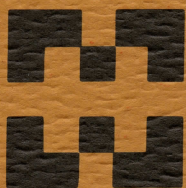


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Student  
Handbook  
Harper  
College  
1969-1970



**William Rainey Harper College**  
Algonquin & Roselle Roads  
Palatine, Illinois

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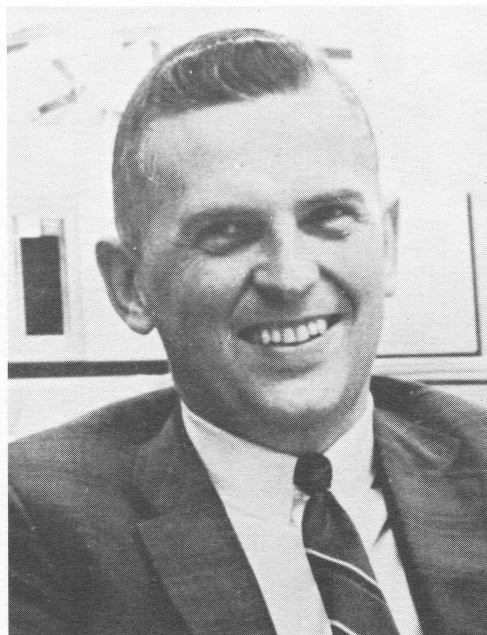
Welcome to Harper College and welcome to the new campus. As Harper begins its first year in its new facilities, broader opportunities are available to students than were possible in the past. We sincerely hope you will take full advantage of the educational opportunities at Harper, including the many that take place outside of the classroom. These opportunities are described further in the pages of this handbook and include athletics, student government, newspaper, yearbook, lectures, clubs, film series, etc. These activities can significantly broaden and deepen your college experience so please take advantage of them and at the same time, through your participation, help Harper to become a dynamic community college.

As Vice President of Student Affairs I consider myself a representative of the students in the college administration. If at any time you would like to discuss a matter with me regarding college policies, programs, etc. please come in. You will find the door open and I will appreciate the opportunity to talk to you.

Best wishes for a most successful year.

L. James Harvey

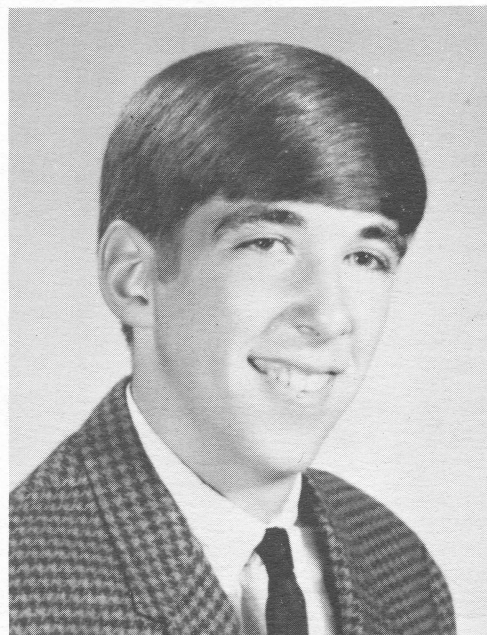
Vice President of Student Affairs



This is a year of transition and establishing tradition at Harper College. As Student Senate President I would like to extend a warm welcome and a hope for success to all. The Student Senate has been designed to represent and achieve the goals of the student body during their stay at Harper. Please do not hesitate to contact me or any other of the Student Senate members if any questions or problems should arise. May your stay at Harper be a rewarding one.

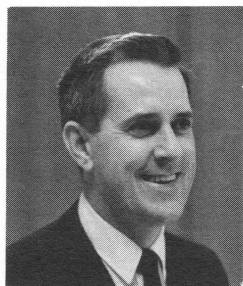
Ron Raup,

Student Senate President

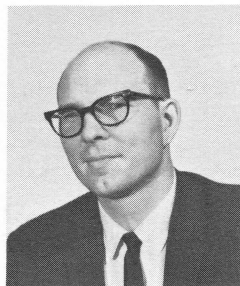




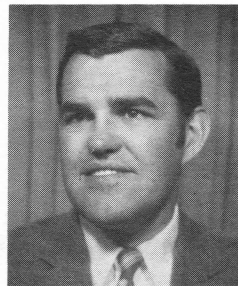
Fred Vaisvil  
Director of  
Placement & Student Aids



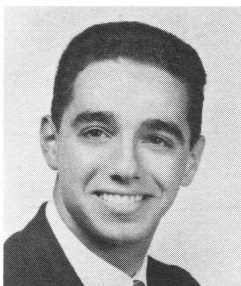
Donn Stansbury  
Director of  
Admissions & Registrar



John Gelch  
Director of Athletics



Dr. Guerin Fischer  
Dean of Guidance



Frank Borelli  
Director of  
Student Activities



Edward Goodwin  
Director of  
Food Services



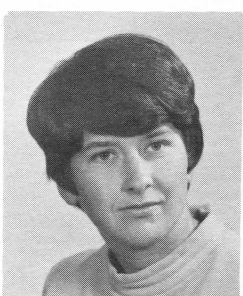
Judith Ann Best  
Counselor



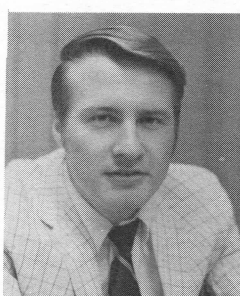
Edward Liska  
Counselor



Joyce Nolen  
Counselor



Sharon Zamkovitz  
Counselor



Robert Smith  
Counselor



Anne Rodgers  
Counselor



Dr. Gregory Franklin  
Counselor



Dr. Anna Marie Yates  
Counselor



Clete Hinton  
Counselor



Raymond Hylander  
Counselor

# Teachers

## **Counseling**

Counseling is one of the most important and necessary aspects of a community college. Harper recognizes this fact and has developed an extensive program of counseling services. All students are encouraged to see a counselor when personal or social problems arise, or when they need assistance in selecting a vocation. Counselors also serve as academic advisors, and all full time students are assigned to a specific counselor.

A comprehensive testing program is also available to student without charge. The tests can give additional information regarding ability, aptitude, interests, and personality.

Group counseling, including basic encounter discussions, is also provided for those who are interested. Parents as well as students and faculty may find this experience beneficial.

Counselors are located in the divisional offices and are available by appointment throughout the day. In addition, a counselor and other school staff will be available in the evening in the Counseling Center located in the College Center. The Counseling Center maintains a Career Library containing materials describing thousands of vocations. Filmstrips and recordings on career information and a machine used for assisting the student in college selection is available at any time. The Career Library also has a wide collection of college catalogs for personal use by students.

## **Financial Aid and Employment**

An extensive program for meeting the financial needs of students is administered by Mr. Fred Vaisvil, Director of Placement and Student Aids. This office is located in the College Center. Available to students are scholarships, loans, educational opportunity grants, and various college work opportunities. In addition, students may obtain aid in finding employment in private business and industry. Brochures describing the financial aid program are available in the Counseling Center located in the College Center.

Veterans are eligible to receive assistance under the Korean and Cold War G. I. bills, the Veterans Vocational Rehabilitation Act, and War Orphans Education Assistance Program. They should contact the nearest veterans administration office or Harper's Student Aids office for further details.

Dependents of deceased parents or guardians who were in the social security program may be eligible for benefits. Under this program, benefits to college students are payable through age 22.

Handicapped students may receive compensation through the local office of the state division of vocational rehabilitation located in Mt. Prospect, Illinois.

Tuition rebates are provided by many area businesses and industries to their employees as an incentive for them to continue their education. Students who are employed should contact either their company representative or Harper's office of Student Aids for further details.

The Director of Placement and Student Aids is also responsible for helping graduates of Harper's two year career programs to find jobs in local business and industry. Students going on to four year colleges may receive help in investigating financial aid opportunities at the institution to which they plan to transfer.

## **Student Government**

The Student Senate of Harper College (SSHC) represents the student body through elected officers and senators who serve as the voice of the students in affairs which directly concern them. SSHC consists of five officers and twenty-five senators. Elections were held for the five officers and ten senators in May of 1969. Fifteen more senators will be elected within the first three weeks of school this fall.

SSHC is the main vehicle of student participation in the activities of the college and in the formulation of policies that affect students. Students are strongly encouraged to voice their

opinions through their Senate. This can be done by attending any Student Senate meeting or leaving word in the Student Government Office located on the third floor of the College Center.

### **Student Activity Fee**

Student Activity fees, used to promote the student activity program, establish a fund which is budgeted by the student government and approved by the Vice President of Student Affairs. Monies from this fund are used to support the student government, cultural arts series of lecturers, films, concerts, drama and art exhibits, social program, student newspaper, intramural program, intercollegiate athletics, clubs and organizations, and any other programs or activities which directly benefit the student body.

### **Cultural Arts Series**

The cultural arts series provides the college and community with programs representative of the various fine arts—art, dance, drama, films, lecturers, and music. Financed by the student activity fee, these are planned by a student-faculty cultural arts committee and scheduled regularly throughout the year.

### **College Center**

The College Center forms the hub of the co-curricular program. Its facilities can be used for meetings, dances, banquets, lectures and other social, cultural and recreational activities. Also located in the College Center are offices for the Student Senate, clubs and other organizations, bookstore, games area with billiards, cards, chess, etc., student publications, and the counseling, health and student aids and placement services.

### **Intramurals**

Intramurals can be a meaningful and important part of student life at Harper College. A competitive and recreational program has been developed around the needs and interests of the student body. Since our college opened in 1967, student interest and participation in each program offered has guided the

formation of interest groups and clubs in a variety of activities. Growth in many of these activities this year will lead to extramural competition with other colleges and universities in our area.

All students are welcome to participate in the wide variety of activities the college intramural program offers. These activities include competitive sports for men and women conducted on an inter-class and open division basis that follows physical education class offerings, Women's Athletic Association activities, co-ed sport activities, College Center Recreational Program, interest groups, and sport clubs.

The Intramural Office will be open each day from 9:00 to 5:00. Feel free to drop in and talk about any activity or program you have an interest in. Mr. Roy Kearns, Director of Intramural Athletics and Recreation, and Miss Martha Bolt, Assistant, welcome your participation.

### **Intercollegiate Athletics**

Beginning its second year of intercollegiate athletic competition in seven sports, Harper kicks off the 1969-70 season with golf and cross-country in the fall. Basketball and wrestling follow in the winter months with baseball, track, and tennis competing during the spring. A full complement of contests are offered in each sport. Games, matches, and meets are scheduled primarily through the 22 team Northern Illinois Junior College League. As a member of the eastern division of the NIJCL, Harper will compete against some of the strongest junior college teams in the state. With the addition of non-conference opponents to the regular league schedule, teams like Joliet, the Ill. State-Frosh, the DePaul-Frosh, and the Northern Ill.-Frosh teams will appear on the various schedules.

Harper is a member of the National Junior College Athletic Association. By advancing through the NJCAA Sectional and Regional Tournaments, Harper could ultimately reach the national finals. The sectionals and regional tournaments are usually held in the State of Illinois. The national finals are held at

various places throughout the country ranging from Florida, for the tennis championship, to Hutchinson, Kansas for the basketball championship.

Coaches welcome the opportunity to discuss their sports with any student who is interested. Students interested in participating in a particular sport should contact the coach as soon as possible to determine eligibility rules and to adjust class schedules around practice times. The coaching staff includes:

Baseball	Clete Hinton
Basketball	John Gelch, Director of Athletics
Cross-country	Robert Nolan
Golf	Ron Bessemer
Tennis	Roy Kearns
Track	Robert Nolan
Wrestling	Ron Bessemer

### **Clubs and Organizations**

Students are encouraged to join existing clubs and organizations or to begin new ones in areas of special interest. Below are listed the first clubs formally recognized by the college. Several others are in the process of applying for recognition. To form additional groups, follow the procedure established by the Student Senate. (The Student Senate has ruled against the formation of fraternities and sororities.) Interested students should see Mr. Borelli, the Director of Student Activities, or members of the Student Senate. The Folk Music Club has sponsored many folk music gatherings, including the Coffee House, where students gather informally to hear folk music played and sung by fellow students.

The Nursing Students Club, open to students in the nursing program, promotes a continued interest in nursing as a profession for all members.

The Harper Students For Human Rights was formed to discuss some of the issues which affect the lives of students at Harper as well as in the community. Members have held forums and movies and have been involved in several community programs.

The Future Secretaries Association was formed by students to engender inter-



est in the secretarial field, and to encourage continuing education through association with those engaged in the secretarial profession.

The Junior American Dental Hygienists' Association has as its objectives, promoting the art and science of dental hygiene, representing the common interest of the members of the dental hygiene profession, and contributing toward the improvement of public health. The Harper Players promotes and encourages drama on the Harper campus. Members put on several productions for the students, faculty and community during the school year. Students interested in drama are encouraged to join. Other groups in the process of organizing include the Gymnastics Club and the Sports and Activities Club.

#### **The Hawkettes**

The Hawkettes, Harper College's Pompon Corps, was formed during the 1968-69 basketball season under the direction of Miss Martha L. Bolt, Instructor. The girls performed marching drills and synchronized pompon routines during basketball half-times. The corps featured eight enthusiastic girls and plans to have twenty spirited members during the fall of 1969.

#### **Cheerleading**

The Harper Cheerleaders provide and promote spirit and support the athletic programs through encouragement of student participation at the various athletic events.

#### **Student Publications**

Harper students publish a bi-monthly newspaper, the Harbinger, and a yearbook, the Halcyon. In addition, a literary publication is being introduced this year. Students are encouraged to participate in the production of these publications. The newspaper and yearbook offices are located on the third floor of the College Center.

#### **Travel Program**

Harper sponsored its first travel program in the summer of 1969 with a 21 day tour of Europe. Students, faculty, and members of the community took

advantage of this low cost tour to visit England, Belgium, Holland, Germany, Austria, Italy, Switzerland, and France. In addition to this European tour, the college plans to offer for the summer of 1970 a separate tour of Scandinavian countries. There are a limited number of European work-study scholarships available for those who wish to defray the cost of the trip during the college year. For details regarding the travel program, see the Director of Student Activities. In the future, Harper intends to add tours to other parts of the world and the U.S.A.

#### **Food Services**

The food service department is located in the College Center and is responsible for all food and vending services on the campus. For your pleasure and convenience, a number of food service facilities will be available in the College Center.

The main cafeteria on the first floor offers a wide variety of hot food, snacks, and short order items throughout the day. Hours will be announced.

Located on the second floor is the snack bar, offering vended beverages and snacks during all hours the building is open.

Buffet service is available in the second floor dining room from 11:15 to 1:15 Mondays through Fridays. Reservations may be made for special occasions.

Catering is available for all campus functions at which food service is desirable. Arrangements may be made through the food service department.

Students enrolled in the food service management program will be participating in the preparation and service of food under the guidance of a master chef and baker and a professional food management staff.

Your comments and constructive criticism regarding any aspect of the college's food services are welcome.

#### **Identification**

Identification cards are issued to all students. I.D. cards must be carried at

all times and will be used for checking out books from the library, for admission to social, cultural, and athletic events, for voting in student elections, and for other occasions requiring identification.

Students who lose their I.D. cards must report this immediately to the Director of Student Activities Office. There is a \$2.00 replacement charge. The I.D. card will be validated each succeeding semester at registration following payment of fees.

#### **Student Dress**

Dress on campus should be in keeping with good taste and the accepted standards of the adult community. Any student whose dress offends the college community or disrupts the educational program may be asked to leave the campus (Bare feet are prohibited).

#### **Bulletin Boards and Publicity**

A list of weekly college events and announcements are placed in the college newspaper, the Harbinger, the Weekly Bulletin, and on bulletin boards.

Publicity shall be approved by the Student Activities—Student Senate Office and may only be hung or distributed in designated locations. Recommended poster size is 14"x22", however, larger posters will be allowed if space is available. Generally posters shall be displayed for a period not to exceed two weeks. Exceptions to these regulations may be requested through the Student Activities—Student Senate Office.

# student conduct code

Harper College respects the right of each member of the academic community to be free from coercion and harassment. It recognizes that academic freedom is dependent on ordered liberty as any other freedom. Freedom to teach and learn are inseparable facets of academic freedom. A determination to discourage conduct which is disruptive and disorderly does not threaten academic freedom; it is, rather a necessary condition of its very existence.

Harper College upholds all federal, state, and local laws and considers violations of these on college property or at any college sponsored activities held off-campus, as cause for disciplinary action.

The following code of behavior is relative to conduct on college property and at all college sponsored activities held off-campus. The college will not initiate disciplinary proceedings against students for violations of law which occur off campus unless the nature of the violation is such as to indicate that the continued attendance of the offender represents a threat to the safety or well being of other members of the college community.

The following types of conduct are defined as unacceptable and violators shall be subject to disciplinary action. For serious infractions the college reserves the right to dismiss a student.

1. The possession and/or consumption of alcoholic beverages except at an off-campus activity where *all* in attendance meet the minimum age established by state law and the location of the activity does not prohibit such beverages.
2. The possession, sale, use, or distribution of any narcotic drug, marijuana, or other addictive or hallucinogenic substance, except as permitted by law.
3. Gambling.
4. Theft or damage to public or private property.
5. Any conduct which is lewd, indecent, or obscene, including the use of profane or abusive language toward

members of the college community.

6. Failure to meet financial obligations or writing bad checks relative to college transactions.

7. Furnishing false and misleading information on college records, tampering with I.D. cards, or by refusing to identify yourself by I.D. card, or to surrender I.D. card upon request of college officials or security officers who have identified themselves as such.

8. Possession or use of firearms, explosives, dangerous chemicals or other weapons except as permitted by other college regulations.

9. Failure to comply with directions of College officials acting in the performance of their duties.

10. Assaulting, threatening, harassing, or endangering in any manner the health or safety of any person.

11. Unauthorized occupancy of the college facilities or buildings.

12. All picketing, protesting, demonstrating, rallies, or distribution of leaflets which directly interfere with, or seeks to discourage the orderly operation of the college community or any person otherwise on college premises with the express or implied permission of the college.

13. Interference with the orderly operations of the college by breach of the peace, physical obstruction or coercion, or by noise, tumult, or other forms of disturbance.

The Vice President of Student Affairs Office shall be responsible for handling all administrative details involved in student conduct. Reports of incidents involving student conduct, procedures for handling disciplinary cases and the results of conduct hearings shall be maintained in this office.

Minor offenses which may result in a warning, reprimand, or suspension of less than one week, shall be handled by the Vice President of Student Affairs Office. Conduct violations of a serious nature resulting in charges which entail possible probation, suspension beyond one week, or dismissal, will be referred to the student conduct com-

mittee. Any recommendation for the dismissal of a student shall be referred to the college president.

Pending action on the charges, the status of a student should not be changed or his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or that of the college community as determined by the Vice President of Student Affairs Office.

### **Student Conduct Committee**

When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against him, he shall be granted, on written request, the privilege of hearing before a regularly constituted hearing committee within ten days of his notice of disciplinary action. The following hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

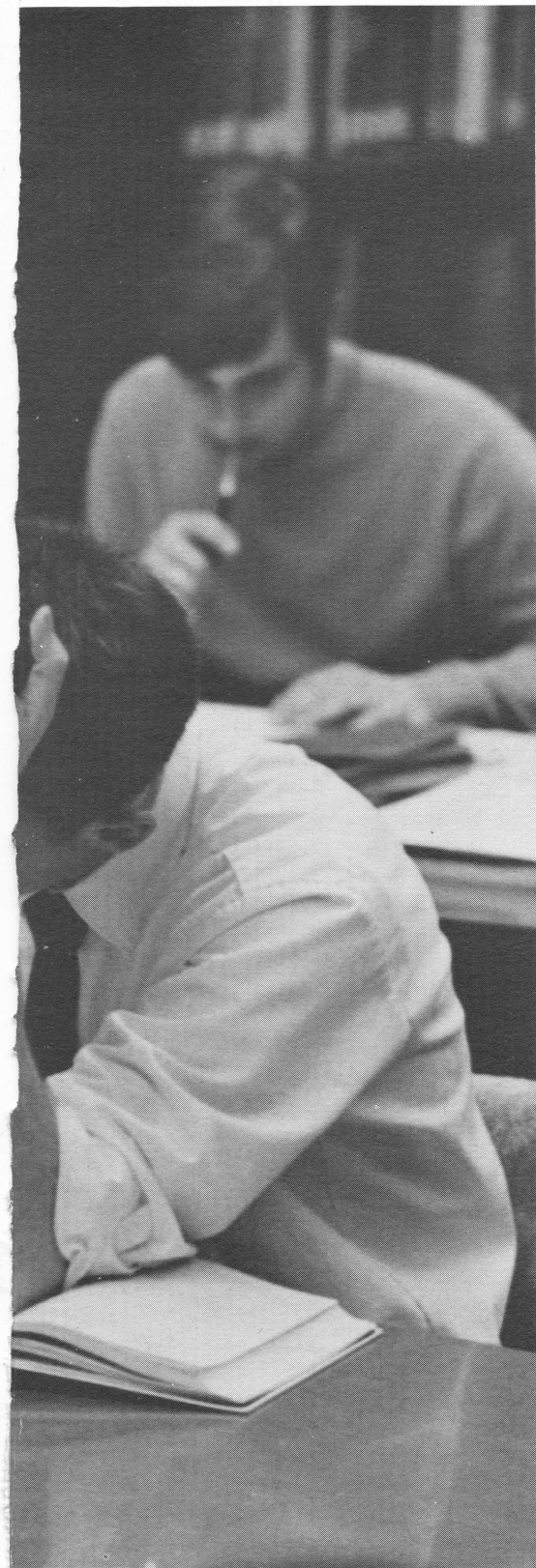
1. The hearing committee shall include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.

2. The student shall be informed, in writing, at least 72 hours prior to the hearing, of the reasons for the proposed disciplinary action with sufficient particularity to insure opportunity to prepare for the hearing.

3. The student appearing before the hearing committee has the right to be assisted in his defense by an advisor of his choice.

4. The student shall be given an opportunity to testify and to present evidence and witnesses. He shall have an opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavor-





able inferences which might otherwise be drawn.

5. Witnesses (if they number more than one) are not to be present simultaneously in the hearing room and shall not hear each other's testimony.

6. a. In the absence of a transcript, there shall be both a digest and a verbatim record, such as a tape recording, of the hearing and such records shall be available to the student.

b. A written decision of the hearing committee shall be forwarded to the Vice President of Student Affairs Office.

7. The written decision of the hearing committee is final, subject to appeal by either the student or the Vice President of Student Affairs Office to the college president and Board of Trustees.

#### **Membership:**

Four faculty members appointed by Faculty Senate.

Three student members appointed by Student Senate

The chairman shall be a faculty member chosen within the committee. At least five members must be present to conduct hearings. In certain cases, some members may be excused from serving on the committee.

#### **Functions:**

Recommend policies relative to student conduct

Recommend to the Vice President of Student Affairs Office the action to be taken as a result of conduct hearings

Hear cases of appeal

#### **Speaker's Policy**

Harper College respects the right of all members of the academic community to explore and to discuss questions which interest them, to express opinions even if unpopular, publicly and privately. It is the policy of the college to make its facilities available for peaceful assembly, to welcome guest speakers, and to encourage the exer-

cise of these rights free from disruption or interference.

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

Limitations on speakers are warranted only when the Vice President of Student Affairs Office deems their appearance represents a real threat toward maintaining campus order. In such cases, a standing speakers committee composed of three faculty members chosen by the Faculty Senate, three students chosen by the Student Senate, and the Director of Community Relations shall determine whether or not the speaker will appear. The committee's decisions are appealable by either the sponsoring organization or the Vice President of Student Affairs Office, and subject to the approval of the college president and Board of Trustees. Should the speaker represent a real threat toward maintaining campus order after being contracted, the Vice President of Student Affairs Office or the sponsoring organization with the approval of the Vice President of Student Affairs Office may cancel the contract.

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



acceder  
regulations

## Grades and Grade Point Average

An important average for all college students is their grade point average (G.P.A.). G.P.A. measures grade level attainment and is computed through the use of grade points. Grade points, which are numerical values indicating the scholarship level of letter grades, are assigned according to the following scale:

Grade	Significance	Grade Points
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	.0
X	Incomplete	Not counted
W	Withdrawal	Not counted

An example of computing a grade point assignment for a class granting four hours credit is as follows: a student

Course	Grade	Semester Hours Enrolled	Semester Hours Earned	Sem. Hours Counted for Grade Pt. Average	Grade Points Earned
English 101	D	3	3	3	3
Psychology 101	C	3	3	3	6
Math 102	A	3	3	3	12
Music 136	X	1	0	0	0
English 132	W	1	0	0	0
Business 201	B	3	3	3	9
Engineering 150	F	2	0	2	0
		17	12	15	30.0

receiving a "B" is awarded 3.0 grade points per semester hour. Total grade points for that course would be 12.0 (3.0 x 4 = 12.0). A student's grade point average is his total grade points divided by the total semester hours completed (see below). If a course is repeated, the semester hours and grades from both the original and duplicate effort will be counted in calculating the grade point.

At mid-term and at the end of each semester the student will receive a grade for each class in which he was enrolled. The student's G.P.A., however, will be based only on the final grades received at the end of the semester. Mid-term grades have no offi-

cial standing in the college and are not recorded. They serve to indicate student progress midway through a semester. The following illustrates how a grade point average is computed.

The grade-point average is computed by dividing grade points earned by 15 (Sem. hrs. counted)

2.0 (Earned Grade Pt. Avg.)

30.0 (Grade Points Earned)

## Academic Honors

Each semester three academic honor lists are published by the college. Students who have a semester grade point average of 3.75 or higher are placed on the Trustee's Honor Roll, those with a 3.50 G.P.A. or higher appear on the Dean's Honor Roll; while those with a G.P.A. of 3.25 to 3.49 are listed as Honor Roll students.

Students may be disqualified without first being placed on probation if their grade point average is below the standards listed in the above table.

## Probation

Students placed on probation must raise their cumulative grade point average to the minimum required for the succeeding semester in which they are enrolled or be disqualified. Students admitted on probation from other collegiate institutions must maintain a 2.0 "C" average the first semester of attendance and therefore until they qualify for probationary or satisfactory status on Harper's selective retention plan. A probationary student may be required to carry a reduced number of units upon the recommendation of his counselor. Students not achieving a satisfactory grade point average after two semesters on probation will be disqualified from further attendance.

## Incompletes

A student may receive a grade of "X" in a course for unfinished work, provided the work was incomplete because of circumstances deemed to be unavoidable or uncontrollable. The unfinished work must be satisfactorily completed by the mid-term of the following semester or a grade of "F" will be assigned.

## Change of Schedules

Courses should be carefully selected prior to registration to keep necessary changes to a minimum. When it is apparent a program change is necessary, the request should be made in the Counseling Office. Changes are subject to the following conditions:

## Selective Retention

Students are expected to record normal progress by maintaining a cumulative grade point average in excess of minimum requirements. Students who have accumulated seven hours of

## Cumulative Hours Attempted

Cumulative Hours Attempted	Grade-Point Average		
	Disqualified	Probation	Satisfactory
7-18	.00- .99	1.00-1.49	1.50 or more
19-36	.00-1.29	1.30-1.74	1.75 or more
37 or more	.00-1.59	1.60-1.99	2.00 or more

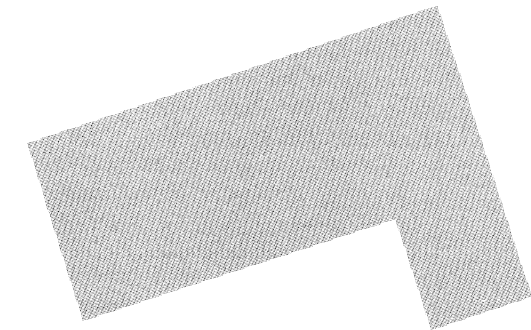
credit but have failed to achieve normal progress may be placed on probation or disqualified in accordance with the table above.

a. No student will be allowed to enter a course after the completion of the first week of a semester or after the second meeting of a class during the summer session.

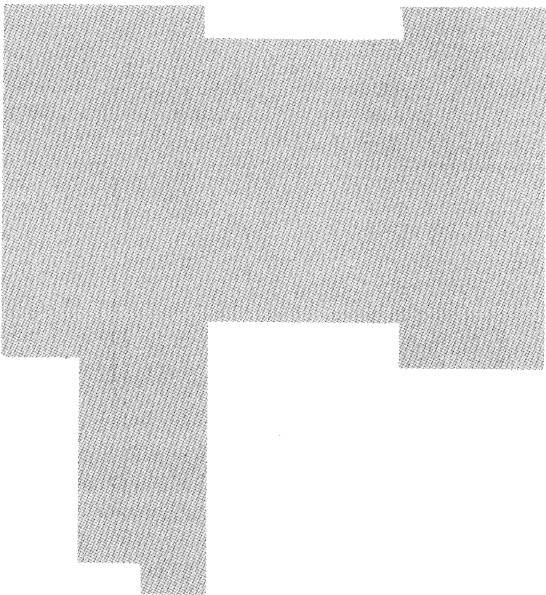
**Harper College Campus**

- Unit A**
- Unit B**
- Unit C**
- Unit D**
- Unit E**
- Unit F**

Unit A, College Center  
Basement, Bakery  
First Floor, Food Services  
First Floor, Data Processing  
Second Floor, Main Entrance  
Second Floor, Admission and Business  
Third Floor, Student Council, Counseling, Journalism  
Third Floor, Board Room & Executive Offices



Unit B, Power Plant & Vocational Education Shops



Unit C  
First Floor  
Second Floor

Unit E, Lecture & Demonstration Center

Unit D, Science

Basement, Mechanical

First Floor, business offices, engineering offices

First Floor, science offices, physics,  
electronics, dental hygiene, and nursing

Second Floor, general classroom, lecture demo

Second Floor, chemistry, audio tutorial, biology

Art & Architecture

First Floor, Classrooms

Second Floor, Classrooms

Unit F, Learning Resources Center

First Floor, T. V. & Media

Second Floor, Library

Third Floor, Offices and Classrooms

b. All changes in a course schedule must have the approval of the student's counselor and the Registrar.

c. A fee of \$3.00 will be charged for each schedule change.

#### Withdrawal From College or Courses

Students who withdraw either from the college or from a particular course must initiate such action in the Counseling Office. An official withdrawal must be approved by the student's counselor. Failure to attend class or merely giving notice to the instructor will not be considered official notice of withdrawal.

Automatic "W" grades will be issued for all classes dropped prior to the beginning of the eleventh week. Classes dropped after the end of the tenth week and prior to the end of the twelfth week of a semester, or the sixth week of the summer term, will be assigned a "W" grade if the student was passing at the time of withdrawal. Students failing at the time of withdrawal will be assigned a grade of "F". Classes dropped after the beginning of the thirteenth week of a semester or the seventh week of a summer term will be assigned a grade of "F". However, if extenuating circumstances develop, a student may petition the Vice President of Academic Affairs for a withdrawal grade.

#### Tuition Refund Policy

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

	Percent of Refund
First week of classes*	80%
Second week of classes	60%
Third week of classes	40%
Fourth week of classes	20%
After fourth week	None

\*Terminates with the Friday following the commencement of the first full week of classes in accordance with the college calendar.

#### Transcripts

Official transcripts of a student's academic record will be issued and sent at his request to other educational in-

stitutions and prospective employers. Each student is entitled to two transcripts without charge. A fee of \$1.00 is charged for each additional copy. Requests for transcripts should be made in the office of the Registrar.

#### Graduation Requirements

1. A minimum of 60 semester hours of credit, at least 30 of which must be earned in attendance at Harper College.

2. A minimum grade point average of 2.0 for all work taken for the associate in arts and the associate in science degrees. A minimum grade point average of 2.0 for any applicable 60 semester hours of work for the associate in

State of Illinois, the principles of American democratic government and the proper use and display of the American flag (sec. 27-4-school code).  
5. A math standard score of 14 or higher on the A.C.T. test, a satisfactory score on a math achievement test administered by the college or the satisfactory completion of a math course at the college numbered 100 or above.

6. Requirement of 60 hours must be accumulated in courses numbered 100 or above for the degrees of associate in arts and associate in science.

7. Enrollment in Harper College during the semester in which graduation requirements are completed, or waiver of

#### Degree Group Requirements

	Associate in Arts	Associate in Science	Associate in Applied Science
I. Communication Skills English 101, 102	6 hrs.	6 hrs.	6 hrs. <sup>1</sup>
II. Social Sciences Anthropology, economics, geography, history, political science, psychology, sociology, or social science	6 hrs.	6 hrs.	6 hrs.
III. Science or Mathematics Biology, chemistry, engineering, geology, mathematics, microbiology, physical science, physics, zoology	8 hrs.	20 hrs.	8 hrs. <sup>2</sup>
IV. Humanities Art, fine arts, foreign language, humanities, literature, music, philosophy	6 hrs.	6 hrs.	3 hrs.
	26 hours	38 hours	23 hours

<sup>1</sup>Business 130 or 230 or English 99 or 103 may be used in satisfying this requirement under certain conditions. See a counselor for details.

<sup>2</sup>Students majoring in an approved applied science degree program may count courses in their major toward fulfillment of this requirement.

applied science degree.

3. Two hours of credit in physical education activity courses in addition to the 60 hours of credit above (1).

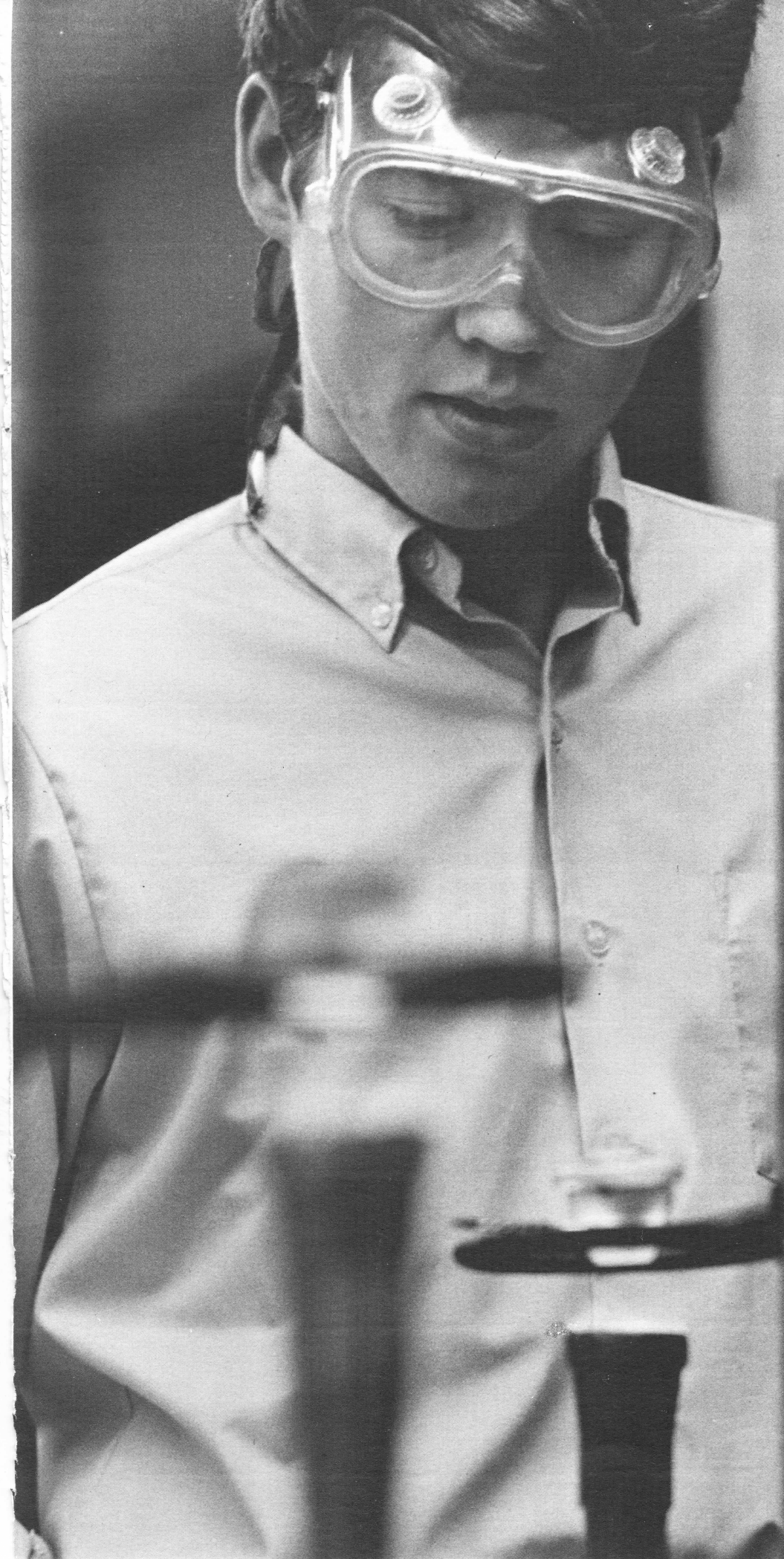
4. Satisfactory completion of Political Science 201 or a passing score on a college administered test on the constitutions of the United States and

enrollment requirement by Vice President of Academic Affairs where exceptional circumstances warrant.

8. Fulfillment of the degree group requirements.

#### Library

The Library is located on the second



floor of the Learning Resources Center. There are more than 20,000 volumes in the collection with approximately 500 magazine subscriptions, newspapers, records, tapes, films, filmstrips and slides. Twenty-six magazine titles are available complete on microfilm. Microfilm holdings include also the *New York Times* and the *Chicago Tribune* complete.

Library hours are tentatively set for 8:00 to 10:00 Monday through Thursday, 8:00 to 4:30 Friday, and 9:00 to 12:00 Saturday. Experience on the new campus may indicate a change in this schedule. Hours on holidays and changes from the regular schedule will be posted.

The Library staff is able and willing to help students with reference material, in locating a specific book or magazine, and in other problems relating to use of the Library.

#### **Bookstore**

The Harper College Bookstore, located in the College Center, offers a full range of new and used textbooks and student supplies. The bookstore is managed by Mr. Dan Klingenberg whose main responsibility is to service the needs of the student body and faculty. Students are urged to use the bookstore, not only for the purchase of textbooks and supplies, but also the purchase of paperbacks and other educational aids to supplement classroom experience. As an additional service, the bookstore buys textbooks that the student no longer needs.

#### **Parking**

All students are required to have a college parking sticker on their cars. These can be obtained during registration. Parking regulations will also be given out at registration. The college issues tickets for misparked cars and other traffic violations. We ask that each student please follow the regulations and park properly. While sufficient space is available for all to park, students are urged to form car pools or ride with someone else whenever possible to help alleviate traffic and parking problems.

# see the good stuff for

**Academic Regulations**

Dr. Clarence Schauer,  
Vice President of Academic Affairs

**Credits or Graduation Requirements**

Mr. Donn Stansbury,  
Director of Admissions and Registrar

**College Newspaper and Yearbook**

Terry Carter, Editor of Newspaper  
Chris Pancrantz, Editor of Yearbook  
Mr. Craig Stewart, Advisor

**Dropping and Adding Courses**

Mr. Donn Stansbury, Director of  
Admissions and Registrar and Your  
Counselor

**Full Time or Part Time Work**

Mr. Fred Vaisvil,  
Director of Placement and Student Aids

**Grade Reports**

Mr. Donn Stansbury,  
Director of Admissions and Registrar

**G.I. Bill**

Mr. Fred Vaisvil,  
Director of Placement and Student Aids

**Intercollegiate Athletics**

Mr. John Gelch,  
Director of Athletics

**Intramural Athletics**

Mr. Roy Kearns,  
Coordinator of Intramural Athletics

**Lost I.D. Cards**

Director of Student Activities Office

**Lost and Found Items**

College Center Office

**Parking**

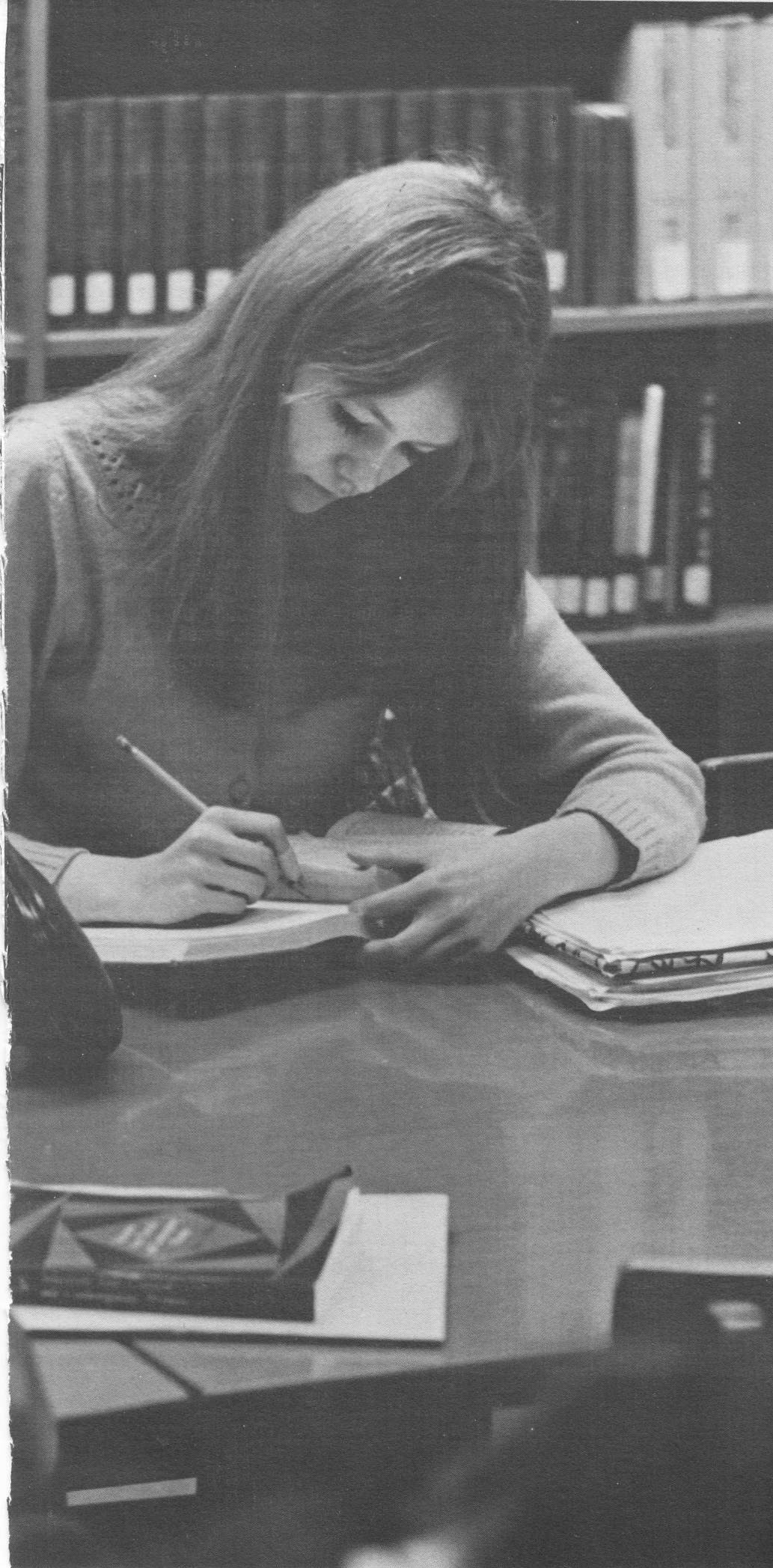
Mr. Paul Pitt,  
Supervisor of Public Safety

**Permission to carry more than  
18 hours**

Dr. Clarence Schauer,  
Vice President of Academic Affairs

**Personal Problems**

A College Counselor



**Scholarship, Loans or Other Financial Aids**

Mr. Fred Vaisvil,  
Director of Placement and Student Aids

**Social Activities**

Ron Raup, President of the Student Senate, or Mr. Frank Borelli, Director of Student Activities

**Student Activities Registration and Activities Calendar**

Mr. Frank Borelli,  
Director of Student Activities

**Starting a Club or Organization**

Mr. Frank Borelli,  
Director of Student Activities

**Student Government**

Ron Raup, President of the Student Senate, or Mr. Frank Borelli, Director of Student Activities

**Study Habits Improvement**

A College Counselor

**Transfer to Another College**

Your Counselor, or Mr. Stansbury,  
Director of Admissions and Registrar

**Transcript of Your Credits**

Mr. Donn Stansbury,  
Director of Admissions and Registrar

**Tuition Payment**

Business Office

**Tuition Refunds**

Mr. Donn Stansbury,  
Director of Admissions and Registrar,  
and Business Office

**Vocation or Job Selection**

A College Counselor

**Withdrawal From College**

Mr. Donn Stansbury,  
Director of Admissions and Registrar  
and Your Counselor

# student sensate condition

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## **Article I. Name, Colors, Mascot**

### **Section I**

The name of this Organization shall be the Student Senate of Harper College; this Organization shall hereafter be designated the SSHC.

### **Section II**

The official colors of this College shall be light maroon and gold.

### **Section III**

The official mascot of this College shall be a hawk.

### **Section IV**

The principle purposes of the body shall be:

- A. To represent the Student Body of Harper College
  - B. To unify all student organization . . .
    1. Assist in the appropriations of school concessions
    2. Ratify and approve all club and organization charters.
  - C. To aid in the internal administration of the school
  - D. To foster sentiments of law and order
  - E. To promote the general activities of the school
  - F. To develop in the student a growing appreciation of membership in a democracy by providing educational responsibilities and the privilege of participation in such a democracy
  - G. To promote college citizenship and spirit
- 

## **Article II. Officers**

### **Section I**

The positions created for the officers of the SSHC shall be President, Vice-President, Treasurer, Recording Secretary and Corresponding Secretary.

### **Section II**

All officers shall be elected during the month of April. All terms of office will begin on the first of June and be for one calendar year. Election to the SSHC shall be by a majority vote of the Student Body, votes cast. Officers of the SSHC must attend both the Fall and Spring semesters during the period of their tenure.

### **Section III**

*The duties of the Officers are as follows:*

A. The President shall preside over all SSHC meetings, be an exofficio member of all committees and the chairman of none, be the foremost representative of the SSHC to the Administration and Teaching Faculty of Harper College.

B. The Vice-President shall preside over all SSHC meetings in the absence of the President, succeed the President in the event of the President's disability, resignation or removal from office, be responsible for the welfare of clubs and organizations, assume any other duties Constitutionally delegated by the President.

C. The Treasurer shall be chairman of the Finance and Budget Committees, keep an accurate record of all moneys allocated to the SSHC, be responsible for implementing the procedure for the budgeting of the Student Activities fees and develop a Student Senate budget.

D. The Recording Secretary shall record all business minutes of the Student Senate and the Advisory Committee and make them available to the Student Body and Faculty of Harper College, keep accurate attendance records of SSHC meetings, maintain an accurate file on all SSHC business and bring all previous minutes, the Constitution and the bylaws of the SSHC to all sessions of that body.

E. The Corresponding Secretary shall handle SSHC correspondence, keep accurate records of such correspondence, notify senators and officers as to the SSHC session schedule.

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## **Article III. Senatorial Qualifications and Election Procedure**

### **Section I**

SSHC Senators must attend both the Fall and Spring semesters during their terms of office.

### **Section II**

There shall be twenty-five (25) Senators in the SSHC. Ten of the twenty-five Senators shall be elected between the first and fifteenth of May each year, the

term of office being one year beginning the first of June. The remaining fifteen Senators must be elected sometime within the first three weeks of school in the Fall, their term of office being one calendar year beginning on their date of election.

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## **Article IV. Removal and Succession**

### **Section I**

Officers may be removed from office when not satisfactorily carrying out their duties by a three-fourths ( $\frac{3}{4}$ ) Senate vote.

### **Section II**

Members of the Senate may be removed when not satisfactorily carrying out their duties by a two-thirds ( $\frac{2}{3}$ ) Senate vote.

### **Section III**

Unexcused absence from three SSHC meetings is cause for automatic dismissal. The President determines whether or not the excuse is valid and his decisions are appealable to the full SSHC.

### **Section IV**

Any Officer or Senator placed on academic or disciplinary probation is automatically excused from serving on the SSHC for one full semester.

### **Section V**

The President is succeeded by the Vice-President. Other Officers shall be replaced by nomination and vote by the SSHC.

### **Section VI**

Senate members shall be replaced by petitioning the SSHC according to the procedure stated in the bylaws.

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## **Article V. Advisory Committee**

### **Section I**

The Advisory Committee shall consist of all SSHC Officers and one teaching Faculty Adviser to the SSHC.

### **Section II**

The Advisory Committee shall advise the President as to all matters that fall within the powers of the Student Constitution and carry on all duties designated by the Senate.

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## **Article VI. Meetings**

### **Section I**

The meetings of the SSHC shall be run according to Parliamentary Procedure as stated in *Robert's Rules of Order*.

### **Section II**

SSHC meetings shall be held at least twice monthly. The President may summon extra sessions when he deems it necessary and must summon a session upon the written request of a simple majority of the SSHC's full membership.

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## **Article VII. Committees**

### **Section I**

All committee chairmen, with the exception of the Budget and Finance Committees shall be appointed by the Officers of the SSHC subject to full Senatorial confirmation. Confirmation shall be by a simple majority vote.

### **Section II**

All committee chairmen shall have the authority to appoint Student Body members to their respective committees. In the event of any conflict over duplicating appointment should arise the full SSHC shall be the arbiter.

### **Section III**

The SSHC shall have full authority to create, dissolve and define the jurisdiction of any Standing and/or Ad Hoc Committees according to what it deems to be in the best interest of the SSHC and the Student Body of Harper College.

### **Section IV**

The Original Standing Committees shall be Finance, Social, Public Relations, Publicity, Elections and Constitutional.

### **Section V**

*The functions of the Standing Committees shall be as follows:*

A. The Finance Committee shall keep records of all financial matters of the SSHC.

B. The Social Committee shall be in charge of all social events sponsored by the SSHC and will work with the

Director of Student Activities when scheduling social events.

C. The Public Relations Committee shall be responsible for promoting good relations between the Senate, Student Body, Teaching Faculty, Administration and General Community.

D. The Publicity Committee shall be responsible for publicizing all SSHC activities and coordinating all publicity for the Student Activities of the College.

E. The Elections Committee shall organize and supervise all elections involving the entire Student Body.

F. The Constitution Committee shall be the official institution responsible for giving final interpretations of the SSHC Constitution. This Committee will also supervise the granting of club charters.

### **Section VI**

Special Committees shall be created by and members appointed by the Advisory Committee subject to majority vote confirmation by the Senate. These Committees will exist as Ad Hoc Committees until their dissolution.

### **Section VII**

The Budget Committee shall be created anew each year and shall be in charge of preparing the budget of the Student Activities Fund. It shall be composed of the Chairman, the Director of Student Activities, the President of the SSHC, and three other members elected by the SSHC.

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## **Article VIII. Chartering of Clubs**

### **Section I**

All Clubs and Organizations must be chartered by the SSHC according to the rules stated in the Constitution's bylaws.

### **Section II**

All charters shall exist for only one (1) academic year and are subject to SSHC confirmation in the Spring of each year such renewal to become effective the following September.

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## **Article IX. Elections**

### **Section I**

All students with validated Harper Col-

lege I.D.'s shall be able to vote in all and any SSHC election.

### **Section II**

The Elections Committee shall have the full responsibility for the procedure of SSHC elections. Any disputes over elections procedures are to be reviewed by the Elections Committee. Disputed election results will be determined by the SSHC subject to Constitutional review.

### **Section III**

All voting shall take place by secret ballot.

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## **Article X. Amending the Constitution**

### **Section I**

An Amendment to the Constitution must be read and discussed at two SSHC meetings before it can be voted upon. A two-thirds ( $\frac{2}{3}$ ) majority vote is required before a proposed amendment can pass the SSHC.

### **Section II**

All Amendments passed by the SSHC must be confirmed by a majority of the votes cast by the Student Body of Harper College before becoming effective.

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## **Article XI. Petitioning**

Any action of the SSHC may be petitioned for recall by twenty per cent (20%) of the entire Student Body.

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## **Article XII. Ratification**

In order to go into operation this Constitution must be ratified by a two-thirds ( $\frac{2}{3}$ ) vote of the Interim Student Assembly and a simple majority of the Student Body votes cast.

Amended May 26, 1969

## **Associate Degree**

A two year degree offered by colleges throughout the country. Harper College offers three different associate degrees. These are: The Associate of Arts (A.A.), the Associate of Science (A.S.), and the Associate in Applied Science (A.A.S.).

## **Career Programs**

One or two year programs leading directly to employment. Students completing one year career programs receive certificates of completion and students completing two-year programs receive the Associate in Applied Science degree.

## **Charge-back**

The Illinois Junior College law provides that students who live in a high school district not part of a junior college district, or students who wish to take a program not offered by the junior college in their district, may attend any other public junior college in Illinois paying only the resident tuition and fees. The district from which the student comes must pay the charge-back which is the difference between the student's tuition plus state reimbursement and the actual cost of educating the student. In order for a student to qualify for the resident fee rate, he must apply for a charge-back authorization by July 1 prior to registration. Students having questions about charge-backs should see the Director of Admissions.

## **Class Section**

A group of students meeting to study a particular course at a definite time. Sections are identified in the class schedule by specific section numbers and times. Some courses in the class schedule will have many sections. For example—Psychology 101-03 (the 03 indicates section 3.)

## **Course**

A particular portion of a subject selected for study. A course is identified by a course number. For example—Psychology 101.

## **Course Description**

Statements identifying the content of a course. Course descriptions are found in the college catalog.

## **Course Title**

A phrase descriptive of course content. For example—the course Psychology 101 is called *Introduction to Psychology* which is the course title.

## **Curriculum**

A group of courses planned to lead to some specific competence in a field of study and to a certificate or associate degree. For example—data processing curriculum.

## **Degrees**

A title conferred by a college or university upon completion of a particular program of academic work. Some typical college degrees are the Associate of Arts (A.A.), the Bachelor of Science (B.S.), the Master of Arts (M.A.), the Doctor of Philosophy (Ph.D.), and the Doctor of Education (Ed.D.)

## **Department**

An organizational unit within a college, usually a subject matter field within which courses are offered. For example—typical departments at Harper are Biology, History and Art.

## **Division**

A college organizational unit usually made up of a grouping of related departments. For example—the division of social sciences or the division of life and health sciences.

## **Elective**

A non-designated course within a curriculum. An elective permits a student to select a course of his choice within his program rather than taking a specifically designated course.

## **Grade Point Average (GPA)**

A numerical average which indicates how well a student has done in his college work. At Harper College this is based on a four point scale ranging from 0 (F) and 4 (A). See page 11 for further information and instructions on how to compute the grade point average.

**Grade Point (or honor quality point) Deficiency**

The number of grade points a student lacks from having a "C" (2.0) grade point average. The possession of fewer grade points than twice the number of semester hours attempted.

**Grant-in-Aid**

A monetary sum given to a student for a service rendered to the college. This is usually granted without relationship to financial need or scholastic average.

**Major**

The subject matter field of study which a student selects to emphasize.

**Minor**

The subject matter field of study which a student chooses for secondary emphasis. A minor is seldom required for the associate degree, but often required for bachelor and graduate degrees.

**Prerequisites**

Requirements which must be met and/or courses which must be taken prior to enrolling in a specific course. Course prerequisites are listed in the catalog.

**Probation**

The academic status of a student who is on scholastic trial or warning. See page 11.

**Quarter Hours**

Colleges on the quarter system grant credits in terms of quarter hours. A quarter hour is worth two-thirds of a semester hour. Quarter hours can be converted to semester hours by multiplying the number of quarter hours by two-thirds. Harper College uses semester hours of credit.

**Registration**

The process of selecting courses, completing college forms, and paying fees, all of which must be completed prior to the beginning of classes each semester.

**Scholarships**

Monetary grants given to a student in recognition of outstanding academic achievement. Scholarships are some-

times based on financial need as well as scholarship.

**Selective Retention**

An official college policy stating minimum academic levels necessary for continuance in college. See page 11.

**Semester Hours**

Credits offered by colleges on the semester basis. Each course carries a designated number of semester hours of credit which is usually based on the number of hours per week that a class meets. Exceptions to this rule usually occur in courses with labs.

**Transfer**

The conveyance of a student's credits from one college to another.

**Transcript**

The official college record of a student's academic standing. It usually includes biographical data, test scores, and college grades.

Harper College

**Improve Your Reading**

Reading is one of the most important academic skills. Do everything possible to improve your speed and comprehension. The college offers counseling help on your reading as well as specialized courses designed to meet individual needs for reading improvement.

**Find A Quiet Place To Study**

Establish good study habits right from the beginning. Find a study area free from distractions where you can concentrate without interruption.

**Clarify Your Vocational Goals**

If you are not absolutely sure of your vocational goals, or if you would like to re-examine them, see one of the college counselors. A student needs to be clear on his future so that he can receive maximum benefit from his educational program. Clarifying your goals may be directly related to your motivation for doing successful college work.

**Make Maximum Use Of The Library**

In many ways the library is the heart of the college. Become skilled in its use. If you have questions regarding use of the library, please consult the library staff.

**Attend Class Regularly**

Class attendance is crucial. In college material is presented more rapidly than in high school, and there are fewer class meetings. Each class, therefore, becomes an important learning experience in itself. If an absence is unavoidable be sure to check with other students to obtain any missed material.

**Be Curious — Ask Questions**

Curiosity is an important factor in learning. If you have questions regarding academic matters don't hesitate to talk to faculty members, to counselors, or to students who can assist you.

**Relate College to Life Goals**

Seek to understand how each part of the college (courses, programs, etc.,) relate to your personal goals. If this is not readily apparent talk to your instructor, counselor, or college administrator and ask for an explanation. Un-

derstanding this relationship is directly related to motivation.

**Do Not Work Excessively**

No student can work more than half-time, or between 15 and 20 hours a week and do justice to a full time college program. A rule of thumb is that for each hour in class you need to spend two hours outside of class in preparation. Following this rule, college requires 40 to 50 hours a week. Too much outside work can be extremely costly, in money, grades and health.

**Be Resolute and Determined to Succeed**

Perhaps the most important factor in a student's success in college is being determined to succeed. This is the only frame of mind that will permit overcoming significant obstacles. Many very capable students leave college every year due to a lack of determination and "sticktoitiveness." Don't be one of them. If you become discouraged see your counselor.

**Take Full Advantage of the Co-Curricular Program of the College**

Colleges offer a variety of educational opportunities outside of the classroom. These often involve lectures, concerts, social activities, athletic activities, and a wide variety of other activities. Not only can these activities broaden your knowledge and understanding, but they can also fill leisure time productively, and help you develop socially.

**Learn To Use The College Bookstore**

The bookstore is more than just a place in which to purchase texts and supplies. It also offers a wide variety of books and educational aids with which a student should be familiar. A little time spent browsing in the college bookstore can be a worthwhile experience.

**Think Independently—  
Don't Give Up An Idea**

One of the attributes of an educated person is that he thinks independently. It is important to develop your own ideas and to defend them intelligently. Resist the temptation to conform to the

ideas of others. At the same time, resist the other extreme of holding onto ideas when the weight of evidence clearly demonstrates them to be false.

**Use Your Time Wisely**

With time at a premium in college it is crucial to learn to use it wisely. Don't wait until the last minute to cram for a test in order to pass a course. Most college students find that there is enough time to do all work adequately if their time is well planned.

**Develop Good Study Habits**

If good college study habits are a problem join one of the study habits seminars, or see a college counselor. They will help you get the maximum benefit from your study time.

**Get Help In Solving Difficult Problems**

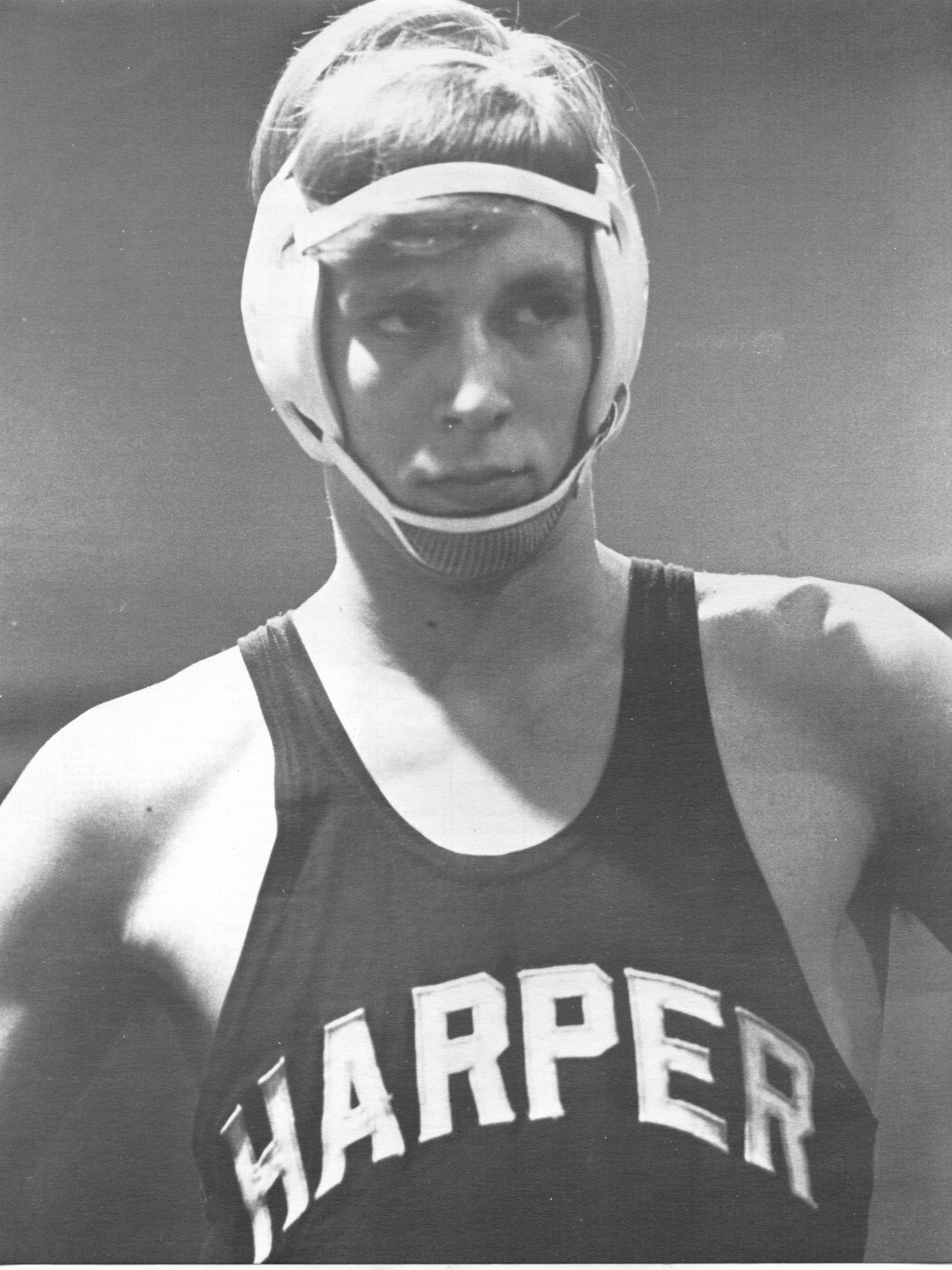
The college offers an outstanding counseling service to students who need help with educational, vocational or personal-social problems. If difficult problems begin to affect your ability to concentrate, see a counselor. Seeking help with personal problems is a sign of strength rather than weakness.

**Don't Cheat**

Cheating is one of the most destructive forces known on a college campus. Even if the student is never caught this form of behavior is destructive psychologically, socially, and educationally.

**Seek To Clarify Your Personal Values and Philosophy of Life**

College attendance frequently stimulates a re-examination of life's values and goals. It is also a time when students internalize their philosophy of life. Studies show that value changes beyond college age are usually minor. In essence college offers an excellent chance to evaluate your philosophy of life. You should take advantage of every opportunity to discuss basic life issues in classes, in faculty conferences, with counselors, with visiting lecturers, or in other college gatherings.



HARPER

