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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 written parental acknowledgement.

To be placed in some programs in the College, the applicant may have to meet additional requirements as specified by that program and/ or the Illinois Public Community College Act.

### 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: 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.

### General Admission Requirements

Upon application to the College, students are asked to indicate their enrollment plans and should note the following guidelines to assist them in making their decisions.

Full-time students enroll in at least 12 semester hours of credit courses. Part-time students enroll in fewer than 12 semester hours of credit courses. Degree-seeking students plan on pursuing a College degree.

### Full-time 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.
- 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.)

### Degree seeking part-time 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.
- D. Submit official transcripts from all colleges attended.

### Non-degree-seeking part-time applicants will be required to:

- A. Complete a Harper College application.
- B. Pay a \$25 nonrefundable application fee.

### Students Applying to Limited Enrollment Programs

The following career programs have been identified as limited enrollment programs: Cardiac Technology, Cardiographic Technician, Diagnostic Medical Sonography, Pediatric Echocardiography, Radiologic Technology, Vascular Technologist, Dental Hygiene, Emergency Medical Technician-Basic, Nursing (RN and LPN), Basic Nursing Assistant (CNA) training, Mammography, Electrocardiograph Technician, Phlebotomy and Emergency Medical Technician-Paramedic. Each of these programs has special admission requirements.

Consult the curriculum section of this catalog or the health care careers Web site to determine the specific admission requirements of a particular limited enrollment program.

Selection for these programs is determined by the following: Permanent residents of the Harper College district who complete the application process by the program's application deadline will receive priority consideration in the selection process. If, on that deadline date, more completed applications have been received than space available, students will be selected based upon residency and in order of ranking scores.

For limited enrollment admission purposes, the College Registrar's Office determines residency status and has defined a permanent resident of the Harper College district as an individual who:

- a) is a citizen of the United States or has established permanent residence (holds an I-551 alien registration card) **and**
- b) resides in the Harper College district for reasons other than attending Harper College.

Because of the nature of clinical experiences, individualized instruction, specialized technology and the equipment necessary to offer these 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 in their junior or senior year at the high school. In addition:

- Students must submit a Harper College application for admission and application fee (if they are enrolling at the College for the first time), an official high school transcript, a Treatment Authorization Form and a Recommendation for High School Student Concurrent Enrollment Form.
- Students who wish to enroll in a Harper transfer course must have a high school GPA of at least 3.0 (on a 4 point scale.)
- Students who wish to enroll in a Harper career course must have a high school GPA of at least 2.0 (on a 4 point scale).
- Students must fulfill all Harper course prerequisites.

(Students who are not yet 16 years of age and students who are not yet in their junior year of high school may be eligible for concurrent enrollment. In addition to fulfilling the admission requirements listed above, these students must complete the Harper College assessment battery and achieve scores that place them into college-level course work, receive a recommendation for enrollment from a Student Development faculty member and receive approval from the class instructor and the Director of Admissions Outreach.)

**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 to 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 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 with a nonrefundable \$175 application fee.
2. Official transcripts for at least the last four years of secondary school study and any university-level or postsecondary school work that has been completed or attempted. All these records must list all subjects taken, grades earned or examination results in each subject, minimum and maximum grades possible and all diplomas and certificates awarded. 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 converted score of 210. This requirement will be waived for students applying to the Intensive English Program.
4. An affidavit of support signed by the party who will be supporting the student. The affidavit must be accompanied by statements from the bank and employer of the party who will be supporting the student. (If students are able to document sufficient financial resources to support themselves, this will be considered adequate.)
5. A Harper College declaration of intention.
6. A written statement regarding what the student plans to study at Harper. (This requirement will be waived for students applying to the Intensive English Program.)
7. A Harper College "Educational Background Information Sheet."
8. International Student Responsibility Checklist.
9. Copy of passport (visa stamp and I-94 card if already in the United States).
10. Photograph
11. 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 Vice President of Student Affairs.

## Transfer of Credit to Harper College

A degree seeking student who has attended any other college(s) must have an official transcript from each college attended sent to the Admissions Office 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 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. 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 the Registrar's Office, Admissions Processing or Admissions Outreach.
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. (For purposes of admission consideration for certain limited enrollment programs, a cumulative GPA using all previous regionally accredited GPA's is calculated and used in the ranking process.) Elective credit may 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 the World Education Services at [www.wes.org](http://www.wes.org). The Office of the Registrar at Harper College will use the WES results to determine transfer of foreign credit to the College.
6. 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 AA, AS, AFA and AES degrees, as well as the IAI core curriculum for students who are not completing the degree.

## 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 students' responsibility to learn the instructor's attendance policy for each course, as well as to discuss with their instructors any extraordinary circumstances affecting their attendance.

### 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](http://www.studentclearinghouse.org) or 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. (3 credit hours during the summer term).

A current semester verification is based on the enrollment status of the student on the first day of the second week of classes (after late registration). A previous semester verification is based on the actual dates of attendance.

### 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 term 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.

### Withdrawals

Students who wish to withdraw from a class after the regular registration period must withdraw officially by submitting the appropriate forms to the Registrar's Office. 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.

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 rated basis according to these guidelines:

1. Classes dropped prior to the start of the second week will not become a part of the student's permanent record;
2. A **W** grade will be assigned to a class dropped at the beginning of the second week and prior to the thirteenth academic week;
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 16-week classes is printed in the official College calendar for the year in question.

**Residency**

Students enrolling at Harper College shall be classified as In-district, Out-of district, Out-of-state or International 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. Residency requirements may differ for limited enrollment program admission. Proof of in-district status is required at the time of registration. Proof of residence can include driver's license, voters 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.

***International 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.

\* Communities in Harper College District #512 Arlington Heights, Barrington, Barrington Hills, Buffalo Grove+, Carpentersville+, Deer Park+, Des Plaines+, Elk Grove Village, Fox River Grove+, Hanover Park+, Hoffman Estates+, Inverness, Lake Barrington, Mount Prospect, North Barrington, Palatine, Prospect Heights, Rolling Meadows, Roselle+, Schaumburg, South Barrington, Tower Lakes, Wheeling.

+ Portions of these communities are not included in the district.

\*\* Students who move from outside the state or district and who obtain residence in the state or Harper district for reasons other than attending the community college shall be exempt from the thirty day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency. The Registrar's Office shall make the final determination of residency status for tuition purposes.

**Tuition and Fees**

***Tuition for Credit Classes\****

(subject to change without notice)

***In-District Residents:***

.....\$81 per credit hour

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

***Out-of-District:***

.....\$288 per credit hour

***Out-of-State:***

.....\$362 per credit hour

***International Student:***

.....\$362 per credit hour

\* *Select programs may have a higher rate.*

***Fees for Credit Classes***

- *Application Fee: \$25*
- *Activity Fee, full-time student: \$42  
part-time student: \$21*
- *Registration Fee (nonrefundable): \$15*
- *Technology Fee: \$7 per credit hour*
- *Repair and Renovation Fee: \$7 per credit hour*
- *Laboratory, Music and other class fees: Will be indicated at time of registration*

***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 or Harper classes taught off-campus (extension courses).

However, students enrolled only in continuing education and extension courses may wish to pay the activity fee and obtain an HarperCard (see: Student Activities).

***Special Music Fee***

Students enrolled in minor applied music will pay \$303 per semester. This entitles the student to one 30 minute private lesson per week. Major applied music students will pay \$606 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 nonrefundable registration fee is charged to all students registering each semester for credit courses.

***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 campus such as computer labs, instructional technology, resources of the library, touchtone and Web registration.

**Repair/Renovation Fee**

A renovation fee of \$7 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 the following business day. Students unable to pay all charges when due may apply for a pre-authorized payment plan. Details are available at the Business Office, Student Center, A214, and at harpercollege.edu. Students may apply for financial aid at the Scholarships and Financial Assistance Office, Building C, Room C104.

**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 business 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**

Tuition refund requests shall be made to the Registrar's Office during normal business hours. Refunds will be made according to the following schedule:

**Fall/Spring Semesters**

16 Week Classes	Percent of Refund
First week of classes through Saturday	100%
No refund after first week of semester	

12 Week Classes	Percent of Refund
First week through Saturday	100%
No refund after first week of semester	

8 Week Classes	Percent of Refund
First week through Wednesday	100%
No refund after Wednesday of the first week of class	

4 Week Classes	Percent of Refund
(Days are calendar days of semester)	
On or prior to first day of class	100%
No refund after first day of class	

Classes offered on the weekend (Friday, Saturday and Sunday) may have separate refund and withdrawal dates.

**Summer Session**

8 Week Classes	Percent of Refund
First week through Wednesday	100%
No refund after Wednesday of the first week of class	

Refund deadlines vary for non 8-week classes.

**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.

**Education Service Agreement**

Businesses within the Harper College district offer Harper in-district tuition rates to full-time employees who live outside the College district but within Illinois. The Education Service Agreement Program permits these employees of in-district businesses to attend Harper classes at in-district rates if their employers have registered for this unique program. The in-district tuition is available whether the cost is to be paid by the employees or by the company. Employers who are interested in this program should contact Admissions Outreach.

**Grading**

At the end of each semester, the student will receive a grade for each class in which he or she was enrolled at the beginning of the second 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.

**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:

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

The following classes are not computed in the cumulative grade point average:

- Communication Skills .....all courses
- English as a Second Language..... all courses
- Math .....below 100 level
- Reading .....below 100 level
- English.....below 100 level
- All P graded courses

**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 and the Registrar's Office.

**Academic Honors\***

**Trustees' Honor List**

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

**Dean's Honor List**

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

**Honors List**

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

\*Students must have accumulated 12 semester hours at Harper to be eligible for an academic honor. The honors are noted on the official academic records.

**Transcripts**

Official transcripts of a student's academic record will, upon written request, be issued and sent from the Registrar's Office to other educational institutions and prospective employers. Fax transmission of unofficial records is also available. The College reserves the right to withhold transcripts of persons who have past due monetary obligations such as tuition, fees or materials.

**Scholarships and Financial Assistance**

**Veteran Services**

Harper College maintains a full-time veterans' assistant who has responsibility for veteran enrollment certification.

Eligible veterans and servicepersons receive a monthly educational allowance to attend school.

Illinois veterans should inquire about eligibility criteria for the Illinois Veterans Grant.

Harper has been designated as a Serviceperson's Opportunity College by meeting or exceeding the following criteria:

Uncomplicated and non-restrictive admission policies; providing for servicemen or women to pursue educational programs through courses offered on weekends, evenings and other nontraditional times; and offering

maximum credit for educational experiences obtained in the Armed Forces.

Questions concerning veterans' affairs should be directed to Scholarships and Financial Assistance, Building C, Room C102.

### Student Financial Assistance

Scholarships and Financial Assistance administers and coordinates aid funds from the following federal, state, institutional and private sources:

- Federal Programs
- State-sponsored Aid Programs
- Scholarships
- Foundation Endowments and Scholarships

In addition, many private and public agencies are ready and able to assist the worthy college student. Students are encouraged to check with the local organizations such as women's clubs, Rotary and chambers of commerce. Scholarship search Web sites are linked on the Harper College Financial Aid web page.

There are many ways students can finance their education. Some students qualify for grants and scholarships based on their financial need. There are scholarships that pay all, or a portion of their expenses. Federally guaranteed loans up to \$2,625 for the first year and \$3,500 for the second year can be obtained. Students must be enrolled for at least six credit hours per term to qualify for loans.

On-campus jobs for students under the Federal Work-Study or other employment programs can be obtained to assist with college financing. A Federal Work-Study award does not guarantee the student will get a job.

Many students utilize an award package combining funds from two or three sources to pay for their college education in addition to what they can expect to receive from their parents. More than 4,000 Harper College students are receiving some form of assistance in programs administered by Scholarships and Financial Assistance.

### 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. Information is available in Scholarships and Financial Assistance.

- 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

### Foundation Scholarships

#### By Division

#### Academic Enrichment and Linguistic Studies/ International Students

- Jean B. Chapman International Student Scholarship Fund
- John and Melanie Frieberg ESL Scholarship

#### Business and Social Science

- Donald G. Albrecht Memorial Endowment Scholarship
- Lou Buchenot Scholarship
- Business and Social Science Staff Scholarship
- Business and Social Science Fund
- Chicago NW Suburban Chapter of the CPCU Society Scholarship
- Executive Secretary Scholarship
- Illinois CPA Scholarship O'Hare Chapter Scholarship
- International Air Cargo Association of Chicago Scholarship
- Nils Andrew Johnson Memorial Culinary Arts Scholarship
- Jim McGuire Memorial Endowment Scholarship
- Office Re-Entry Program Scholarship
- Robert R. Randall Endowment

#### Continuing Education

- Gene & Hildegard Evans Memorial Scholarship
- James E. Finke Memorial Scholarship

#### General

- A&T Philia Foundation Scholarship
- Bright Futures Scholarship
- Eugenia S. Chapman Memorial Endowment Scholarship
- General Endowment Scholarship
- William Simpson Memorial/Wheeling Rotary Scholarship for NEC
- Anne Rodgers Scott Endowment for Student Success

**Health Careers and Public Safety**

- Criminal Justice Scholarship
- Cheryl M. Dwyer Memorial Endowed Scholarship
- Kathleen Fagan Memorial Nursing Scholarship Endowment
- Harper Cardiac Rehabilitation Endowment Fund
- Harper Nursing Student Endowment Scholarship
- Justin Hart Scholarship
- Joanne Heinly Nursing Scholarship
- Illinois Association of Fire Protection Districts Scholarship
- Illinois Health Improvement Association Scholarship
- Sharlene Marchiori Memorial Nursing Scholarship
- Dr. Charles Shaner Memorial Scholarship for Dental Hygiene

**Liberal Arts**

- Diane Tomcheff Callin Endowed Memorial Scholarship
- Chicago Film Critics Association Scholarship
- Marilyn Shiely Coste Memorial Endowed Scholarship
- John W. Davis Spanish Travel Scholarship
- International Studies Abroad Scholarship
- Henry Meier German Scholarship
- Sears Fashion Merchandising Scholarship
- Jacob & Iris Wolf Endowed Sign Language Interpreting Scholarship

**Technology, Mathematics and Science**

- Architectural Technology Endowed Scholarship
- James F. and Valerie D. Arnesen Biology Endowment Scholarship
- Stephen Boettcher Memorial Engineering Scholarship
- Harold Cunningham Mathematics Memorial Scholarship
- Lawrence Francione Memorial Scholarship
- JBM Endowed Scholarship Fund
- Mathematics and Science Endowment
- Edward Moran Memorial Computer Science Award
- Nick Nocchi Award
- Northrop Grumman Engineering Scholarship (2+1)
- Wilford C. Papenthien Memorial Fund
- Glenn A. Reich Computer Science Scholarship Endowment
- Margaret Scott Memorial Math Scholarship
- Square D Engineering Endowed Scholarship (2+1)

**Performing and Visual Arts**

- Harley Chapman Music Performance Scholarship
- Community Music Center Scholarship
- Renee Windle Danforth Memorial Fine Arts Award
- Ronald Dourlet Memorial Scholarship
- Fine Arts Scholarship
- Fine Arts Scholarship for Women
- Mary Ellen Klotz Scholarship for Art Students
- Linda J. Lang Speech Team Scholarship
- Eugenia Makowski Endowed Scholarship
- Barbara Minner-Fuhr Memorial Scholarship
- Speech Team Scholarship
- Mary Jo Willis Theatre Scholarship Endowment
- Carol A. Zack Memorial Fine Arts Scholarship

**Transfer**

- John Louis Papandrea Liberal Arts Memorial Scholarship
- James J. McGrath Humanities Scholarship
- Harper Employee Transfer Scholarship

**Wellness and Human Performance**

- Roy G. Kearns Memorial Scholarship

**Vocational**

- Barrington Breakfast Rotary Club Scholarship
- Education to Careers Scholarship
- Timothy A. Kolze Memorial Endowment Scholarship

**By Student Groups**

**Distinguished Scholars and Student Leaders**

- Amersham Endowment Scholarship
- Geraldine Cosby Endowed Service Scholarship
- Dr. Ernest B. and Mrs. D. Kris Howard Endowment for Community Service
- Motorola Award for Excellence
- Phi Theta Kappa Scholarship
- Student Leader Endowed Scholarship
- Walter E. and Elizabeth M. Schroeder Memorial Endowment for Honors Students

**Faculty/Staff Development**

- Harper 512 IEA/NEA Association Scholarship
- Harper Employee Transfer Scholarship
- Joan R. Young Scholarship

**GED Scholarships**

- GED Graduate Scholarship
- Elizabeth Schmik Hull Fund

**Minority Retention Scholars**

- Kathleen N. Graber Scholarship
- Kolbusz-Kosan Endowed Scholarship
- Latinos Unidos Student Organization Scholarship
- Minority Access to Higher Education Grant (scholarship)
- Shirley Gross Moore Endowment for Minority Students

**Students With Disabilities**

- ADS Alumni Scholarship
- Glenda F. Nuccio Memorial Scholarship
- Midge C. Smith Memorial Scholarship
- Donald and Patricia Torisky Endowment Fund

**Women's Program**

- Displaced Homemakers Scholarship
- Schaumburg Area AAUW Scholarship for Women
- Women's Program Scholarship
- Beverly Kiss Memorial Scholarship
- Royal American Bank Displaced Homemakers Scholarship

**Working Students**

- Betty and Matt Cockrell Endowed Scholarship

## Refund Policy for Financial Aid Recipients

Harper students who are financial aid 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 on or 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, Scholarships and Financial Assistance must return funds to the appropriate financial aid program(s). If the student is indebted to the College the amount of this debt will be subtracted from any refund due the student. Students may contact Scholarships and Financial Assistance for further details.

## 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. Courses in which a student receives an F (fail), X (incomplete), W (withdrawal) or H (audit) will not count as completed courses or earned grades.
4. A student must complete an associate degree or certificate within a specified time period. A student cannot receive financial assistance beyond the specified time allotted for completion of his/her program. The receipt of financial assistance does not alter the specified time period.

Contact Scholarships and Financial Assistance for complete details of this requirement.

## Academic Policies

### Assessment 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 and placement policy, including options for waiving testing, are available in the Assessment and 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 received 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 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.

<b>Academic Caution</b>	Attempted 7+ credit hours and cumulative GPA less than 2.0	Caution and recommendations of success-oriented strategies.
<b>Academic Warning</b>	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 13 credit hours. May have restrictions imposed.
<b>Probation</b>	Previous semester with Academic Warning and cumulative GPA less than 2.0	Mandatory restriction to maximum of 13 credit hours. Required success-oriented strategies.
<b>Suspension</b>	Attempted 40 or more credit hours, at least three successive semesters with cumulative GPA less than 2.0 with one of those terms in probation and earned below a 2.0 semester GPA the last semester they were enrolled.	One semester suspension. Required success-oriented strategies upon return.
<b>Post Suspension</b>	Semester after suspension and subsequent semesters with semester GPA of 2.0 or higher and cumulative GPA of less than 2.0.	Mandatory restriction to maximum of 13 credit hours. Required success-oriented strategies.
<b>Dismissal</b>	One semester after suspension or a previous semester in reinstated dismissal or post dismissal with semester and cumulative GPA less than 2.0	Dismissal of two semesters. Must petition for reinstatement.
<b>Post Dismissal</b>	Semester after reinstatement from dismissal and subsequent semesters with semester GPA of 2.0 or higher and cumulative GPA of less than 2.0.	Mandatory restriction to maximum of 13 credit hours. Required success-oriented strategies.

### **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.

### **Academic Honesty Policy**

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. Academic dishonesty includes cheating, plagiarism or other improper appropriation of another's work as one's own and falsifying records to advance one's academic standing.

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.

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 acknowledgement of its source, and paraphrasing another's work or ideas without proper acknowledgement.

Falsifying records includes but is not limited to falsifying or improperly altering college records and documents, or knowingly supplying false or misleading information to others (e.g. the College, other educational institutions or prospective employers).

Any form of academic dishonesty as defined by the faculty member or department is a serious offense requiring disciplinary measures. Discipline for academic dishonesty involving a specific course shall be first determined by the instructor of the course and may include failure of the specific assignment, project or test or failure of the course. The student may appeal the instructor's decision in accordance with the College's Student Academic Complaint Procedures. In cases of academic dishonesty the faculty assigned grade supersedes a student-initiated withdrawal. In cases where disciplinary measures beyond course failure may be deemed appropriate or dishonesty that is not related to a specific course, the student may be disciplined in accordance with the Student Conduct Policy with the appropriate vice president involved in the decision.