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Admission

Eligibility
All high school graduates or the equivalent (students who have successfully completed the GED) are eligible for admission to the College. A non-graduate 16 or 17 years of age who has severed his or her connection with the high school system, as certified in writing by the chief executive officer (or designee) of the high school district in which the student has legal residence, or a non-graduate 18 years of age or older, may be admitted if he or she demonstrates the capacity to benefit from programs and courses offered by the College. High school students may be admitted to selected courses upon the written approval of their high school principal (or designee) and the designated College admissions official, and with written parental acknowledgement.

Applicants will be required to:
- A. Complete a Harper College application.
- B. Pay a $25 nonrefundable application fee.
- C. Submit an official copy of their final high school transcript. Students who are enrolled in high school at the time of application must, in addition, submit a current high school transcript. Students who completed the GED must submit an official copy of GED results. Non high school graduates, please contact the Center for New Students at 847.925.6208.
- D. Submit official transcripts from all colleges attended.
- E. Provide ACT scores. Either an official ACT score report or an official high school transcript that includes ACT scores can be submitted to fulfill this requirement. (This requirement will be waived for students who have completed 12 or more semester hours of college level credit and for students who are age 24 or older at the time of application.)

To be eligible for some College programs, the applicant may have to meet additional requirements as specified by that program.

Dual Admission Programs
These agreements with selected universities allow students to apply for admission to Harper College and the four-year college to which they plan to transfer simultaneously. Dual admission provides a seamless transition between Harper and participating schools by providing optimum continuity of courses, faculty and resources during all four years of study. Dual Admissions Programs currently are offered through Harper College and the following four-year institutions: DePaul University, Northeastern Illinois University, Northern Illinois University, Roosevelt University and Western Illinois University. Applicants may obtain detailed program information from the Harper College Admissions Outreach office.

Limited Enrollment Programs
Degrees:
Cardiac Technology, Dental Hygiene, Diagnostic Medical Sonography, Nursing, Radiologic Technology.

Certificates:
Cardiographic Technician, EMT-Basic, EMT-Paramedic, Practical Nursing, Mammography.

For up-to-date information about eligibility for admission, and requirements, procedures, and options available to students enrolled in limited enrollment and other programs, contact the Admissions Outreach Office or check the website: www.harpercollege.edu

Limited enrollment program files will be reviewed after the initial program application deadline.

Because of the nature of clinical experiences, individualized instruction, specialized technology and the equipment necessary to offer certain limited enrollment programs, a higher tuition rate is assessed for career specific courses in these select programs. Tuition for these courses is 200 percent of the standard tuition rate.

Concurrently Enrolled
High School Students
High School students who wish to concurrently enroll at Harper College must be at least 16 years of age and have junior or senior status with a minimum high school GPA of 3.0. In addition, students will meet with counselor in the Center for New Students and Orientation to help determine their readiness to attend college.

- A. Complete the Harper College Application for Admission and submit a one-time $25 non-refundable application fee.
- B. Contact the Center for New Students at 847.925.6208 to schedule a “concurrent high school student appointment” with a counselor.
- C. Submit appropriate documents to the Center for New Students: high school transcript, including ACT scores (home schooled students must submit documentation of their home school program).
- D. Complete Concurrent High School Admission Form (including signed Parental Acknowledgement and Treatment Authorization).

The final decision about eligibility to enroll for concurrent high school admission will be made by a counselor in the Center for New Students and the student may be required to complete Compass assessment tests in Writing, Reading and/or Mathematics in order to be considered for admission.

High School Dual Credit Program
The high school dual credit program provides an opportunity for qualifying high school students from Districts 211, 214 and 220 to earn both high school and college credit. For further information, call 847.925.6364.

International Students
Students from other countries attending Harper College are termed “international” students, according to the following definition: “A person who is a citizen of a country other than the United States who has a visa for educational purposes (F-1) with an intent to return to his or her homeland upon completion of his or her educational program.”

International students must carry a minimum of 12 semester hours or be enrolled in the Intensive English Program. Because no scholarships are available to new international students, nor are they eligible for financial assistance, it is essential that students from
outside the United States have sufficient funds to cover their expenses while in this country.

International students are not considered residents of the College district for purposes of in-district tuition or admission to limited enrollment programs.

International students are required to have health insurance coverage and will be charged an individual health insurance fee each semester. Students can receive a credit for the fee if they provide proof of equivalent coverage through a government or employer plan.

International students will be required to submit the following to the International Student Office at least eight weeks prior to the beginning of the semester or summer session in which they intend to begin their studies:

1. A completed Harper application (online or paper) with a non-refundable $175 application fee.
2. Official transcripts and diploma of secondary school study and any university-level or postsecondary school work that has been completed or attempted. If these documents are not in English, they must be accompanied by authorized English translations.
3. An official Test of English as a Foreign Language (TOEFL) score report. To be considered for admission, students must receive a minimum score of 79 on the iBT. Students may choose to submit an official report of the IELTS with a minimum score of 6.5. This requirement will be waived for students applying to the Intensive English Program.
4. A bank certificate or letter verifying sufficient funds for tuition and living expenses.
5. A written statement regarding what the student plans to study at Harper.
7. Copy of passport (visa stamp and I-94 card if already in the United States).
8. Photograph
9. Copy of I-20 if student is transferring from another U.S. college or university.

This information is subject to change by the Department of Homeland Security (DHS). Please consult harpercollege.edu for updates.

Readmission

A student who has previously attended Harper College, and who is returning after an absence of one semester or more, does not need to complete an application for readmission. (An exception to this is a student who is applying for admission to a limited enrollment program. Contact the Admissions Processing Office for details.) If a student has attended any other educational institution since attending Harper, official transcripts from each college attended should be submitted to the Admissions Processing Office. Students dismissed from Harper for disciplinary reasons must be reviewed by Harper’s Dean of Student Affairs.

Center for New Students and Orientation

The Center for New Students and Orientation assists all entering students by providing the preliminary information helpful in their transition to Harper College. Advising is provided through appointment in small groups and individually.

This center is responsible for New Student Orientation each semester. These programs provide opportunities for new students to meet others and to become familiar with the campus and services available. Students begin setting goals and are assisted in the course selection and registration process.

Parents of new full-time students are invited to Parent Orientation. This special program is designed to provide parents with information about the College and to answer any questions that they may have.

Transfer of Credit to Harper College

Degree and certificate-seeking students who have attended any other college(s) and want their transcripts evaluated must have an official transcript from each college attended sent to the Admissions Office immediately upon making application. Students must also complete a transcript evaluation request form found at harpercollege.edu. Once the evaluation request has been submitted and all transcripts have been received, results will be mailed and can be viewed online through the student portal. Transcript evaluations may take 2 – 3 weeks to process.

A student may transfer credit to Harper College according to the following conditions:

1. The collegiate institution previously attended must be a regionally accredited 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 better if the student’s cumulative grade point average (GPA) is 2.0 or above (C average) at the previously attended institution. (Some programs may require grades of C or better, have time limitations or restrictions. Please refer to the current curriculum for possible exceptions). 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 better. 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 one of the following offices: Registrar’s Office, Admissions Processing, Admissions Outreach or online at harpercollege.edu.
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. Grades from other institutions may be used to determine whether a student has successfully met course prerequisites. Elective credit may also be awarded for transfer course work with no direct equivalency at Harper College.
4. Courses which are a part of a department or program of study not offered by Harper College are considered nontransferable.
5. Evaluation of credentials from a foreign country may be requested by contacting World Education.
Effective for students following the 1999-2000 Catalog (and thereafter), transfer students must earn a grade of C or better in their courses equivalent to ENG 101-Composition and ENG102-Composition at the collegiate institution previously attended. This requirement will be in place for the A.A., A.S., A.F.A. and A.E.S. degrees, as well as the IAI core curriculum for students who are not completing the degree.

Testing Center
This office is located in the Student Center, Building A, Room A148, and is responsible for the coordination and administration of placement testing and other testing programs available to Harper College students and community members. All new full-time students are required to participate in an orientation program that includes placement testing. New students assess their academic skills in writing, reading and mathematics through this battery of tests. Tests for distance learning classes, independent study programs, proficiency and CLEP testing and entrance examinations for limited enrollment programs are coordinated in this office. Harper College also participates in national testing programs, either as a test center or as a source of information.

Registration Policies and Procedures

Attendance Policy
Regular attendance is necessary for satisfactory college work. Each instructor or program coordinator has the responsibility of establishing the attendance requirements which best suit the educational goals of a class or program. No central class attendance record is kept other than a midterm report. It is the student’s responsibility to learn the instructor's attendance policy for each course, as well as to discuss with their instructors any extraordinary circumstances affecting his/her attendance. Students attending without registering and paying for a class will not be allowed to receive a final grade once the semester ends.

Enrollment Status Verification
Students may have current or previous enrollment verified by the Registrar’s Office, Student Center, Room A213, or by the National Student Clearinghouse online at www.studentclearinghouse.org or by phone at 703.742.4200. The College Registrar’s Office reports enrollment status verifications on the basis of full-time, half-time and less than half-time enrollments as defined below.

Full-time Status:
A student is considered full-time if he/she is enrolled in 12 or more credit hours during the fall or spring terms. (6 credit hours during the summer term).

Half-time Status:
A student is considered half-time if he/she is enrolled in 6 or more credit hours but fewer than 12 credit hours (6-11.9) during the fall or spring terms. (3-5.9 credit hours during the summer term).

Less than Half-Time Status:
A student is considered less than half-time if he/she is enrolled in fewer than 6 credit hours during the fall or spring terms. (Less than 3 credit hours during the summer term).

A current semester verification is based on the enrollment status of the student on the day after the refund period ends for those courses in which the student is enrolled. A previous semester verification is based on the actual dates of attendance.

Registration:
Students may register for course(s) without the instructor’s approval up to 3 days after the start of the course(s). After the 3rd day, students must have written approval from the instructor to register for course(s).

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 dean prior to enrollment in the course.

Registration for audit status may be completed only during the first week of the class and must be the original enrollment in the class. Changes from credit to audit are not permitted. Students taking a course for credit are given priority in registration.

Upon completion of the course, the instructor will assign an H grade. This grade does not count in cumulative hours or grade point average.

Withdrawals
Students who wish to withdraw from a class after the regular registration period must withdraw officially by the appropriate deadline date. A student who does not withdraw officially from a class prior to the last date for withdrawals is subject to an F grade.

Criteria and procedures for a withdrawal due to significant medical reasons are available in the Health and Psychological Services Office, A364 or at harpercollege.edu.

The following guidelines determine grades for an official withdrawal from a 16-week course; the timetable for withdrawing from other courses (12-week, 8-week, 4-week, etc.) will be determined on a pro rated basis according to these guidelines:

1. Classes dropped prior to the refund period will not become a part of the student's permanent record;
2. A W grade will be assigned to a class dropped after the refund period and prior to the last date for official withdrawals;
3. A student who does not withdraw officially from a class prior to the last date for withdrawals is subject to an F grade.

The deadline to withdraw from classes is available by viewing the student schedule on the MyHarper Student Portal and in the official College calendar for the year in question. Please refer to harpercollege.edu.

Military Withdrawals:
In support of America’s call to military action, the College will offer full refunds of tuition and mandatory fees to all
Residency

Students enrolling at Harper College shall be classified as In-district, Out-of-district, Out-of-state or Out-of-country for tuition and fee purposes:

In-district Resident

A student who has resided within the State of Illinois and the Harper College district* 30 days immediately prior to the start of the term is eligible to be classified as an in-district student for tuition calculation purposes. Proof of in-district status is required at the time of registration. Proof of residence can include driver’s license, voter’s registration card, lease, utility bill or tax bill.

Out-of-district Resident

A student who has resided in the State of Illinois, but outside the Harper College district, for 30 days* immediately prior to the start of the term shall be classified as an out-of-district student.

Out-of-state Resident

A student who has resided in the State of Illinois for less than 30 days** immediately prior to the start of the term shall be classified as an out-of-state student.

Out-of-country Resident

A student whose permanent residence is outside the United States and is attending Harper College on an F-1 visa shall be classified as an international student.

*Tuition and Fees

Tuition for Credit Classes*

In-District Residents:

...........................................$106.50 per credit hour

(Full-time employees of in-district companies are also eligible)

Out-of-District:

...........................................$363.50 per credit hour

Out-of-State:

...........................................$439 per credit hour

Out-of-Country Student:

...........................................$439 per credit hour

Programs/Courses with variable tuition

Programs:

- Cardiac Technology degree
- Cardiographic Technician certificate
- Dental Hygiene degree
- Diagnostic Medical Sonography degree
- Mammography certificate (RAD)
- Nursing degree
- Practical Nursing certificate
- Radiology Technology degree

Courses:

- CTE prefix
- DHY prefix
- DMS prefix
- NUR prefix
- RAD prefix
- OCC prefix

*Subject to change without notice

Fees for Credit Classes

- Application Fee: $25
- Activity Fee, full-time student: $42
- part-time student: $21
- Registration Fee (nonrefundable): $15

Students are responsible for payment of the $15 non-refundable registration fees for all registrations that are dropped for non-payment.

- Technology Fee: $7 per credit hour
- Construction and Renovation Fee: $9 per credit hour
- Laboratory, Music and other class fees: Will be indicated at time of registration
- Academic Transcripts Fee: $5 per transcript

Application Fee

A one-time application fee of $25 is charged to each new student applying for admission for credit courses. The fee, which is nonrefundable, covers the cost of processing the application.

Activity Fee

Students enrolled for 12 or more credit semester hours will pay a $42 activity fee for each semester; students enrolled for less than 12 hours will pay a $21 activity fee. No activity fee is charged for students enrolled only in Continuing Education courses.

However, students enrolled only in continuing education may wish to pay the activity fee and obtain a HarperCard (see: Student Activities).
Special Music Fee
Students enrolled in minor applied music will pay $100 per semester. This entitles the student to one 30 minute private lesson per week. Major applied music students will pay $200 per semester and will receive one 60 minute private lesson per week.

Laboratory, Music and Other Class Fees
Laboratory, music and other class fees will be indicated at time of registration.

Registration Fee
A $15 non-refundable registration fee is charged to all students registering each semester for credit courses. If a student decides to drop all of his/her courses after he/she had registered for a semester, he/she is required to pay the $15 registration fee. If a student is dropped from a class for non-payment, an additional $15 registration fee will be assessed when he/she re-enrolls.

Technology Fee
A technology fee of $7 per credit hour will be assessed for students enrolled in credit courses. The fee will support all technology throughout the campus such as computer labs, instructional technology, resources of the library, and Web registration.

Construction and Renovation Fee
A renovation fee of $9 per credit hour will be assessed to students enrolled in credit courses. The fee will support the College’s infrastructure and the renovation of outdated facilities.

Payment Deadlines
A payment due date is established each term for registrations prior to that date. For registrations after the payment due date, payments are due 48 hours following the student’s registration. If payment is not made by the payment due date, the student’s classes will be dropped and an additional $15 non-returnable registration fee will be assessed if he/she re-enrolls. Students unable to pay all charges when due may apply for a pre-authorized payment plan. Details are available at harpercollege.edu.

To pay online or set up a payment plan, login to MyHarper Student Portal, select the MyPayments tab, go to the Student Account Links section. Students receiving Federal, State, Private or Institutional (Harper College) Grants, Scholarships or Student Loans must sign up for e-Cashier’s Deferred Payment Plan. Failure to do so may result in dropped classes. Students may apply for financial aid at the Scholarships and Financial Assistance Office, Building C, Room C102.

Senior Citizen Discount
District residents age 65 years of age and older are eligible for a 100 percent tuition discount for all credit courses. This discount applies only when registering three calendar days (or later) before the first day of that particular class. This must be the student’s initial enrollment in the class and there must be space available. Students may not drop and re-enroll for the discount. This discount does not apply to fees.

Tuition Refund Policy
Refunds will be determined by the following schedule:

<table>
<thead>
<tr>
<th>Fall/Spring Semesters</th>
<th>16-Week Classes</th>
<th>Percent of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>First week of classes through Sunday</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>No refund after first week of semester</td>
<td>Percent of Refund</td>
<td></td>
</tr>
<tr>
<td>12-Week Classes</td>
<td>Percent of Refund</td>
<td></td>
</tr>
<tr>
<td>First week through Sunday</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>No refund after first week of semester</td>
<td>Percent of Refund</td>
<td></td>
</tr>
<tr>
<td>8-Week Classes</td>
<td>Percent of Refund</td>
<td></td>
</tr>
<tr>
<td>First week through Wednesday</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>No refund after Wednesday of the first week of class</td>
<td>Percent of Refund</td>
<td></td>
</tr>
<tr>
<td>4-Week Classes</td>
<td>Percent of Refund</td>
<td></td>
</tr>
<tr>
<td>On or prior to first day of class</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>No refund after first day of class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First week through Wednesday</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>No refund after Wednesday of the first week of class</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tuition Refunds
Refund deadlines vary for non 8-week classes. Refunds are not processed until the 100% refund period has passed.

Refund Eligibility
To be eligible for a refund, students must drop during the 100% refund period. Refund and withdrawal dates may vary per class, depending on the end date of the section within each Part of Term and are listed on the online version of the Academic Calendar. Refund deadlines will also be listed on the course schedule and the student’s schedule on the My Registration tab of the My Harper Portal. Students who do not attend class and who do not submit an official written notice for dropping a class(es) will not receive any refund and are subject to an F grade.

Refund Process
If payment was made by credit card in person or online through Quikpay, the refund will be applied to the credit card account from which the payment originated as long as the refund is within 75 days of the payment date.

If payment was made with cash, check, or through a payment plan, the refund will be in the form of a check, direct deposit or onto your student refund card. The direct deposit or student refund card needs to be established at least one week prior to a refund being issued to ensure that the refund is directed to the correct location.

Student Refund Card
The Student Refund Card works much like a regular debit card. The refund card can be obtained in the Business Office in Building A, Room 214.

Direct Deposit
Direct Deposit forms are available in the Business Office and are printable off of the My Harper Student Portal under the My Payment tab. Complete the form, attach a voided check, and either deliver it to the Business Office in Building A, Room 214, or fax it to the Business Office at 847.925.6052.
• Please remember that you must notify the Business Office of any change in your bank account.
• The bank account must have the student’s name on it.

When a refund is issued, a notification email is sent to the email address provided upon signing up for direct deposit.

Direct deposit funds normally take a minimum of 48 hours to reach the bank account once the refund has been processed.

Excess Financial Aid
Refunds that are issued due to having excess financial aid will be issued as a check, direct deposit, or student refund card within 10 days of the crediting showing on the student account.

Chargeback Tuition
In-district students desiring to pursue a certificate or degree program not available through Harper College may apply for chargeback tuition if they attend another public community college in Illinois which offers that program.

Approved students will pay the in-district tuition of the college where they will be attending classes. The remaining tuition charges will be paid by Harper College for approved classes.

Application for chargeback tuition must be made in the Office of the Registrar 30 days prior to the beginning of the term for the college in which the student wishes to enroll.

Out-of-district students approved for chargeback tuition from their community college will pay Harper’s in-district tuition and their district community college will reimburse Harper for the balance of the tuition for approved classes.

Grading

Approximately one week after the course ends, the student will receive a grade for each class in which he or she was officially enrolled. Students attending without registering and paying for a class will not be allowed to receive a grade once the semester ends. The official grade point average is computed on the basis of final grades awarded at the end of each semester or term. Students may view grades online through the student portal at harpercollege.edu.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Significance</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The following classes are not computed in the semester cumulative grade point average:
Communication Skills ............................ all courses
English as a Second Language ............. all courses
All P graded courses

Course work with an R designation after the grade indicates that the course is a developmental course (AR, BR, CR, DR, etc.) not included in grade point average.

Course work with a V designation after the grade indicates that the course is a vocational skills course (AV, BV, CV, DV, etc.) not included in grade point average.

CRD – Miscellaneous credit – AP, CLEP or Proficiency credit – not included in grade point average.

Transfer Credit
Transfer credit is designated with a T followed by the letter grade originally earned in the course of A, B, C, or D. Only the credit hours are accepted. Prior to Spring 2009, transfer credit is designated with a T grade.

Academic Standing will be processed at the end of each semester.

Incomplete Grades
A student may be assigned a grade of X for unfinished work in a course provided the work was incomplete because of circumstances deemed to be unavoidable or uncontrollable (to be determined by the instructor). The work to be completed will be assigned by the instructor. The unfinished work must be satisfactorily completed by the midterm of the following 16-week semester. Failure to do so will result in a grade of F. In certain courses such as open entry courses, it is necessary to meet the instructor deadline specified in the contract for that class.

Repeat Policy
Students will be allowed to repeat courses and attempt to earn a higher grade for classes taken at Harper College. 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. The repeat policy applies only to courses currently offered. A student transferring to another college should check the institution’s repeat policy as it may differ.

Note: In the case of courses that are approved to be taken more than one time, the repeat policy is not in effect until the number of approved repeatable hours is exceeded.

Forgiveness Policy
Under limited circumstances, a student may petition to have previously earned F grades excluded from the
calculation of the cumulative grade point average. If the F grades are excluded from the cumulative grade point average calculation, they will still appear on the student record. Eligibility guidelines and procedures are available in the Student Development Centers, Registrar’s Office and at harpercollege.edu.

**Academic Honors**

Beginning fall 2010, Harper College will recognize academic achievement each semester by designating academic recognition to students who meet the following criteria.

**President’s List**

Each semester, students who successfully complete 9 or more college level credit hours and achieve a semester grade point average of 3.75 or higher will be recognized as President’s List students.

**Dean’s List**

Each semester, students who successfully complete 6 or more college level credit hours and achieve a semester grade point average of 3.50 or higher will be recognized as Dean’s List students.

Honors designations will be noted each semester on the student academic record. The total number of hours a student successfully completes will determine the designation received, based on the grade point average.

**Graduate Honors Designation**

Beginning fall 2010, Harper College will recognize the academic achievement of its associate degree graduates by designating Academic Honors to students who have completed a minimum of 45 semester hours of their coursework at Harper College and who meet the following criteria:

- Cum Laude: 3.5 – 3.749 cumulative GPA
- Magna Cum Laude: 3.75 – 3.899 cumulative GPA
- Summa Cum Laude: 3.9 – 4.0 cumulative GPA

The official transcript will show honors designations based on the student cumulative grade point average upon completion of the associates degree program.

**Official Transcripts**

Students may order their Harper College transcripts online at harpercollege.edu. There is a $5 fee for each official transcript ordered. Additional fees may be charged based on method of delivery; electronic transcripts are available with some institutions. The College reserves the right to withhold transcripts of persons who have past due monetary obligations such as tuition, fees or materials. All holds must be cleared before a transcript is released. Transcripts are generally processed within four (4) working days.

**Financial Assistance**

Harper College offers an outstanding education at an affordable cost. The majority of our students receive grants, scholarships, campus employment, and loans from the Office of Student Financial Assistance (OSFA) to meet their educational expenses.

In 2010-2011 Harper College awarded over $32 million dollars in financial aid to approximately 6,700 students.

The primary responsibility of funding educational expenses rests with the student and the student’s family. If the financial assistance awarded does not cover his or her expenses, the student is responsible for paying the remainder within Harper College’s established fee payment deadlines.

The majority of the funds administered by the OSFA are based on demonstrated financial need. To be considered for financial aid, the student must:

- First, complete the Free Application for Federal Student Aid (FAFSA), a federal form; and
- Have current financial aid documents on file with OSFA each academic year.

A student must meet specific eligibility criteria to receive financial aid from federal, state, Foundation, and private sources that are awarded in the following order:

- Federal Pell Grant
- Outside Grants and Scholarships
- Foundation or Trustee Awards
- Federal SEOG Grant
- Illinois Veterans’ Grant/Illinois National Guard Grant
- Illinois Monetary Award Program (MAP)
- Federal Work Study Award
- Federal Subsidized Student Loan
- Federal Unsubsidized Loan

Detailed information about financial aid requirements, deadlines, and programs is available in the Financial Aid section at [www.harpercollege.edu](http://www.harpercollege.edu).

**Veteran Services**

Harper College is distinguished as a Military Friendly School, an honor given to universities and colleges nationwide for their efforts to embrace America’s veterans-turned-students. Only 20 percent of more than 8,000 schools surveyed are given this recognition.

Our veterans receive invaluable services from the OSFA to maximize their benefits and be successful while attending classes at Harper. Individual assistance is available to help complete veteran enrollment certification and updated information is channeled to keep Illinois veterans informed about their eligibility criteria for the Illinois Veteran Grant.

Detailed information relating to Harper’s veterans’ assistance programs is available in the Financial Aid section at [www.harpercollege.edu](http://www.harpercollege.edu). Eligible veterans and servicepersons receive a monthly educational allowance to attend school. The following scholarship and grant programs are available to cover education benefits for veterans such as tuition and mandatory fees:

- Illinois Veterans Grant (IVG)
  - Illinois National Guard Grant (ING)
  - MIA/POW Scholarship
  - Post 9/11 G.I. Bill (Chapter 33)
  - G.I. Bill Programs
    - Montgomery GI Bill (Chapter 30)
    - Reserve Educational Assistance Program-REAP (Chapter 1607)
    - Selected Reserve (Chapter 1606)
constantly changing.

webpage regularly as scholarship opportunities are

Financial Aid section at

Harper College scholarship program are available in the

Deadlines, eligibility, and awarding information for each

• Survivors and Dependents
  Educational Assistance (Chapter 35)
• Veterans Vocational Rehabilitation
  (Chapter 31)

Academic and Leadership Recognition
Scholarships

• Distinguished Scholar – Full tuition for 60 credit hours
• Trustee Scholarship – Full tuition for 30 credit hours

Premier Scholarships

These premier scholarship opportunities are available on

a yearly basis.

• Amersham Endowed Scholarship
• David K. Hill Memorial Scholarship
• George and Christine Winandy Distinguished
  Scholars for Math and Science majors
  (2+1 Program) Foundation Scholarships
• Motorola Award for Excellence
• Northrop Grumman Engineering Scholarship
  (2+1 Program)
• Square D Engineering Endowed Scholarship
  (2+1 Program)

Foundation Scholarships

More than 100 Foundation Scholarships are awarded on

a competitive basis.

Transfer Scholarships

Most four-year institutions offer scholarships

designated for community college students. The

following are some that have scholarship resources

available to Harper students.

• Benedictine University, Lisle
• Bradley University, Peoria
• Columbia College, Chicago
• Concordia University, River Forest
• DePaul University, Chicago
• DeVry University, Addison and Chicago
• Dominican University, River Forest
• Eastern Illinois University, Charleston
• Illinois Institute of Technology, Chicago
• Illinois State University, Normal
• Kendall College, Evanston
• Knox College, Galesburg
• Lewis University, Romeoville
• Loyola University, Chicago
• Marquette University, Milwaukee, WI
• McKendree College, Lebanon, IL
• North Central College, Naperville
• Northern Illinois University, DeKalb
• Quincy College, Quincy
• Ripon College, Ripon, WI
• Roosevelt University, Schaumburg and Chicago
• Saint Xavier University, Chicago
• Southern Illinois University, Carbondale
• University of St. Francis, Joliet
• Western Illinois University, Macomb

Deadlines, eligibility, and awarding information for each

Harper College scholarship program are available in the

Financial Aid section at www.harpercollege.edu Visit this

webpage regularly as scholarship opportunities are

constantly changing.

Refund Policy for Financial Assistance
Recipients

Harper students who are financial assistance recipients

must be aware of all refund policies including the federal

Return of Title IV Funds policy. Eligible students who

officially withdraw from all classes before 60 percent of

the term has elapsed will receive a proportional refund

based upon the official date of withdrawal. The official

date of withdrawal is the withdrawal date as recorded by

the Registrar’s Office and is based on the date that

appears on the Student Add/Drop form as filed with that

office.

Harper calculates refunds proportionally and must

determine the unearned amount of Title IV Funds that

must be returned to the Student Financial Aid (SFA)

programs. The school bases the amount of unearned

assistance that must be refunded on the applicable

federal calculations.

Before any refund is made to the student, the Office of

Student Financial Assistance must return funds to the

appropriate financial aid program(s). If the student owes

money to Harper College, the amount owed will be

subtracted from any refund due the student. Students

may contact the Office of Student Financial Assistance

for further details.

Refunds will be processed within 14 days after a credit

balance is on a student’s account.

Satisfactory Academic Progress
Requirements for Financial Assistance

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 assistance as follows:

1. A student must be enrolled in a program of study
   leading to an associate degree or a certificate
   (>16 credit hours) at Harper College.

2. A student must have a cumulative grade point average
   of 2.0 or higher to be eligible for financial assistance.

3. A student must complete 67 percent of the courses
   attempted throughout his/her entire enrollment at
   Harper College.

4. A student must complete an associate degree or
   certificate within 150 percent of attempted credit hours
   related to the number of credit hours required to
   complete the program. The complete Satisfactory
   Academic Progress Policy, including requirements, is
   posted at goforward.harpercollege.edu/financialaid/
   sap.

Academic Policies

Assessment Testing and Placement

Harper College welcomes all who can benefit from

the courses and programs offered. To that end an

assessment policy is in place requiring all new full-time

students to complete writing, reading and math

placement tests. Students entering their first English

and/or math courses are also required to complete

appropriate placement test(s).
The goals of assessment are:

1. To inform students about their competency levels in English, reading/writing and math.
2. To place students in the English and math courses in which they have the best opportunity for success.
3. To help underprepared students whose reading assessment scores are substantially below college level by requiring them to enroll in developmental reading courses prior to or along with their English courses. New full-time students who place into reading must enroll in the appropriate reading course during their first semester.

Details of the mandatory assessment testing and placement policy, including options for waiving testing, are available in the Testing Center.

**Standards of Academic Performance**

**Rationale for Standards**

The Standards of Academic Performance 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**

**Good Standing**

Students with a cumulative GPA of 2.0 or higher and students who have attempted* fewer than seven credit hours or have not attended classes since the summer of 1989 are in good standing.

**Academic Caution**

Students who have attempted* seven and not more than 15 credit hours and have achieved a cumulative 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 13 credit hours and may have other restrictions imposed upon them.

**Probation**

Students who were academically warned in a previous semester and have a cumulative GPA of less than 2.0 will be placed on probation. Students who have returned to good standing and then earn less than a 2.0 cumulative GPA will return to probation. These students will be restricted to a maximum of 13 credit hours and will be required to participate in success-oriented strategies.

**Suspension**

Students who have attempted* 40 or more credit hours, have had three successive semesters with a cumulative GPA of less than 2.0, with one of those semesters in probation, and earned below a 2.0 semester GPA the last semester they were enrolled are placed on suspension. These students will be suspended from the College for one full semester (fall or spring). Students suspended after spring term will not be allowed to enroll for summer session or fall semester. 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 Dean of Student Development for reinstatement.

* Refers to receipt of grades A, B, C, D and F.
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Mandatory Advising for Students on Probation, Post Suspension and Post Dismissal

As part of the required success-oriented strategies, students on probation, post suspension and post dismissal are required to see a counselor for educational planning and academic support. Individualized strategies will be developed to assist the student to identify causes of academic difficulties and to achieve satisfactory grade point averages. College services will be utilized to help the student reach his or her educational potential and goals. Students who fail to see a counselor will not be allowed to register for subsequent classes. Students placed on suspension and dismissal may seek counseling assistance during the semester(s) of non-attendance. Upon returning to school, previously suspended and dismissed students will be placed on post suspension or post dismissal, restricted to a maximum of 13 credit hours and required to see a counselor to develop success-oriented strategies before being allowed to register.