expenses. These loans must be paid back within 10 days.

10. Legal Services. Students may obtain free legal advice from practicing attorneys at no charge.

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

## Campus Appearance

A pleasant environment is important to learning. For this reason, the College wants to provide a neat and attractive campus and 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 the 300 cities and countries where it is in effect. At Harper College, the concerted effort to dispose of trash and pick up litter has made the campus more attractive to students, employees and visitors. Harper College is the first college or university in the country to be certified by Keep America Beautiful, Inc. However, student cooperation is essential for the continued success of the program.



## Cultural Arts Series

The cultural arts series provides the College with programs representative of the various arts — dance, art, drama, film and music — in addition to a forum for the

discussion of issues and ideas through its lecture series. Financed by the student activity fees, these programs are planned by a student/faculty cultural arts committee and are scheduled regularly throughout the year.



## The College Center

The College Center is the location of many of Harper's lectures, concerts, informal discussions, dances, meetings, conferences and other activities. Its facilities include a food service area; game room; TV area; lounges; meeting rooms; and offices for student government, clubs and organizations, student publications, student development, health services and financial aid.

To insure efficient use of the facilities, several building policies have been established:

- Playing cards or table games, visiting and studying are not permitted in the College Center dining hall between 10:30 am and 1:30 pm. The second floor lounge and third floor game room may be used for these activities at any time, however.

- Regulations governing the use of the game room are posted in that area.
- Students are not allowed to sleep in the lounges. A rest area with sleeping cots is available in the Health Center, A362.
- Programs are occasionally held in the College Center that may require the relocation of students from one area to another. In such cases, regulations will be posted or announcements will be made indicating the affected area. The fireplace, lounge area and game room may be closed during formally scheduled activities in the lounge.

## College Center Program Board

The Program Board is responsible for all social programs on the campus. The board consists of a president, administrative assistant and four appointed committee chairmen, each of whom is responsible for a specific area of programming — such as afternoon activities, concerts, videos, films and special events.

In the past, the Program Board has booked such acts as Heart, Steve Martin, the Psychedelic Furs, Jay Leno, Richard Marx, Joan Jett and Journey. Program Board members are selected during the spring and fall semesters and their input is designed to encourage students to explore new and creative ideas for programming. Serving on the Program Board is an excellent opportunity for students to become acquainted with the entertainment field and develop marketing and promotion skills. For information, contact the Student Activities office, A336.





## Clubs and Organizations

Are you interested in joining a group on campus? Try one of the organizations listed below or, if you are interested in starting a group of your own, pick up a petition in the Student Activities office, have it signed by 10 interested students, select a faculty advisor and return the petition.

Association of Legal Students  
Astronomy Club  
BACCHUS Club  
Biological Society  
Brothers and Sisters in Christ  
Cheerleaders  
Chess Club  
College Bowl  
College Republicans  
Collegiate Illinois Association of the Deaf  
Data Processing Club  
Electronics Club  
Food Service Club  
Future Secretaries Association  
Geology Club  
Harper Dance Club  
Harper's Bizarre  
(Fashion Design)  
Honor Society  
International Students Club  
Junior Branch of the Food Service Executives Association  
Literature Club  
Muslim Students Association  
Phi Theta Kappa (Honorary Scholastic Society)  
Physics Club  
Political Science Club  
Pom Pon Squad  
Program Board  
Psychology Club  
Rhythm & Moves Dance Company  
Science Fiction and Fantasy Club  
Spread Eagle Ski Club  
Student Ambassadors  
Student Investment Club  
Student Nurses Association of Illinois  
Word Processing Students Association  
Young Corporate Achievers

## Speech Team

The Speech Team welcomes any student who wishes to participate in public speaking and interpretive events (persuasive, informative, extemporaneous, impromptu, after dinner, communication analysis, prose, poetry, duet acting and readers' theatre). The team travels to approximately seven contests each year, against other area community colleges and four-year universities. Tuition rebates may be available for Speech Team members.

*Point Of View  
Passiv for jwisoj*

## Point of View

*Point of View*, a literary and art magazine, is generally printed each year in the spring. Material for publication is accepted in both the fall and spring semesters. Students interested in submitting materials or assisting in production should contact Dr. Frank Smith, Liberal Arts Division, F348b.



## WHCM Radio

WHCM, the student radio station, is managed, staffed and operated by degree-credit students. It is a closed circuit system that broadcasts in the College Center and other buildings on campus in addition to its operation on the College's cable channels. The station is run in accordance with FCC rules and campus regulations. Interested students may participate as announcers, news personnel, music staff and management personnel. No experience is necessary, as training is available for all positions. Interested students should contact WHCM in the College Center, A339c, or call extension 2488.



## 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, and creating ads or graphics on the multi-terminal Apple Macintosh desktop publishing network. Students process their own pictures, cover their own assignments which include news, sports, features and entertainment reviews. They also write their own editorial and opinion columns.

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

## 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 these guidelines. The committee also acts as a hearing board for those wishing to express suggestions, complaints or questions about these publications. For more information, stop by the 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 both structured and unstructured activities. The structured activities include men's and women's sports leagues, dance workshops, distance runs, contests, tournaments and clinics. The instructional activities include 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 also located outside M202a.

Announcements of upcoming events will also be listed in *The Harbinger*, posted on campus bulletin boards and broadcast over WHCM.

Student aides, supervisors, and league and tournament sports officials are needed for the Intramural Program to be successful. For further information, or to apply for supervisory or officiating work, call the Intramural Department at 708/397-3000, extension 2963.

Students may express suggestions for additional activities by contacting the coordinator of intramurals in M202a.



## 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 include Triton (River Grove), Joliet (Joliet), Rock Valley (Rockford), the College of DuPage (Glen Ellyn), Illinois Valley (LaSalle) and Moraine Valley (Palos Hills).

To participate in a sport, a student must be eligible according to the rules of the conference and respective athletic associations. Each student must also furnish an acceptable record of a physical examination taken within one year of participation.

Students interested in participating in a sport should contact the coach of that sport to determine eligibility status. Additional information is available from Roger Bechtold, coordinator of athletics.

The athletic offices are located in the Physical Education, Athletics and Recreation Building (Building M). The telephone number is 708/397-3000, extension 2466.

## Cheerleading Squad

The Harper College cheerleading squad performs at all home and some away football and basketball games. The squad's enthusiasm helps to encourage the team and promote school spirit. Performance skills used include cheers, mounts, splits, jumps and gymnastics. Requirements for squad members include a physical exam, participation in fund raising, and attendance at all practices and scheduled games for a full year. Both men and women may participate and should watch for tryouts held in the spring or early fall. Times, dates and requirements will be posted on campus bulletin boards, listed in *The Harbinger* and Student Activities Office, and broadcast on WHCM.

## Pom Pon Squad

The Harper Pom Pon Squad has been promoting school spirit since 1967. The members 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 and those interested in trying out should contact the Student Activities office, A336, or the Pom Pon advisor, extension 2466. Announcements will also appear in *The Harbinger*, on campus bulletin boards and on WHCM.



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, in J135, sells tickets for all Harper activities except athletic events. It is open Monday through Thursday from 10:00 am-7:00 pm; Friday (except during the summer) from 10:00 am-4:30 pm; Saturday from 10:00 am-1:00 pm; and prior to every event at the location of that event. Cash, checks and Visa/MasterCard are accepted.

Phone and mail reservations may also be accepted for some events by calling 708/397-3000, extension 2547, or sending the appropriate payment to the Harper College Box Office, 1200 West Algonquin Road, Building J, Room 135, Palatine, Illinois 60067-7398.

Discounts to some amusements are available to Harper students and employees with valid ID/activity cards (including, for example, General Cinema Theater tickets).

The Box Office is also a Ticketmaster outlet and tickets for events on the Ticketmaster system are available on a cash-only basis.

For information about upcoming events, call 708/397-3000, extension 2552.

## Theatre

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



## Student Development

At Harper, there is more to college than attending classes. The Student Development Division is therefore designed to assist students in benefiting from the total college experience.

Students are encouraged to work with Student Development staff for career decisions, program selections, educational planning (including transfer information), as well as for personal and social concerns. Student Development staff members see students by appointment or on a first-come, walk-in basis in D142 and I117. The Center for New Students in F132 offers counseling and other assistance to prospective students. The Career Planning Center in A347 provides assistance in career decision making and offers 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. The center also offers informational sessions on resume writing and interviewing skills.

The Assessment and Testing Center, in A148, offers assessment tests in English, reading and math. Other tests such as CLEP and proficiency exams, television course exams and interest or aptitude tests are also administered here.

## Credit by Examination Programs

Proficiency credit is available at Harper College through the Advanced Placement Program (AP), the College-Level Examination Program (CLEP), the Harper Departmental Program (DP), and the Defense Activity of Non-Traditional Educational Support (DANTES) tests. For listings of courses that require proficiency exams and to obtain application procedures, contact the Assessment and Testing Center, A148, extension 2541.



## Placement Office

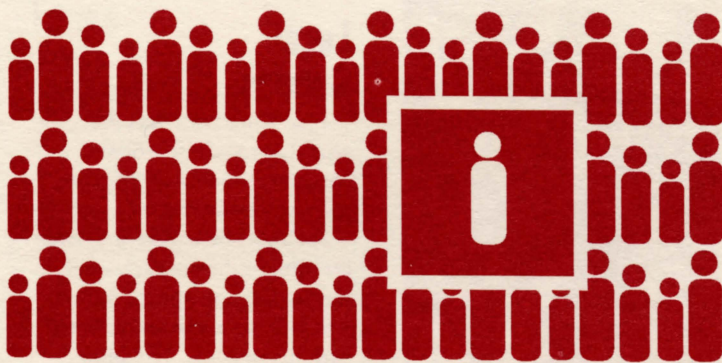
The primary purpose of the Placement Office is to assist Harper students in obtaining employment in their chosen career field.

The Placement Office assists students in securing the skills necessary for conducting the job search, such as interviewing and resume writing techniques. Resource materials, job search seminars, classroom presentations and individual career counseling are also available.

The Placement Office has a computerized job-matching system that refers students and alumni directly to employers who are seeking personnel. Candidates will be matched with jobs according to their interests, experience, education and geographical preferences. Job opportunities that match the student's qualifications will be mailed to the student twice weekly.

Current job opportunities are also posted on bulletin boards around campus and are listed in regularly updated job bulletins. In addition, the Placement Office compiles a data base on local employers which includes job descriptions, company information, salary, surveys and future job trends. The office also sponsors an annual employment fair.

To use the services of the Placement Office, stop in at the Career Planning and Placement Center A347, between 8:00 am and 8:00 pm Monday through Wednesday, and between 8:00 am and 4:30 pm Thursday and Friday, or call 708/397-3000, extension 2720.



## Community Counseling Center

Do you have a friend or relative who needs help resolving a personal problem? The Harper College Community Counseling Center provides assistance to non-student members of the community by offering individual, marital, family and group counseling in addition to vocational testing and career guidance. For information regarding fees and appointments, call the Community Counseling Center, 708/397-3000, 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 would like more information, tests are available in the Assessment and Testing Center that will help identify your interests and abilities.

Students must first contact one of the Student Development Centers (D142, I117, A347 or F132) for appropriate test selection.

## Personal Development Courses, Seminars and Workshops

Several types of group experiences are offered by the Student Development Division. Two seminars are offered for academic credit. Humanistic Psychology (PSY 107) is a course dealing with personal awareness that helps students to understand themselves through experiences designed to improve self-confidence and increase 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 Adjustment* are also offered each semester. Mailings, posters and brochures will inform students of these offerings. Students may request additional information by visiting any of the Student Development Centers (A347, D142, I117, and F132).





## International Students

Harper College welcomes international students and values their contributions to College activities. International students are encouraged to participate in the many clubs and other activities sponsored by the Student Activities office, especially the International Students Club.

English as a Second Language (ESL) courses for academic purposes are available for international students who need to improve their listening comprehension, speaking, reading and writing skills in English in order to succeed in other courses. Academic, immigration and personal counseling are available for international students from the ESL and International Student Advisor in F127, extension 2226.

International and immigrant students may serve as resources to the College. Students who are interested in speaking about their native cultures and faculty who are seeking international speakers for their courses are urged to contact the ESL and International Student Advisor.

## Legal Service

Practicing attorneys are available to advise full and part-time students who have paid an activity fee.

An attorney will be available for about 5 hours each week during fall and spring semesters and for a few hours in the summer session. The intent of the service is to help educate students to recognize legal problems and to facilitate their resolution. The attorney will not provide legal representation during the above hours. However, he or she will answer questions on any legal problem the student may have, advise the student as to his or her rights/legal liabilities and determine how a question/problem can best be resolved.

The attorney shall not be required or permitted to provide services to any person which 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.

The Legal Service is funded by student activity fees and is sponsored by the Student Senate. Students may make an appointment to see the attorney by calling 708/397-3000, extension 2242, or by coming to the Student Activities Office. Students without appointments can see the attorney on a walk-in basis, if time permits.



scholarships  
 loans  
 grants

## Financial Aid

Qualified Harper students may apply for a variety of scholarships, loans and grants such as Pell Grants, College Work-Study, Illinois State Monetary Scholarship and Grant Awards, Trustee Scholarships, Student Service Awards, the 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 to employees of many area businesses and industries as an incentive for them to continue their education. Students who are employed should contact their company representative for details.

Further information may be obtained from the Office of Financial Aid, A364, or by calling 708/397-3000, extension 2248 or 2249. Veterans may call extension 2254.



## 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 in-district tuition. There is a \$6.00 charge for this service.



## Scholarships

Each year the Board of Trustees of Harper College offers a series of Trustee Scholarships to graduates of high schools within the Harper district. In addition, Trustee Scholarships will also be awarded to five students selected from the general College in-district population who are not recent graduates of an in-district high school. The College also offers a Distinguished Scholar Award which pays tuition, activity and parking fees to graduates of in-district high schools ranking in the top five percent of their graduating class.

Several scholarships have been established for Harper students based on academic achievement. For example, 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 the criteria of grade point average, service, and faculty recommendation.

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

Similarly, many private and public agencies are eager to assist the worthy college student. For example, funds are available through local organizations such as women's clubs, Rotary, and Chambers of Commerce.



## 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. These must be repaid in full within ten school days. There is no charge for this service and the money is generally available 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 submitted by individual organizations and faculty advisors — generally during the month of March. The students are then cited at an awards banquet which is sponsored by the college in May, and are awarded plaques, mugs, or certificates, depending upon the 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 include academic standing, participation and leadership in curricular and co-curricular activities, and community service. Faculty members may nominate students or students may apply directly to the selection committee. Applications are generally available in December or January and selections are made during 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 other students, based on their performance, position, responsibility, leadership exhibited and length of service. These awards are granted for one semester.

More information on these three award programs is available in the Student Activities office.



## Employment Recommendations

It is recommended that students who work full or part-time not register for more courses than they can handle. Time spent in class is only part of the time commitment required. Each student should plan to spend an additional two hours of study for each hour spent in class. (i.e. students 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 is 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

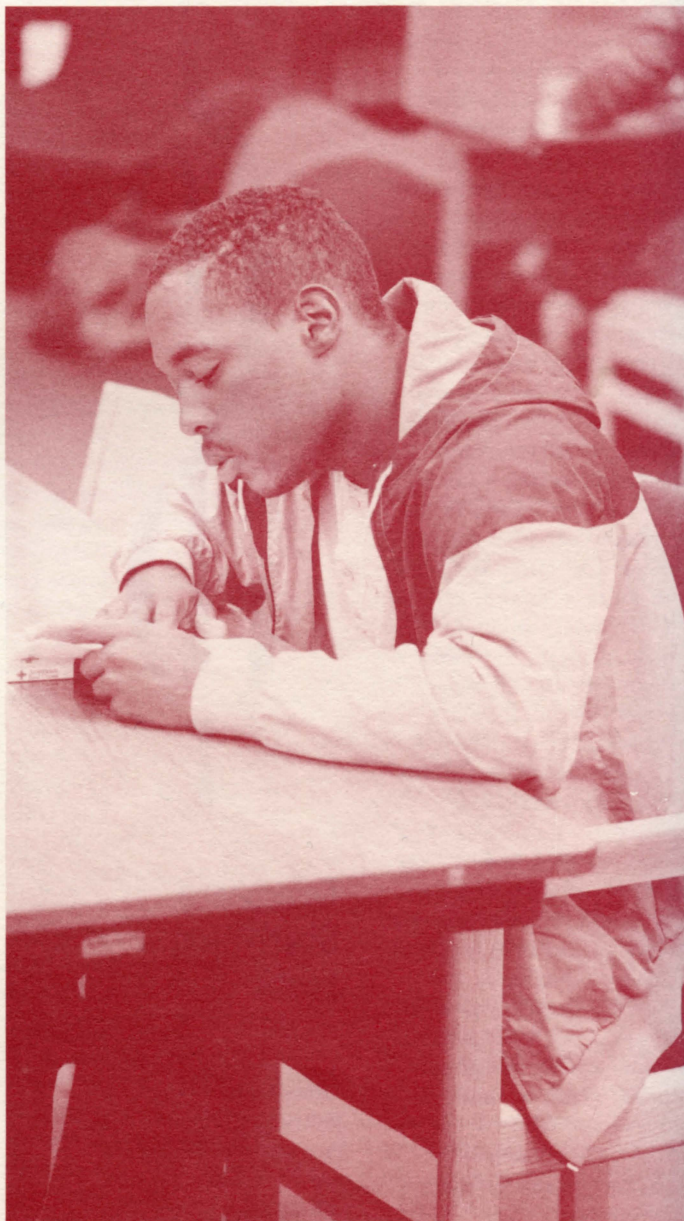
The Women's Center is located in P127. Coffee, companionship, campus information, resources and referral information are available. The Women's Center is available so that women have a place to discuss issues, needs, values and plans. The Center is open five days per week and men, as well as women, are welcome to use the facility.

## Veterans' Military Assistance Programs

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

In addition, 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 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

Dinner 4:00 pm-6:00 pm,

with the grill staying open until 6:30 pm. The dining hall is closed on Fridays during the summer.

Vending machines are located throughout the College Center and other buildings on campus.

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 under the guidance of an instructing chef and baker and the professional food management staff. Inquiries regarding 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. It is open from 8:00 am to 9:00 pm, Monday through Thursday, and from 8:00 am to 4:30 pm on 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. A 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

Part-time physicians provide medical care one-and-one-half hours per day during the 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! In addition, seminars and programs are planned throughout the school year with literature being made available to increase student awareness and knowledge of health problems and wellness issues.

Call the Health Service at extension 2268 with 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 Peer Advisors Listening to Students (PALS) Program. All services are free and confidential.

DAWN also encourages student 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 campus for all students, College personnel and the general public at very favorable fees with special discounts being offered to senior citizens. Services include oral examinations, blood pressure screenings, dental x-rays, dental prophylaxis (cleaning), dental health education, fluoride application and pit and fissure sealants. The clinic specializes in the recognition, non-surgical treatment and maintenance of gum and bone diseases. All records of treatment can be sent to the patient's dentist. The clinic is located in the east wing of Building D. Please stop by anytime to see the clinic or to inquire about facilities and the program. Appointments can be made by calling the Dental Hygiene Clinic at 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.

504

## 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 Academic Enrichment and Language Studies, Building F, Room 130.

## Distribution of Literature

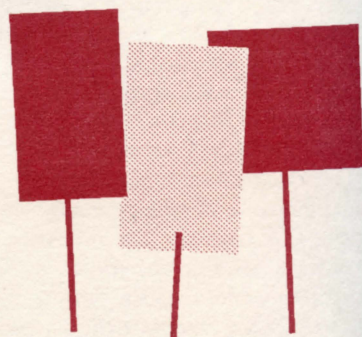
Individual students, student organizations and/or non-students may distribute literature on campus providing the literature and distribution procedures are within the context of the student conduct code and follow the "Use of Tables or Displays" guidelines.

## 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 free of charge. Tables and displays are available and may be set up 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 in A336.

2. Space 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, an exhibitor may reserve a space for a maximum of four (4) times a month or once a week per semester.

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:

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

10. The individual or organization is responsible for prompt payment for 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 that necessitates using 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 in order to review the alleged violation.



## Activity Cards

Activity cards are issued to all students who pay an activity fee. These cards must be carried at all times and may be used for admission to social, cultural and athletic events; for voting in student elections; for checking out materials from the Learning Resources Center; for using the Game Room; and for other activities that require identification. Students may be requested to show a driver's license in addition to the activity card to verify identification. Any student who loses an activity card must report the loss to the Business Office and pay a \$2 replacement charge. A new activity card is issued each semester after registration and payment of fees.

## Student Dress

There is no formal dress code. However, shirts and shoes must be worn in the buildings. Any student whose dress disrupts the educational process may be asked to leave campus.



## 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. If the investigation discloses evidence that an act or acts of sexual harassment have been committed, 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 pro-

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

#### F. *Confidentiality*

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

## Student Non-Academic Complaints

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

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

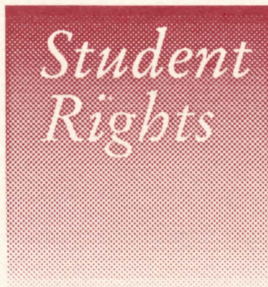


## Student Academic Complaints

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



## 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/her complaint within the time frame set out in this policy, the student 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 educational 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 him-

self 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 deci-

sion 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:

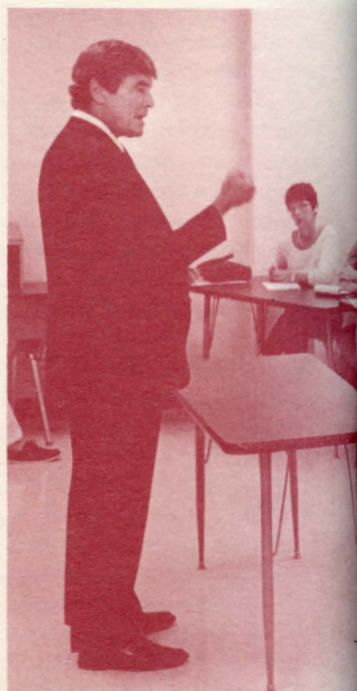
- a. agreeing to restitution (i.e., reimbursement for damaged or misappropriated property);
- b. successfully completing a probationary period;
- c. undergoing a physical or psychological examination; or
- d. successfully completing a prescribed number of hours of community service work.

*H. Appeal of Vice President's Decision*

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

*I. Results of Determination*

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





## Speakers Policy

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

Recognized student organizations may invite guest lecturers, panel participants, discussion leaders, or others from off campus to speak, provided such programs are registered with the Student Activities Office at least one week in advance. All expenses involved in retaining the speaker shall be specifically provided for by the sponsoring organization at the time of registration. No arrangements with guest speakers are to be made until the registration has been completed. Individual students may request guest speakers through recognized campus organizations under the above procedures.

Limitations on speakers are warranted only when the Vice President of Student Affairs Office deems their appearance

represents a real threat toward maintaining campus order. In such cases, an ad hoc speakers committee composed of three faculty members appointed by the Vice President of Academic Affairs, three students chosen by the Student Senate, subject to approval of the Vice President of Student Affairs, and the Director of College Relations shall determine whether or not the speaker will appear. The committee's decisions may be appealed by either the sponsoring organization or the Vice President of Student Affairs Office, and subject to the approval of the College President and Board of Trustees. Should the speaker represent a real threat toward maintaining campus order after being contracted, the Vice President of Student Affairs Office or the sponsoring organization with the approval of the Vice President of Student Affairs Office may cancel the contract.

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

## Student 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 (FERPA) office 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 Finance	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 & 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
Academic Enrichment and Language Studies F128	Dean, Academic Enrichment and Language Studies	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 that are not governed by the Act and are not accessible to students include:

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. These records are made available for inspection

by Public Safety personnel only when acting in the line of duty and only to law enforcement officials of the same jurisdiction. Educational records maintained by the institution may not be 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; confiden-

tial 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 in the spring and fall semesters and 6 credit hours during the summer session, 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 in order 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, as 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 (as determined by the instructor). The work to be completed will be assigned by the instructor. Any 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

Harper College is strongly committed to the promotion of high ethical standards. Such standards can best be accomplished in an environment where honesty and integrity are practiced. For this reason the College strongly condemns academic dishonesty.

Cheating is one form of academic dishonesty and is a serious offense. Cheating includes, but is not limited to, copying answers, stealing and/or disseminating tests or answer keys, using someone else's data in preparation of reports or assignments, and assisting others in such practices.

Another serious form of dishonesty, plagiarism, involves the presentation of another person's words, ideas, or work as one's own. It includes, but is not limited to, copying any material (written or non-written) without proper acknowledgment of its source, and paraphrasing another's work or ideas without proper acknowledgement.

Other serious forms of academic dishonesty include falsifying or altering college records and documents, or knowingly supplying false or misleading information to college officials.

Disciplinary measures for students found guilty of cheating, plagiarism, or other forms of academic dishonesty in any course will be determined by the instructor or official most directly involved. In cases where disciplinary measures beyond course failure may be deemed appropriate by the instructor, or dishonesty is not related to a specific course, the appropriate vice president will be involved in the decision in accordance with the student conduct policy (refer to the Student Handbook).

## 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, including summer session, are prorated.)	

The 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. The first day of a semester or term is defined as the day when "classes begin" according to the official College calendar at the beginning of the Handbook.

## Academic Honors\*

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

**Dean's Honors 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 the Honors Program. 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 non-transferable.

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.

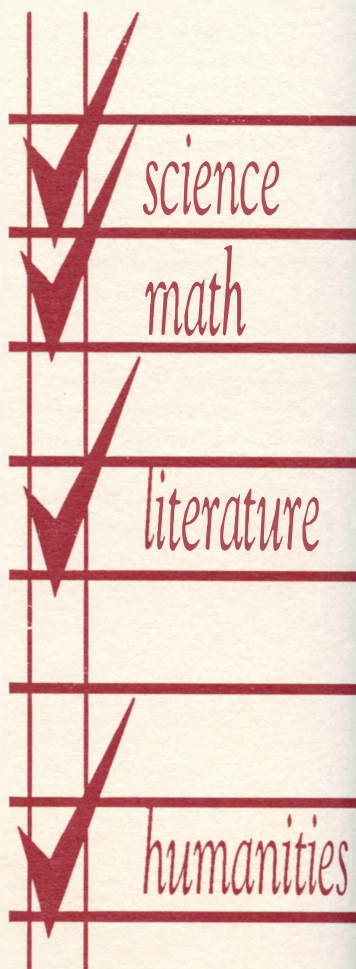
3. Meet the constitution requirement of the Illinois State School Code. This can be met by (1) submitting an official Illinois high school transcript stating the requirement has been met, or (2) successfully completing PSC 101, or (3) passing a college administered test of the U.S. Constitution, Illinois 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												
<b>Group 1</b> Communications	9	ENG		SPE										
		101		101										
		102												
<b>Group 2</b> Mathematics and Natural Sciences A minimum of 3 hours must be from mathematics and a minimum of 4 hours from the sciences.	10	Mathematics				Science								
		MGT	MTH	AST	BIO	CHM	GEO	PHS	PHY					
		225	102 165	101	101	100	101	101	121					
			103 200		103	110	102	105	122					
			104 201		105	121	201	111	201					
			120 202		110	122		112	202					
			124 203		120	131								
			134 212		140	132								
			265		150									
					151									
					152									
<b>Group 3</b> Humanities Courses in this group must be selected from at least two departments.	9	ART	FNA	FRN	GER	HST	HUM	LIT	LNG	MUS	PHI	SGN	SPA	SPA
		105	111	101	101	111	101	105 217	105	101	105	101	101	107
		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									
<b>Group 4</b> Social Sciences Courses in this group must be selected from at least two departments.	9	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					
									220					
<b>Group 5</b> Contemporary Studies and Life Skills	6	ART	CRJ	DPR	MTH	PED***	PHI	PSC	RDG					
		201	101	101	108	100	115	101	105					
		206		130		160	120	210						
		225	CSC	142	MUS	162	150	220	SOC					
		236	208	150	130	165	180	250	120					
		240	209	160	136	167	205	260	205					
		261	211	160	140	201	210	270						
		270	215	ECO	145	203			SPE					
		291		115	150	205	PHS	PSY	115					
		296	DIT		165-167	207	105	106	180					
			101	JNM	169			107	205					
				234	180-199			108						
		BIO			280-299									
		103		MGT										
		122		111										
		136												
<b>Total General Education</b>	<b>43</b>													
<b>Group 6 Electives</b>	<b>17</b>	Courses must be selected from approved list.												
<b>Total Hours Required</b>	<b>60</b>													

\*\*\*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			
<b>Group 1</b>	<b>6</b>	<b>ENG</b>	<b>JNM</b>	<b>SPE</b>	
Communications		100	130	101	
ENG 101 or 130 and a second course, as approved for your curriculum		101	131		
		102	133		
		103			
		130			
<b>Group 2</b>	<b>3</b>	<b>MGT</b>		<b>MTH</b>	
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 hours must be taken from a minimum of two from Groups 3, 4 and 5.

	AST	BIO		CHM		DIT	GEO	PHS	PHY
<b>Group 3</b>									
Natural Sciences	101	101	140	100	131	101	101	101	101
		103	150	110	132		102	105	102
		110	151	121	201		201	111	121
		120	152	122	204		202	112	122
		122	160	125	210				201
		130	161						202
		135	210						
		136	220						
			240						

	ART	FNA	FRN	GER	HST	HUM	LIT	LNG	MUS	PHI	SGN	SPA	SPE
<b>Group 4</b>													
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						

	ANT	ECO	EDU	GEG	PSC	PSY		SOC
<b>Group 5</b>								
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 Technical Requirements and Electives	42-45
<b>Total Hours Minimum</b>	<b>60**</b>

\*\*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.



## 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	MKT
101	250	102	201	110	210	100	103	102	130	245
102	255	218	202			120	130		131	
201		219	205	DPR	EDU	121	201	IDS		MTH
202	ART		210	100	201	122	220	290	MGT	107
203	100		220	200	202	150			218	206
211			CSC			211			225	
212			216			212			226	
213			217			260			275	
						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. degrees.

\*\*\*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											
<b>Group 1</b>	<b>6</b>	<b>ENG</b>	<b>JNM</b>	<b>SPE</b>									
Communications		100	130	101									
ENG 101 or 130 and a second course, as approved for your curriculum.		101	131										
		102	133										
		103											
		130											
<b>Group 2</b>	<b>3</b>	<b>MGT</b>	<b>MTH</b>										
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 hours must be taken from a minimum of two from Groups 3, 4 and 5.													
<b>Group 3</b>		<b>AST</b>	<b>BIO</b>			<b>CHM</b>		<b>DIT</b>	<b>GEO</b>	<b>PHS</b>	<b>PHY</b>		
Natural Sciences		101	101	140	100	131	101	101	101	101	101	101	
			103	150	110	132		102	105	102	102	102	
			110	151	121	201		201	111	201	201	212	
			120	152	122	204		202	112	122	122	201	
			122	160	125	210						202	
			130	161								202	
			135	210									
			136	220									
				240									
<b>Group 4</b>		<b>ART</b>	<b>FNA</b>	<b>FRN</b>	<b>GER</b>	<b>HST</b>	<b>HUM LIT</b>	<b>LNG</b>	<b>MUS</b>	<b>PHI</b>	<b>SGN</b>	<b>SPA</b>	<b>SPE</b>
Humanities		105	111	101	101	111	101	105	105	101	105	101	101
		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					
<b>Group 5</b>		<b>ANT</b>	<b>ECO</b>	<b>EDU</b>	<b>GEG</b>	<b>PSC</b>	<b>PSY</b>		<b>SOC</b>				
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 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 as is a Kurzweil reader for the visually impaired. 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.

The LRC is now serving patrons through an automated system of service. An on-line public access catalog is available from terminals conveniently located throughout the LRC. The circulation of materials has also been automated utilizing laser scanners and patron library cards.

Books, periodicals and microformats are located on the second floor in the large reading and browsing area (F240). Approximately 50 general and specialized indexes offering access to the periodical and newspaper collections are



During the spring and fall semesters the hours of the LRC 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

located on the index tables adjacent to the periodicals area. In addition, there are computerized indexes near the reference desk which access data bases in the areas of humanities, social sciences, business and general periodical literature—including the last 6 months of the *New York Times*.

Reference, interlibrary loan and data base services are also available on this floor.

The independent study area (F132) on the first floor offers carrels and tables, audiovisual capabilities, and a viewing room (F122.) The audiovisual department (F118) provides equipment for both the independent study area and classroom instruction. The AV department is also responsible for closed circuit television

and telecourse distribution, in addition to providing distribution of satellite programs. A television production facility and large studio are located in the back area of the first floor. Similarly, 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.

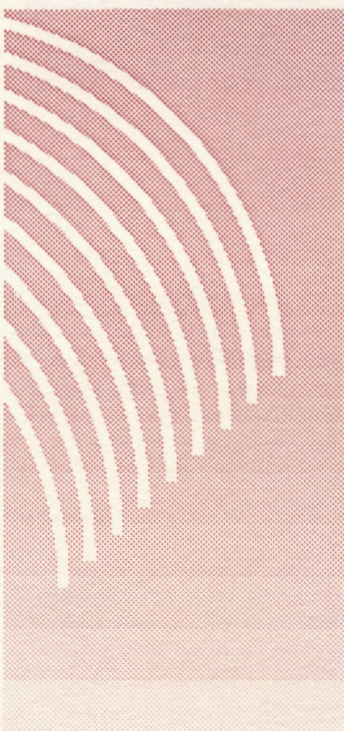
You are welcome to suggest book or media additions to the LRC collection by filling out a request at either the circulation or reference desks.





## 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 in lieu of attending classes on campus. For more information, call 708/397-3000, extension 2586.



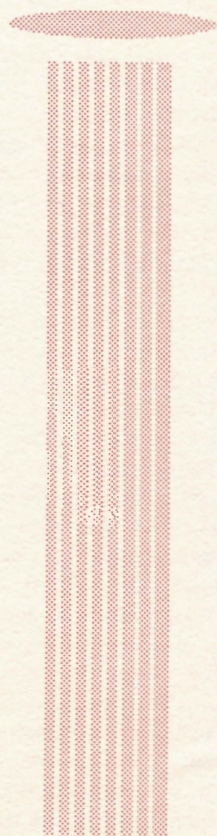
## Free Tutoring

Free tutoring is provided to students in most subject areas by appointment or on a limited walk-in basis. However, students must be registered for the course in which they are seeking help. 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 subject areas. In addition, credit courses in reading (RDG 098, 099), writing (ENG 098) and learning skills (PSY 106) are offered by the center. Appointments for reading, learning skills and test performance analysis can be made throughout the semester. The Writing Center (F303) has computers available 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 old by September 1 through five years of age, is available on days Harper classes are in session. For preschool information or registration call 708/397-3000, extension 2262. A \$5.00 application fee will be assessed when registering. The Preschool is located in I127.

**Monday, Wednesday and Friday**

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

**Tuesday and Thursday**

9:00-11:30 am, or 1:00-3:30 pm  
\$240 per semester

**Five-day session**

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

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



## Child Development Program Child Care Service

Child care service is available in I131 for children of Harper students, faculty and staff. Children who are toilet trained, ages 2½ to 5 years, will be accepted and may be in the center for up to five hours per day. The service is open from 7:15 am to 4:45 pm, Monday through Friday. Pre-registration and a \$5.00 application fee are required as enrollment is limited. The fee is \$2.25 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 708/397-3000, extension 2262.

## Bookstore

The Harper College Bookstore, located in the College Center, offers textbooks, art and engineering supplies, stamps and other materials for classroom use. Special orders for items not stocked in the store will also be accepted.

If a student decides to drop a class, he/she may return his/her books for a refund during the first two weeks of the fall and spring semesters and during the first week of the summer session. Books being returned must be accompanied by a receipt (see policy for further information).

Textbooks to be used for courses during the next semester will also be repurchased during the week of finals and resold as "used" textbooks.



## Public Safety Department

The Public Safety Department is a service designed for the safety and protection of the College community. Responsibilities of the office include traffic control, parking lot patrol, building security, emergency first aid, a lost and found service and 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.

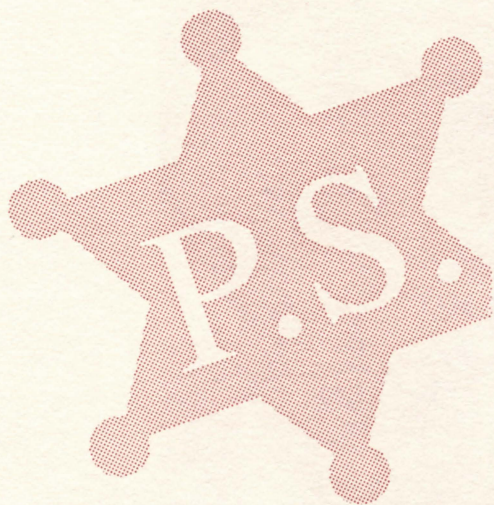
## Parking/Traffic

All members of the College community are required to have current parking permits displayed on their vehicles. Students will be issued parking permits in person or by mail, after payment of tuition and fees. Parking is not permitted on roadways, sidewalks, grass areas or outside lined spaces in the parking lots (fire lanes).

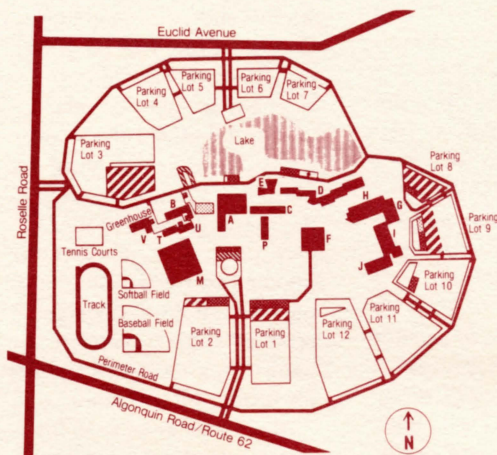
All parking lots are color-coded to match parking permits. Students are required to park in "C" Permit (green) lots. Medical/handicapped parking is available for persons who have been issued handicapped license plates or State of Illinois or township handicapped parking cards. For further information regarding handicapped parking, contact the Health Service office, extension 2268. Failure to comply with parking regulations will result in the car being ticketed and/or towed at the owner's expense.

We ask that all members of the College community respect and obey campus speed limits and traffic regulations as the Public Safety department will issue citations to drivers violating Illinois Vehicle Code regulations.

While sufficient parking space is available, we recommend that students form car-pools or use public transportation to alleviate traffic congestion and parking problems.



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



Student Handbook • Your Future Today • Student Life • Services • Academic Regulations • Information • Calendar • Harper College



William Rainey Harper College

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Palatine, Illinois 60067-7398  
708 397-3000