

Harper College
Student Handbook
1979/80



Student Handbook

Harper College

Student Handbook

1979/80

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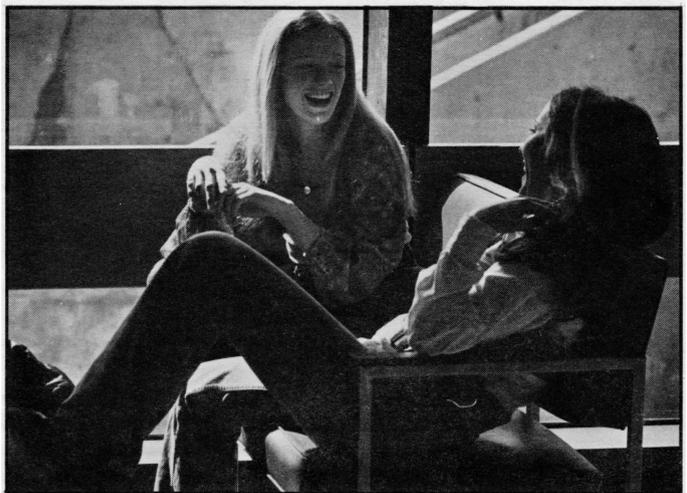


William Rainey Harper College
Algonquin and Roselle Roads
Palatine, Illinois 60067

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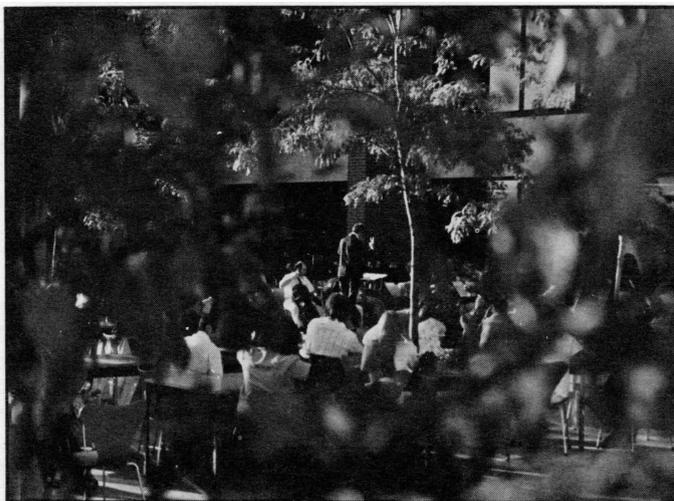


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Academic Calendar for 1979-80

First Semester

Open Registration As Scheduled	April through August 20
Faculty Report	August 21
Late Registration	August 23, 24, 25
Classes Begin	August 27
Last Day for Late Registration	August 31
Last Day for Adding Classes	August 31
Labor Day	September 2-3
Last Day for Refunds	September 8
Midterm	October 19
Veterans' Day	November 12
Thanksgiving	November 22-25
Classes Resume	November 26
Last Day for Withdrawals	December 15
Final Exams (Emergency closing of campus could delay exam period)	December 17-22
Semester Break Begins	December 23



Second Semester

Open Registration as Scheduled	October-January 8
Faculty Report	January 9
Late Registration	January 10, 11, 12
Classes Begin	January 15

	Last Day for Late Registration	January 21
	Last Day for Adding Classes	January 21
	Last Day for Refunds	January 28
	Lincoln's Birthday (observed)	February 12
	Midterm	March 7
	Good Friday	April 4
	Spring Vacation	April 5-13
	Classes Resume	April 14
	Last Day for Withdrawals	May 10
	Final Exams	May 12-17
	Graduation	May 18
Summer Session	(Two Eight-Week Staggered Terms) Registration	May 22, 23
	Classes Begin (first eight-week term)	May 27
	Last Day for Late Registration	May 29
	Last Day for Adding Classes	May 29
	Last Day for Refunds (first term)	June 2
	Classes Begin (second eight-week term)	June 23
	Last Day for Late Registration	June 25
	Last Day for Adding Classes	June 25
	Last Day for Refunds (second term)	June 28
	Midterm	July 3
	Independence Day (classes not in session)	July 4
	Last Day for Withdrawals (first term)	July 7
	Final Exams (first term)	July 17-18
	Last Day for Withdrawals (second term)	August 4
	Final Exams (second term)	August 14-15

Service and Information Directory

Service and Information Directory

Academic Regulations

Dean of Career Program Development & Continuing Education
D129, Ext. 290

Affirmative Action

College Relations A314, Ext. 230, 279

Child Care Service

D116, Ext. 262 (office - D275)

College Newspaper *Harbinger*

A367, Ext. 460, 461

Continuing Education Non-Credit Offerings

CE Admissions C101, Ext. 410, 412

Credits or Graduation Requirements

Office of Admissions & Registrar
A210, Ext. 505 & Student Development Faculty

Dropping and Adding Courses

Student Development Faculty in Student Development
Center, A347, or in Divisional Offices,
& Office of Admissions & Registrar
A210, Ext. 500

Full or Part Time Work

Illinois Job Service Representatives
F132, 397-4492 or 397-4509

Grade Reports

Office of Admissions & Registrar A213, Ext. 500

Handicapped Services

Health Services A362, Ext. 340

Health Services

A362, Ext. 340

Hearing Impaired Program Support Services

A147, Voice — Ext. 267 TTY — 397-7600

Intercollegiate Athletics

Coordinator, Men's Athletics

M215, Ext. 466, 467

Coordinator, Women's Athletics

M214, Ext. 466, 467

Intramurals

Coordinator of Intramurals

Bldg. M, Ext. 466, 467

Lost and Found Items

Public Safety Office

B103, Ext. 211, 330

Parking and Public Safety

Public Safety Office

B103, Ext. 211, 330

Medical Parking Permits

Health Services, A362, Ext. 340

Permission to Carry More Than 18 Hours

Dean of Career Program Development & Continuing Education
D129, Ext. 290

Personal Problems

Student Development Faculty in Student Development
Center, A347, or in Divisional
Offices, & Health Services, A362

Program Board

Student Activities Office
A336, Ext. 274, 242

Rehabilitation Act of 1973 (Section 504)

Vice President of Student Affairs
A317, Ext. 360, 361

Scholarships, Loans or Other Financial Aids

Financial Aid Office
A364, Ext. 249

Student Activities Registration and Activities Calendar

Student Activities Office
A336, Ext. 243

Student Activity Cards

Business Office
A214, Ext. 439, 497

Student Clubs and Organizations

Student Activities Office
A336, Ext. 242

Student Government

Student Senate Office
A332, Ext. 244 or
Student Activities Office
A336, Ext. 243

Student Grievances

Vice President of Student Affairs
A317, Ext. 360

Transcript of Your Credits

Office of Admissions & Registrar
A213, Ext. 500

Transfer to Another College

Student Development Faculty or
Office of Admissions & Registrar
A213, Ext. 505

Tuition and Fee Payment

Business Office
A214, Ext. 439

Tuition Refund

Office of Admissions & Registrar
A213, Ext. 500
Medical Reasons
Health Services, A362, Ext. 340

Veterans Affairs

A364, Ext. 254

Vocation or Job Selection

Student Development Faculty in Student Development
Center, A347, or in Divisional Offices, or
Illinois Job Service Representatives,
F132, 397-4492 or 397-4509

Withdrawal from College

Student Development Faculty in Student Development
Center, A347, or in Divisional Offices, & Office
of Admissions & Registrar
A213, Ext. 500
Medical Withdrawal
Health Services, A362, Ext. 340

There is more to college than attending classes. Harper offers an extensive student activities program in which you can become involved in two ways: (1) in the planning and operation of the program, and/or (2) by attending the various activities offered during the year. Students of all ages, backgrounds, and interests are encouraged to participate in the planning and directing of activities. This provides practical learning experiences which can be applied later in life. Look over the list of programs, activities and services and take advantage of what Harper has to offer.

Student Government

The Student Senate of Harper College (SSHC) is an elective body composed of members who represent the following academic divisions and special interest groups:

Academic Divisions (One representative from each division)

Business and Social Science	Mathematics, Physical
Communications, Humanities and Fine Arts	Science and Technology
Life Science and Human Services	Physical Education, Athletics and Recreation

Special Interest Groups

Club and Organization Council	three members
Peer Counselors	one member
Student Trustee	one member

The offices of president, vice-president, and treasurer are elected from within the above membership.

The election of the representatives from the academic divisions is held within the first six weeks of the fall semester. Election information is available in the Student Activities Office, A336, third floor of the College Center.

Students are strongly encouraged to become actively involved in the college through the Student Senate. The SSHC represents Harper students to the faculty, administration, and Board of Trustees in the formulation of policies that affect students.

It also budgets and recommends allocation of student activity fee funds, appoints students to college committees, reviews and recommends changes in college policy, and promotes general student welfare.

Student Trustee

The Illinois legislature passed House Bill 1628 on September 12, 1973, providing for non-voting student representation on all boards governing higher education including two-year community colleges and four-year institutions. The law, signed by Governor Walker, became effective October 1, 1973. The community college section of the law stipulates that each college's Board of Trustees shall have one non-voting member who is a student enrolled in the college under the jurisdiction of the Board. The term of office is for one year beginning on April 15 of each year.

Through a campus-wide referendum held at Harper College shortly thereafter, the procedure for the selection of a student trustee was determined. The student trustee is elected by popular vote of the student body. The Student Senate as election committee is responsible for overseeing all election procedures. The election for the student trustee is held in the spring. In order to qualify a candidate (1) must be a registered Harper student (nine or more credit hours) during both the fall and spring semesters; and (2) must reside within the Harper College District 512.

The student trustee assumes all the rights and responsibilities of a duly elected board member with the exception of his/her non-voting status. The student trustee:

1. is allowed to make or second motions;
2. is admitted to all sessions of the Board;
3. receives all materials elected Board members do.

As a non-voting member, the student trustee is not considered in determining a quorum for action of the Board.

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

Student Activity Fees

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

1. Cultural arts series of lectures, films, concerts, theater, and art exhibits as listed in the College/Community Programs Brochure. Students are admitted either free or for a nominal admission price to these activities.
2. Social programs of popular films, concerts, coffeehouses, afternoon activities, special events, etc., as listed on the activity calendar. Students are admitted free or for a nominal admission price.
3. Intercollegiate and intramural sports — free admission to all athletic events on campus.
4. Student publications — weekly student newspaper, *Harbinger*, and annual visual arts/literary magazine, *Point of View*, available free to students.
5. Health Services — free medical care including physicians' services in the Health Service Office available to students.
6. A variety of clubs and organizations offered for student involvement including curricular and special interest groups as well as student government, the radio station, and speech team.
7. Child Care Services — baby-sitting service available to children of Harper students at a reduced rate of \$1.00 an hour.
8. Discount tickets to Chicago area sporting, amusement, and theater attractions on a seasonal basis are offered to Harper students when they are made available to the Student Activities Office.

9. Free mini-courses in hobby/leisure or special interest areas are offered each semester to students.
10. Short-Term Loans of up to \$50.00 for ten days are available to students for emergency expenses.
11. Legal Services — free legal advice by practicing attorneys is available to students.
12. Other activities/program services approved by the Student Senate which benefit the student body.

College Center Program Board

The Program Board is responsible for all social programs on the campus which are open to the entire student body. The board consists of a president, administrative assistant, a public relations manager, and four appointed committee chairmen, each responsible for one specific area of programming. These areas are afternoon activities, concerts and lectures, films, and special events.

Selection of board members is conducted during the spring and in the fall. New board members are appointed by two-thirds vote of all current board members.

The Program Board was designed in such a manner as to encourage students to explore new and creative ideas for programming. If you want a voice in Harper activities, join the Program Board by contacting the Student Activities Office.

Cultural Arts Series

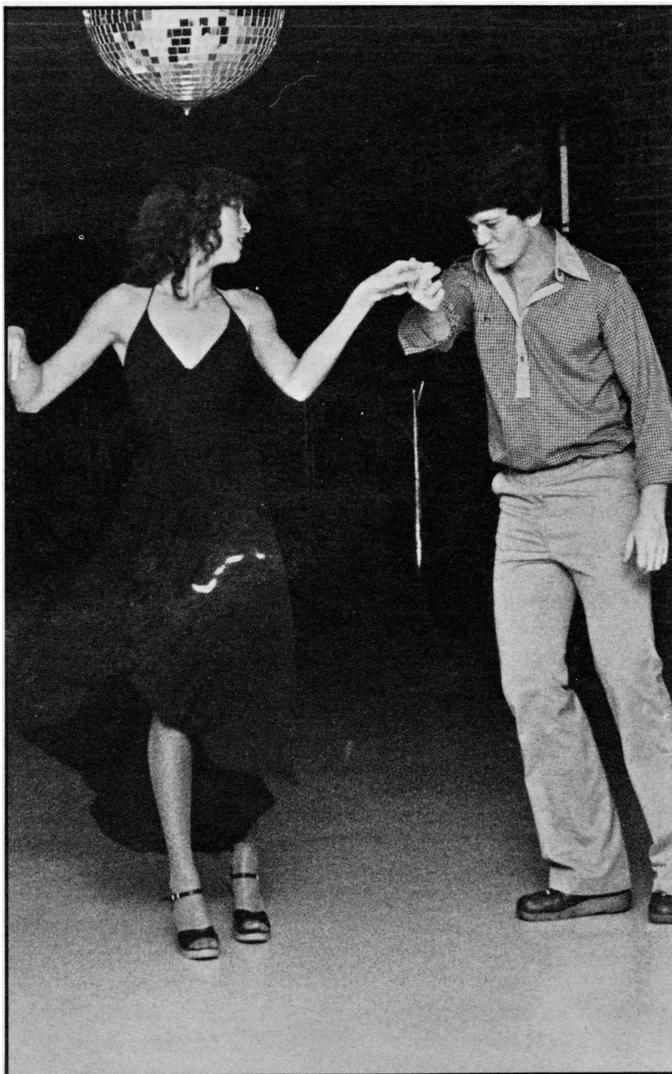
The cultural arts series provides the college with programs representative of the various arts — dance, art, drama, films and music, plus a forum for the discussion of issues and ideas through a lecture series. Financed by the student activity fee, these are planned by a student-faculty cultural arts committee and scheduled regularly throughout the year.

Clubs and Organizations

Want to belong, but can't find the right group? Could be it's time to join one of the ones listed below, or start your own! All you need to do is go to the Student Activities Office (A336), pick up a petition, have ten interested students sign it, choose a faculty sponsor, turn the petition in, and you're ready to go.

Association of Legal Students
 Astronomy Club
 Ba'hai Club
 Catholic Campus Ministry
 Cheerleaders
 Circle K
 Club & Organization Council
 Geology Club
 Junior American Dental Hygienists Association
 Junior Branch of the Food Service Executives Association
 Future Secretaries Association
 Harper's Bizarre (Fashion Design)
 Illinois Association of the Deaf
 Operating Room Technicians Club
 Phi Theta Kappa (Honorary Scholastic Society)
 Physical Education Majors Club

Political Science Club
Pom Pon Squad
Program Board
Seekers
Solar Energy & Alternate Resources Club (S.E.A.R.C.H.)
Sophomore Nurses Club
Spread Eagle Ski Club
Student Nurses Association of Illinois



WHCM Radio

WHCM, student radio station, is managed, staffed, and operated entirely by students. The station is a closed circuit system operating within the College Center and other buildings on campus. The station, however, is run in accordance with F.C.C. rules and regulations. Positions available to interested students include announcers, engineers, news personnel, music staff, sports staff, and management personnel. No experience is necessary. Training will be provided for all positions. Interested students should contact WHCM in the College Center, A331, or extension 488.

Student Newspaper – “The Harbinger”

The Harbinger is the student newspaper on campus. It is completely staffed by students interested in participating in the production of a weekly newspaper. Their opportunity is not limited; it runs the gamut of everything which is involved in a newspaper office.

The business office handles advertising sales, composition, billing, and distribution.

There is a contribution to be made by anyone adept in cartooning and artwork.

The photo lab is involved in covering assignments for pictures and developing the film in the darkroom.

Reporting and writing of all kinds are assigned from the newsroom. Previous experience in newspaper production in high school or elsewhere could qualify a student as an editor in the newsroom, photo lab, or as editor-in-chief. Editorial positions require relatively more time from the student.

There is also an opportunity for designing the pages of the paper at layout, and proofreading at the printer's shop. Clerical work must also be done, such as typing, photocopying, ordering supplies, and mailing.

There is something of interest for every student on the newspaper staff. Travel opportunities are available to student conferences and conventions, and a limited number of tuition rebates are available to deserving staff members at the end of each semester.

Interested students should contact Editor-in-Chief, A367, College Center, extension 461.

“Point of View”

A literary and art magazine, *Point of View*, is generally printed each year in the spring. Material for publication is accepted in both the fall and spring semesters. Students interested in helping or in submitting materials should contact Dr. Elizabeth Hull, Communications, Humanities and Fine Arts Division, F334b.

Group Counseling

There are several types of group experiences led by counselors for any student who expresses a desire to participate.

Two types of groups are offered through the curriculum for academic credit. The Human Potential Seminar (PSY 110) assists students to uncover their hidden potential primarily through experiences designed to bolster their self-confidence and increase their motivation. Career Planning and

Development (PSY 111) focuses on self-appraisal, an analysis of the world of work, and the development of job-seeking skills. Students may register for these courses as a part of their registration for other courses.

Non-credit groups such as Interpersonal Effectiveness Labs and Effective Decision Making seminars and others are offered from time to time. Students are informed about these group offerings through articles and advertisements appearing in the student newspaper. Interested participants can sign up for these in the Student Development Center.

Peer Counselors

Peer counselors are students trained by the counseling staff to interact with other students. Peer counselors want to assist you during your years at Harper. They can help you at orientation and registration times, give you transfer information or just be someone to talk to. Peer counselors are interested in you; look for one when you want to talk or need some Harper information. Peer counselors can be contacted through the Peer Counseling Center in the College Center, Building A, or the Student Development Center, A347.

Community Counseling Center

Have you a friend or relative who needs help resolving personal problems? Harper College's Community Counseling Center provides assistance to non-student members of the community. The center offers personal counseling, marriage, and family counseling, as well as a complete testing service and vocational career guidance. For information regarding fees and appointments, call the Community Counseling Center, 397-3000, extension 273.

Student Development

Harper views counseling as a vital function of a community college and therefore offers an extensive program of student development services to students.

Student development faculty serve as academic advisers and their offices are located conveniently in the various academic divisions throughout the campus. They assist students in program selection and educational planning. Student development faculty are also available to help students in the career decision making process. Testing can often benefit a student in this investigative process and student development faculty can arrange for the appropriate interest or aptitude tests. Students are encouraged to see a student development faculty member when personal or social problems arise.

The student development center maintains a collection of information on vocational and college selection, and college catalogs for personal use by the students. Up-to-date transfer information on area colleges and universities is available from each student development faculty member. Specific information is included on program requirements of transfer programs with these institutions.

Students are encouraged to see a student development faculty member in the academic division which includes their major field of study. Student development faculty are available for academic, vocational and personal counseling. Each student

development faculty member schedules and posts hours for open office hours and also sees students on an appointment basis.

The College Center

The College Center is an integral part of the Harper activity program. It is the scene of lectures, concerts, informal discussions, dances, meetings, conferences, and a variety of other activities. Its facilities include food service area, lounges, meeting rooms, game room, and offices for student government, clubs and organizations, student publications, student development, health service, and financial aid.

In order to insure optimum use of facilities, several building policies have been established. Card playing and other table games are permitted in the College Center except in the cafeteria between 10:30 am and 1:30 pm. Because of limited seating during these peak hours, the cafeteria is to be used solely for dining purposes. Card playing and other table games, visiting, studying, or any other activity, except dining, will not be allowed. The second floor lounge and third floor game room are available for these other activities. Regulations governing the use of the game room are posted in that area. Students are not allowed to sleep in the lounges, in particular the fireplace area. A rest area with sleeping cots is available in the Health Center, A362.

Programs are occasionally held which require special arrangements and/or the movement of students from one area to another. In such cases regulations will be posted or announcements will be made pertaining to the area affected. The fireplace, lounge area, and game room are usually closed during formally scheduled activities in the lounge.



Intramurals and Recreation

Intramurals and recreation activities will be developed according to the interests of the Harper students. Students will have the opportunity to participate in structured tournament-type activities or take advantage of the many open recreation time periods.

The schedule of Intramurals and a Recreation Calendar of Events will be posted in the new Physical Education, Athletic and Recreation Building. Announcements of upcoming events will also be listed in the school newspaper on a regular basis.

Students are invited to express their suggestions for the type of activities they prefer by visiting with the coordinator of intramurals in Building M.

Further information can be obtained by calling the Intramural Department, extension 466.

Intercollegiate Athletics

Harper is a member of the North Central Community College Conference (N4C) and the National Junior College Athletic Association (NJCAA). Colleges in the conference are Triton (River Grove), Wright (Chicago), Joliet (Joliet), Rock Valley (Rockford), College of DuPage (Glen Ellyn), Thornton (South Holland), and Illinois Valley (LaSalle). For the women's teams Harper also holds membership in the Illinois Junior College Intercollegiate League for Women (IJCLW).

<i>Sport</i>	<i>First Official Practice</i>	<i>Daily Practice Times</i>
Football	August 15	3:00 pm
Golf	August 27	2:00 pm
Cross Country	August 27	3:00 pm
Women's Tennis	August 27	3:00 pm
Women's Volleyball	August 27	3:00 pm
Basketball	October 15	3:00 pm
Wrestling	October 15	3:30 pm
Women's Basketball	October 15	3:00 pm
Women's Gymnastics	October 15	3:00 pm
Baseball	March 1	3:00 pm
Tennis	March 1	3:00 pm
Track	March 1	3:00 pm
Women's Softball	March 1	3:00 pm

In order for a student to participate in a sport, he or she must be eligible according to the rules of the conference and respective athletic associations. One of the major eligibility requirements is that each student must furnish an acceptable record of a physical examination taken within one year of participation.

Students interested in participating in a particular sport should contact the coach of that sport as soon as possible to determine eligibility status.

Additional information is available from Roger Bechtold, coordinator of men's athletics and Martha Bolt, coordinator of women's athletics.

Athletic offices are located in the Physical Education, Athletics and Recreation Building (Building M), telephone 397-3000, extension 466.

Pom-Pon Squad

The Harper Pom-Pon Squad has since 1967 been promoting school spirit. The girls perform dance and drill routines at football and basketball games. Other activities include money raising projects, parades, travel to other schools, performance at a Chicago Bulls game and a winter sports banquet. There are sixteen members. Half of the girls were chosen last spring, and the remainder will be chosen this fall. These girls will represent Harper for the fall and winter seasons. Those interested should contact the Student Activities Office, A336, and watch for announcements in *The Harbinger* and on campus bulletin boards.

Cheerleading Squad

The Harper Cheerleaders provide and promote school spirit while supporting all the athletic programs. The girls' performing skills include cheers, mounts, splits, jumps, and gymnastics. Other activities include money raising projects, parades, travel to other schools, and a winter sports banquet. There are eight members. Half of the squad was chosen last spring, and the remainder will be chosen this fall. They will represent Harper for this year's sport seasons. Men and women interested in trying out should contact the Student Activities Office, A336, and watch for announcements in *The Harbinger* and on campus bulletin boards.

Studio Theatre

The Harper College Studio Theatre is designed to provide the student with experience in all aspects of theatre production. There are three major productions each year and auditions are open to any interested Harper student. Productions include musicals, serious dramas, comedies, and children's theatre. Questions about theatre on campus should be directed to Mary Jo Willis, A139, extension 448.

Women's Center

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

Credit by Examination Programs

Proficiency credit is available at Harper College through three programs: the Advanced Placement Program (APP); College-Level Examination Program (CLEP); and Harper Department Program (DP). For listings of courses having proficiency exams and procedures for applying, contact the Office of Testing Services.

Academic and Vocational Testing

Have you ever asked yourself, “Do I really know what I want to do?” or “What am I interested in?” or “What are my abilities?” If you have and you weren’t satisfied with your answer, you may get some insight about yourself, your abilities, and your interests by taking a battery of tests. These tests are available in the Office of Testing Services. Students must first contact a student development faculty member for help on the kind of tests to take.

International Students

Harper College welcomes you, the International Student, and encourages you to take advantage of the specialized services within the student affairs area. Counselors are available for academic, career, and personal counseling.

The Admissions and Records Office will assist you in completing the registration process.

Our student activities program offers a variety of activities to choose from. We strongly encourage you to take advantage of these programs which can provide a much needed break from your academic routine as well as being an important part of your total education at Harper.

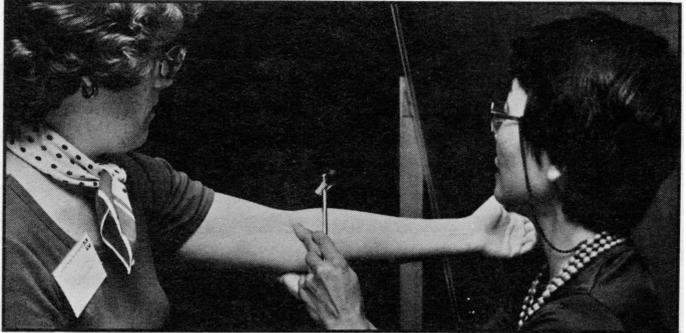
Health Service

The Health Service is located in Room A362, next to the Counseling Center and is open from 8:15 am to 10:00 pm Monday through Thursday and 8:15 am to 4:30 pm Friday. Registered nurses staff the Health Service and the following services are available without charge to students.

1. Confidential health counseling
2. First aid
3. Medications — aspirins, throat lozenges, cough medication, Alka-Seltzer, cold capsules, etc.
4. Medical parking permits
5. Health education
6. Student hospitalization insurance
7. Allergy injections
8. Referrals for health problems
9. Rest area
10. Testing for:
 - a. Mononucleosis
 - b. Pregnancy
 - c. Tuberculosis
11. Throat cultures
12. Venereal disease — confidential and free
13. Medical withdrawals
14. Part-time physician

The part-time physicians provide medical care two hours per day on selected days as posted. They can diagnose, treat, prescribe medications, laboratory tests and x-rays when necessary. The physicians’ services are funded by the student activity fees.

All services are completely confidential! Symposia and programs are planned throughout the school year and literature is made available to increase the student’s awareness and knowledge of health problems and information.



Call the Health Service, extension 340, if you have any questions. Use the services — they're free — confidential — and for you!

Section 504

William Rainey Harper College does not discriminate on the basis of handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for college compliance with Section 504 of the Rehabilitation Act of 1973 is the Vice President of Student Affairs.

Services to Handicapped Students

Support services are available for handicapped students in accord with Section 504. These services may be requested through the Health Service office, A362.

Legal Service

Free legal advice is available from practicing attorneys to full and part-time students who pay an activity fee. The attorney will be available for 3 hours each week. The intent of the service is to help educate students to recognize their legal problems and to facilitate their resolution. Students must be aware that the attorney will not actually provide legal representation for them during the above hours. Instead, the attorney will answer questions on whatever legal problem the student has, advise the student as to his or her rights/legal liabilities, and how a question/problem can best be resolved.

The attorney shall not be required or permitted to provide services to any person where such should present a conflict of interest for the attorney, the college and the Student Senate, nor in any matter against or antagonistic to the college, the Board of Trustees and members thereof, or any employee, student or staff member of the college.

This service is funded by student activity fees and sponsored by the Student Senate.

Students should make an appointment to see the attorney in advance by calling 397-3000, extension 242 or 243, or by coming to the Student Activities Office. Students without appointments can see the attorney on a walk-in basis, time permitting.

Financial Aids

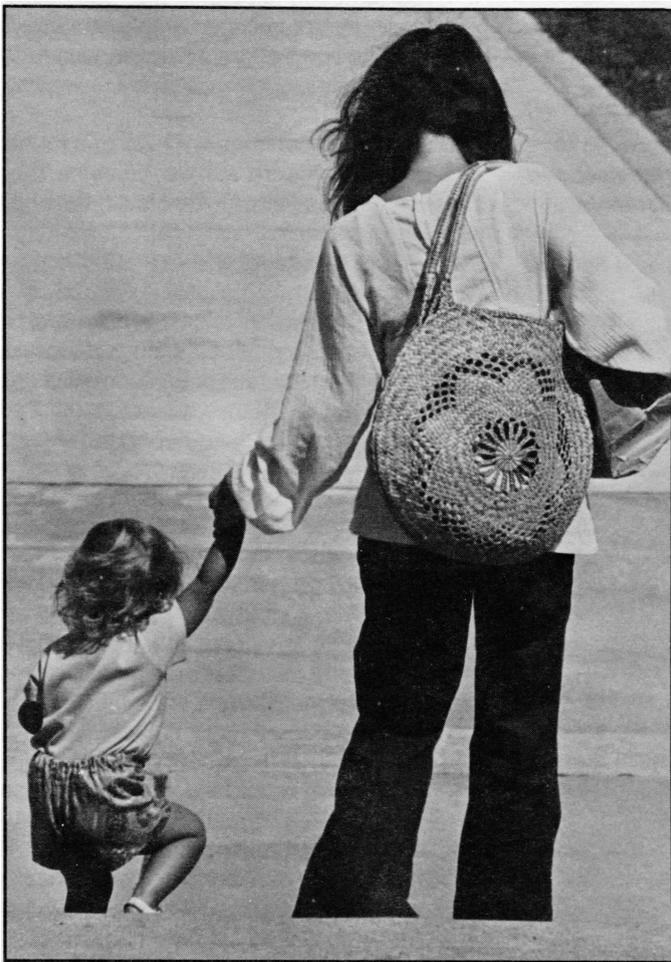
A variety of scholarships, loans and grants are available to qualified Harper students — Federal Nursing Grants and Loans, Basic Opportunity Grants, College Work-Study, Illinois State Monetary Scholarship and Grant awards, Illinois Guaranteed Loans, Law Enforcement Grants and Loans, Trustee Scholarships, Student Service Awards, Illinois State Veterans Scholarship, G.I. Bill, Veterans Vocational Rehabilitation, V.A. Widows Compensation Benefits, Social Security, and Division of Vocational Rehabilitation funding.

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 their local office of the state division of vocational rehabilitation.

Tuition rebates are provided by many area businesses and industries to their employees as an incentive for them to continue their education. Students who are employed should contact their company representative for further details.

Further information may be obtained from the Office of Financial Aid, A364, College Center.



Financial Aid

An extensive program for meeting the financial needs of students is administered by the Office of Financial Aid. Available to students are scholarships, loans, grants, and college-work opportunities. Anyone interested in finding out more about financial aid should call 397-3000, extension 248 or 249 or come to the office, A364.

Short-Term Loans

Short-term loans up to a maximum of \$300.00 may be obtained through the Office of Financial Aid to cover the costs of tuition and fees as well as books and supplies. It takes approximately one week to process the loan and there is a service charge.

Emergency Short-Term Loans

Short-term loans up to a maximum of \$50.00 may be obtained in the Student Activities Office by Harper students with emergency expenses. The loan must be repaid in full within ten school days. There is no service charge and the check is generally processed within 24 hours.

Student Activities Awards Programs

The Annual Student Awards Program recognizes outstanding contributions by students in all areas of the student activities program. Nominations are made, generally in March, by individual organizations and faculty advisers. The students are cited at an awards banquet sponsored by the college in May, and given awards in the form of plaques, mugs, or certificates, depending upon the particular award level and activity.

Who's Who Among Students In American Junior Colleges is an annual directory of outstanding student leaders in two-year colleges across the country. Only second year students are eligible, and the criteria for selection are academic standing, participation and leadership in curricular and co-curricular activities, and community service. Faculty members are encouraged to nominate students, and students may apply directly to the selection committee. Applications are generally available in January and the selections are made within the first two weeks of February

Student Service Grants in the form of full or partial tuition rebates are available for outstanding contributors in the student activities area. Club and organization officers and members may be nominated by the adviser and/or students, based on their performance, position and responsibility, leadership exhibited, and length of service. These grants are awarded on a semester basis.

Further information on these award programs is available in the Student Activities Office.

Employment Services

Need help? Looking for a job? Stop by F132 and visit with the Illinois Job Service Representatives. Find answers to your questions and learn about the job market. Become familiar with the resources available and how to use them for your benefit. Check the "Job Data Bank" for opportunities in Illinois and surrounding states. Office hours are 8:30 am to 4:00 pm. Job Service representatives can be reached by telephone during those hours at 397-4492 or 397-4509.

Employment Recommendations

If you are working part-time or full-time, you should be careful not to register for more courses than you can handle. Time spent in class is only part of the time commitment required. Generally, each student should plan to spend an additional two hours of study for each hour spent in class. A student registering for classes totaling 15 credit hours should plan to spend 15 hours in class and an additional 30 hours for study — a weekly total of 45 hours.

The following table can be used as a general guide for balancing course load with the time requirements of a job:

<i>Weekly Job Time</i>	<i>Course Load</i>
9 hours or less	14-16 sem. hrs.
10-19 hours	10-13
20-29 hours	7-9
30-39 hours	4-6
40 hours and above	1-3

Veterans' Programs

Veterans are eligible to receive assistance under the G.I. Bill, the Veterans Vocational Rehabilitation Act, and War Orphans Educational Assistance Program. Veterans who entered the service as residents of Illinois are also eligible for a tuition scholarship for a period that is equivalent to four (4) years of full-time enrollment, i.e., a total of 120 points. They should contact the Veterans Affairs Office, Room A364, for further details.

Food Services

For your pleasure and convenience, the cafeteria, located on the first floor, offers a wide variety of hot food, snacks, and short order items. The facility is open:

<i>Day</i>	<i>Hours Open</i>
Monday-Thursday	7:30 am-8:00 pm
Friday	7:30 am-3:15 pm

Vending machines are located throughout the College Center and other buildings on campus. Service is available whenever the buildings are open. Food vending machines are located in D and F Buildings. They are serviced by our food staff and contain sandwiches, desserts, and other snack items.

Catering is available for all on-campus and campus-related functions. Information concerning the planning of such events may be obtained by contacting the Catering Manager, extension 571.

Students enrolled in the Food Service Management program participate in the preparation and service of some of the food items as related to the above areas. Students are under the guidance of an instructing Chef and Baker and a professional food management staff. Inquiries concerning the Food Service Management program may be directed to the Coordinator of the Food Service program.

Bulletin Boards and Publicity

A list of weekly college events and announcements is placed in the college newspaper, the *Harbinger*, the Weekly Bulletin, and on bulletin boards. Publicity must be approved by the Student Activities Office and may be hung or distributed only in designated locations. Recommended poster size is 14" x 22", but larger posters will be allowed if space is available. The name of the organization sponsoring a campus activity or event must appear on all publicity material. A poster service is also available through the Student Activities Office. Generally posters shall be displayed for a period not to exceed two weeks. Exceptions to these regulations may be requested through the Student Activities Office.

Distribution of Literature

Individual students and/or student organizations may distribute literature on campus providing the literature and distribution procedures are within the context of the student conduct code and are registered with the Student Activities Office. General distribution of literature is normally restricted to the College Center and other lounge areas on campus. If tables or booths are to be used, they should be requested through the Student Activities Office at least five days before they are needed.



Political Campaigning on Campus

Political candidates who want to campaign and/or distribute literature on campus must register in advance and obtain approval from the Student Activities Office. Campaigning and distribution of literature is normally restricted to the College Center. Campaign literature must not be sold, nor funds solicited while on campus.

Use of Tables or Displays

The following regulations have been established due to the limited space and the number of requests for tables or displays.

1. Events shall be registered in the Student Activities Office at least five days prior to the event.
2. When more than one organization of a similar nature (e.g. religious organizations) requests the use of a table or display for the distribution of literature, such displays shall be combined whenever possible.
3. Displays or tables shall be set up off the corridor in the second floor lounge.
4. A maximum of two displays or tables shall be set up in the lounge at the same time.
5. No displays or distribution shall be conducted when the lounge is reserved for an activity.

Duration:

1. For continuous events (regularly occurring throughout the year) the organization may set up tables or displays for a maximum of four times a month or once a week.
2. For annual events (those occurring only once during the year) the organization may set up tables or displays for a maximum period of one week.

Exceptions may be requested through the Student Activities Office.

Activity Cards

Activity cards are issued to all students who pay a student activity fee. These cards must be carried at all times and will be used for admission to social, cultural, and athletic events, for voting in student elections, for checking out materials from the Learning Resources Center and the Game Room, and for other occasions requiring identification. Students may be requested to show a driver's license in addition to the activity card for identification purposes.

Students who lose their activity cards must report this immediately to the Business Office. There is a \$2 replacement charge. A new activity card for each semester will be issued at registration following payment of fees.

Student Dress

There is no formal dress code; however, any student whose dress disrupts the educational process may be asked to leave campus. Within this framework there are two stipulations (1) Shirts must be worn in the buildings, and (2) Bare feet are not allowed in the buildings.

Smoking Policy in Classrooms

Out of respect for the health of our fellow students, we ask that students and faculty refrain from the use of smoking materials in all college classrooms.

Student Conduct Code

Harper college respects the civil rights and liberties of each member of the college community. The individual student assumes the obligation to conduct himself in a manner compatible with the college's function as an educational institution. For such an institution to be viable, it is imperative that the exchange and expression of ideas must be free from coercion and harassment.

Harper College recognizes the right of students to engage in legal dissent.

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 convicted of violations of law which occur off campus unless the nature of the violation is such that the continued attendance of the student would be a threat to the safety of any member of the college community.

Violations of all federal, state and local laws on campus or at any college-sponsored activity held off campus shall be considered a violation of the Student Conduct Code and violators shall be subject to disciplinary action. Such violations include but are not limited to:

1. 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 where the location of the activity does not prohibit such beverages.
2. Possession, sale, use or distribution of any narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by law.
3. Gambling.
4. Theft or damage to public or private property.
5. Issuing of fraudulent checks.
6. Possession or use of firearms, explosives, dangerous chemicals or other weapons except as permitted by law and college regulations.
7. Assaulting, threatening, harassing or endangering the health or safety of any person.
8. Willfully denying to a trustee, employee, student, or invitee of the institution freedom of movement or use of the facilities, or right of ingress or egress; or willfully impeding, obstructing, interfering with, or disrupting the performance of institutional duties, pursuit of educational activities; or occupying the institutional buildings or other property after due and legal notice to depart.
9. Lewd or obscene conduct as defined by law.
10. Publishing or distributing obscene or libelous material or material which can reasonably be expected to cause actual disruption as defined by law.

In addition, the following types of conduct are considered unacceptable and violators shall be subject to disciplinary action:

1. Failure to meet financial obligations relative to college transactions.
2. Furnishing false or misleading information on college records or refusing to identify yourself by Harper College activity card upon request of college officials or security officers who have identified themselves as such and have stated their reasons for requesting the activity card.
3. Occupancy of the college facilities or buildings other than during posted hours.
4. All forms of academic dishonesty including but not limited to cheating, plagiarism and forgery.

Student Conduct Committee

The student conduct committee shall consist of four faculty members and three student members. Faculty members shall be appointed by the Vice President of Academic Affairs from a list of twelve faculty members submitted by the Student Senate. Student members shall be appointed by the Student Senate subject to approval by the Vice President of Student Affairs. The chairman shall be chosen from within the committee. All members shall serve for two-year periods. At least five members must be present to conduct hearings. Individual members of the committee may be excused from hearing any case in which they feel they could not render an impartial judgment.

1. 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.
2. The student appearing before the conduct committee has the right to be assisted in his defense by an adviser of his choice.
3. 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 unfavorable inferences which might otherwise be drawn.
4. A student has the right to remain silent without prejudice in a disciplinary hearing.
5. The committee has the option of hearing the testimony of witnesses separately (if they number more than one), so that they shall not hear each other's testimony.
6.
 - a. A tape recording shall be made of the proceedings, and a digest thereof shall also be prepared by or at the direction of the chairman of the student conduct committee. Said recording and digest shall be available only in case the decision is appealed in writing to the Vice President of Student Affairs no later than fourteen days

after the date of the letter notifying him of the disciplinary action, and then only to the Vice President of Student Affairs Office and the student or students charged in the proceeding.

- 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 student conduct 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.
8. The conduct committee meetings are closed unless open meetings are requested by either party and the request is approved by both the conduct committee and the Vice President of Student Affairs.

Initiation of Disciplinary Proceedings

Any student, faculty, administrator or staff member may file a complaint or charges against any student suspected of violating the student conduct code.

The Vice President of Student Affairs Office shall be responsible for handling all administrative details involved in student conduct. Reports 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 reprimand, warning, or suspension of less than ten days shall be handled by the Vice President of Student Affairs Office. Conduct violations of a serious nature resulting in charges which entail possible suspension beyond ten days or dismissal of a student shall be referred to the college president.

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

For conduct violations which result in short suspensions (of less than ten days), the following procedures shall be followed by the Vice President of Student Affairs Office:

1. Written or oral notice shall be given to the student of the charges against him.
2. If the charges are denied, the student shall be given an explanation of evidence against him and the opportunity to testify on his own behalf.

When a student's misconduct may result in serious penalties such as probation, suspension beyond ten days, or dismissal, he shall be referred to the student conduct committee for a hearing. Also if a student questions the fairness of the disciplinary action taken against him by the Vice President of Student Affairs Office, he shall be granted, on written request, a hearing before the student conduct committee providing his request is received in the Vice President of Student Affairs Office no later than fourteen days after the date of the letter notifying him of disciplinary action.

Types of Disciplinary Action

Reprimand: Student is admonished for his behavior.

Warning: Student is warned that the college has taken note of his action and further violations of the student conduct code may result in either probation, suspension, or dismissal depending upon the incident.

Probation: Period of time during which the individual's behavior is observed to determine his future attendance as a student at the college. Terms of the probation may be specified according to the intent of the disciplinary action. Further violations of the conduct code may result in suspension or dismissal depending upon the incident.

Restitution: Reimbursement for damage to or misappropriation of property. This may be applied in conjunction with other types of disciplinary action and may take the form of appropriate service to repair or otherwise compensate for damages.

Suspension: Bars the student's attendance at the college for a specified length of time. Length of suspension is to be determined by the intent of the disciplinary action. Disciplinary action shall become part of the student's transcript.

Dismissal: Student is expelled from the college and will not be allowed to return. Such a decision shall be made only by the college President upon recommendation from the student conduct committee. Disciplinary action shall become part of the student's transcript.

Speakers Policy

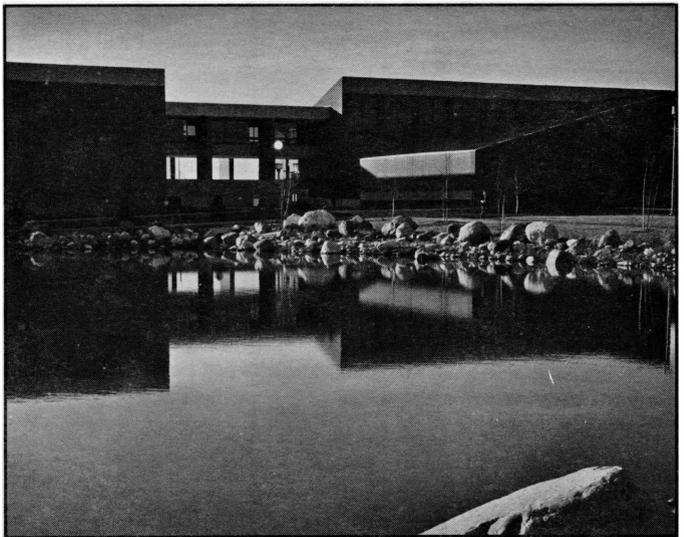
Harper College respects the right of all members of the academic community to explore and to discuss questions which interest them, to express opinions even if unpopular, publicly and privately. It is the policy of the college to make its facilities available for peaceful assembly, to welcome guest speakers,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

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

Limitations on speakers are warranted only when the Vice President of Student Affairs Office deems their appearance represents a real threat toward maintaining campus order. In such cases, an ad hoc speakers committee composed of three faculty members appointed by the Vice President of Academic Affairs, three students chosen by the Student Senate, subject to approval of the Vice President of Student Affairs, and the Director of College Relations shall determine whether or not the speaker will appear. The committee's decisions are appealable by either the sponsoring organization or the Vice President of Student Affairs Office, and subject to the approval of the college

President and Board of Trustees. Should the speaker represent a real threat toward maintaining campus order after being contracted, the Vice President of Student Affairs Office or the sponsoring organization with the approval of the Vice President of Student Affairs Office may cancel the contract.

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



Procedure for Student Complaint and Grievance

A student complaint and grievance procedure is available to Harper students. The purpose of this procedure is to ensure students an opportunity to express their concern or opinion regarding their relationship with the college or a college official (administrator, faculty, or staff).

Broadly defined, the terms "grievance" and "complaint" are used synonymously and are interpreted as:

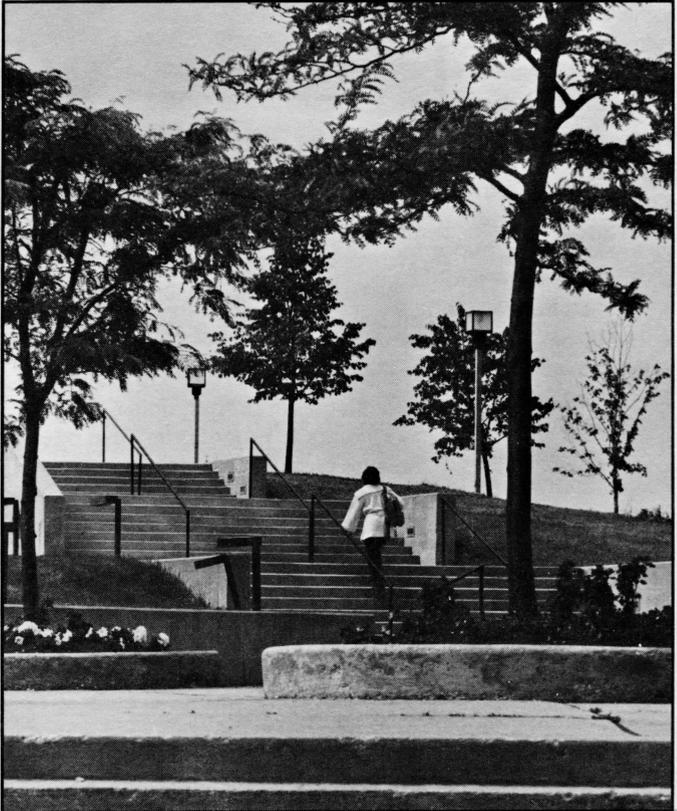
- A claim by a student, group of students, or the Student Senate that alleged improper, unfair, arbitrary, or discriminatory judgments or procedures have been applied to them by the college or a college representative.
- This claim may apply to any college policy, procedure, or interaction affecting the student. The claim may relate to an interpretation or application of a policy or procedure, but is not limited to policy and procedures.
- Students are strongly encouraged to present their case informally to the party involved before filing a formal grievance. Students considering a grievance should secure a copy of the procedures as soon as possible because of time limits applied to the complaint and grievance procedure. The procedure and all forms for filing a grievance are available in the Vice President of Student Affairs Office, A317.

**Student
Educational
Rights
and Privacy**

The Family Educational Rights and Privacy Act of 1974 ("the Act") establishes the rights of students to inspect and review their education record; provides that personally identifiable information will not, with certain exceptions, be disclosed without the students' permission; provides for guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grants the right to file complaints with the Family Educational Rights and Privacy Act office (FERPA) concerning alleged failures by the institution to comply with the Act, and makes provision for notice to the students concerning their rights.

No one shall have access to nor will the institution disclose any information from students' education records, other than Directory Information, without the written consent of students, except to officials of other institutions in which students seek to enroll; to persons or organizations providing students financial aid; to accrediting agencies carrying out the accreditation function; in compliance with a judicial order; in emergency situations when necessary to protect the health or safety of students or other persons; and to those members of the college community with a legitimate educational interest. "Legitimate educational interest" means and includes a demonstrable need to know by any staff member in terms of his or her assigned duties.

Records which are kept by the college and which are accessible to the student are:



Office	Official	Records on File	Purpose of Records
Admissions A209	Director of Admissions and Registrar	Application College Transcripts High School Records Admission Test Scores Grades Correspondence	Placement Advisement Permanent Record Transcript Evaluation Graduation Check Academic Honors
Student Development A347	Dean of Student Development	Fact Sheets Transcripts Test Scores: - Academic - Vocational	Advisement Counseling
Financial Aid A364	Financial Aid Specialist	Aid Application Parent Confidential Statements	Award Aid
Health Services* A362	Director, Environmental Health	Medical Records Physical Examination	Health Counseling Medical Care Health Education

*Students who wish to determine the general content of their record may make an appointment with the director of this office to secure this information.

Office	Official	Records on File	Purpose of Records
Student Activities A337	Director, Student Activities	Activities Awards Club & Organization Officers	Placement Record Official Record
Vice President of Student Affairs Office A317	Vice President of Student Affairs	Student Grievance Disclosure Records	Official Record Record of Disclosure of Personally Identifiable Information
Testing Office A347	Testing Specialist	Test Results	Counseling and Evaluation
Student Affairs A317	Vice President, Student Affairs	Disciplinary Record	Official Record
Administrative Services A219	Director of Finance	Financial Data	Billing and Collection
Public Safety B101	Supervisor of Public Safety	All Records, exclusive of Federal and State Codes as listed below**	Safety and security of students

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

Office	Official	Records on File	Purpose of Records
Academic Affairs	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
<i>Division Offices:</i> Business and Social Science D147	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Communications, Humanities and Fine Arts A337	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Mathematics, Physical Science and Technology H119	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Physical Education, Athletics and Recreation M228	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Life Science and Human Services D191A	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation

Office	Official	Records on File	Purpose of Records
Continuing Education and Program Service C103	Director or appropriate Faculty Member	Performance Records	Performance Evaluation
Special Services F232	Learning Resources Division Associate Dean or appropriate Faculty Member	Performance Records Applications for ABE Students Personal data forms Course Registration information	Performance Evaluation Admission Enrollment Advisement
Hearing Impaired A147	Coordinator	Testing Scores Medical Records Audiograms Transcripts (esp. from Schools for Hearing Impaired) DVR Records	To determine level of competency
Learning Resources Center F203	Director of Library Services	Circulation of Materials Records	Inventory control of material

Educational records which are not governed by the Act and which are not accessible to students are:

1. Records kept by Harper personnel such as faculty, counselors, and administrators, which are used only by the maker or his or her substitute and are not available to any other person.
2. Law enforcement records which are kept apart from the student's other educational records and are maintained solely for law enforcement purposes, and are made available for inspection by Public Safety personnel only when acting in the line of duty. Such records are not made available to persons other than law enforcement officials of the same jurisdiction so long as educational records maintained by the institution are not disclosed to the personnel of the law enforcement unit.
3. Employment records for college employees, which are kept solely for business reasons.
4. Student records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his or her professional or para-professional capacity or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

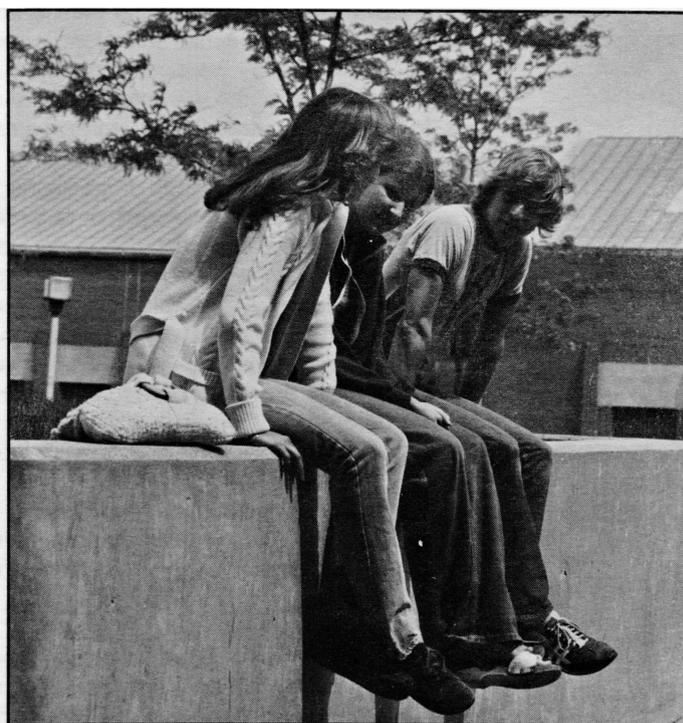
Directory Information. The following items are hereby designated as "Directory Information", and as such may be disclosed or released by the college for any purpose, at its discretion:

The student's name, address, telephone listing, student identification number, social security number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grades, degrees and awards received, and the most recent previous educational institution attended.

Currently enrolled students have the right to withhold the release and disclosure of any or all of these items by giving written notice on the appropriate form to that effect to the Director of Admissions and Registrar by the first day of each course or program, as the case may be, for which they enroll. Request for non-disclosure will be effective for only one academic year; therefore, authorization to withhold Directory Information must be filed annually.

Procedures to inspect and review records. The law provides students with the right to inspect and review information contained in their education record; to a response to reasonable requests for explanations and interpretations of the record; to

challenge the contents of their education record; to have a hearing if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing officer is unacceptable. The Vice President of Student Affairs has been designated by the college to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, disclosure and placement records. Students wishing to review their education records must make written request to the official responsible for the records listing the item or items of interest.



Records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions, (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere.) Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students **may not** inspect and review the following: financial information submitted by their parents; confidential letters and

recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; educational records containing information about more than one student, in which case the institution will permit access ONLY to that part of the record which pertains to the inquiring student; and confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Procedures to Amend Records and Request Hearings.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally at a meeting with the author of the record and the Vice President of Student Affairs. If the decisions are in agreement with the students' request, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Vice President of Student Affairs of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Vice President of Student Affairs who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing officer who will adjudicate such challenges will be designated by the President of the college.

Decisions of the hearing officer will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reason for disagreeing with the decisions of the hearing officer. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act office (FERPA), Department of Health, Education, and Welfare, Washington, D.C. 20201, concerning alleged failures of the college to comply with the Act.

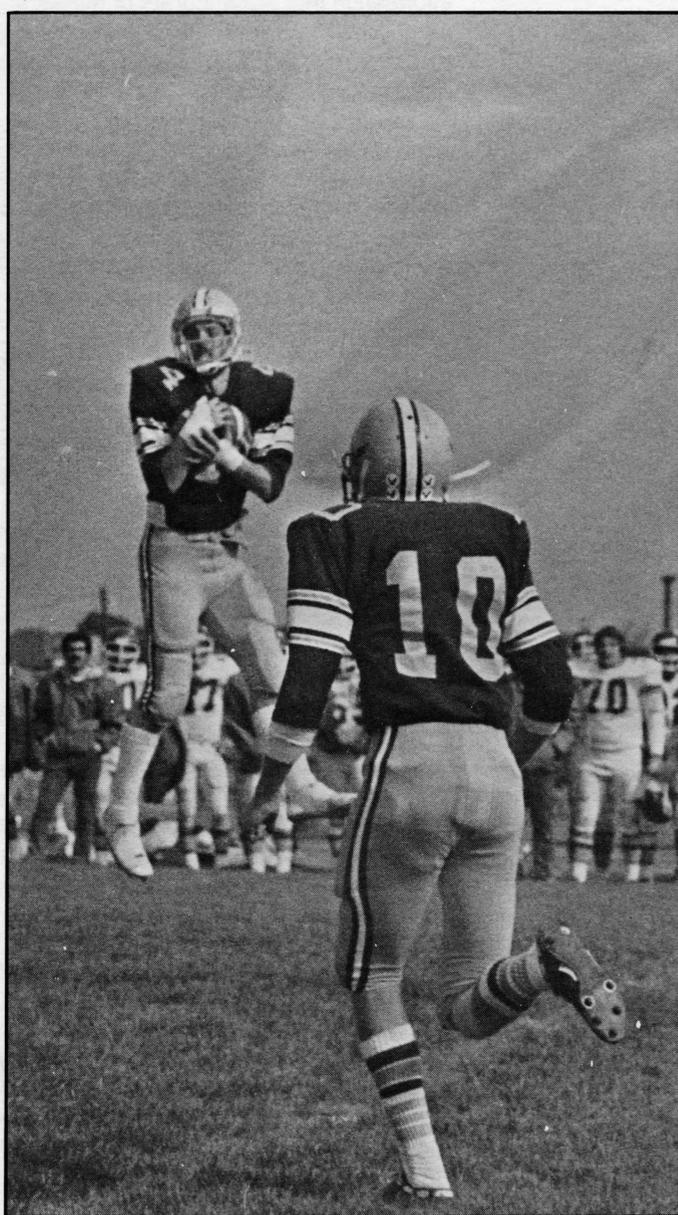
Copies of the Act, the HEW regulations, Harper policies and procedures, the Harper College Student Handbook, and forms for use in implementing the Act, are available upon request in the Vice President of Student Affairs Office, A317.

Academic Regulations

Standards for Academic Performance

Students enrolled in an academic program must maintain minimum academic performance. In the following table are listed satisfactory and unsatisfactory standards for Harper students:

<i>Attempted Cumulative Hours</i>	<i>Satisfactory</i>	<i>Unsatisfactory</i>
7-18	1.00 or more	.99 and below
19-36	1.50 or more	1.49 and below
37-45	1.75 or more	1.74 and below
46 or more	2.00 or more	1.99 and below



Harper students who have accumulated seven semester hours or more and students who transfer from other institutions must make satisfactory performance or be placed on probation.

A student placed on probation will automatically be removed from probation when his cumulative grade point average (GPA) meets the minimum standards for satisfactory performance. A student on probation whose cumulative GPA remains below satisfactory performance can continue on probation if his work in succeeding semesters gives hope that he can achieve a 2.0 average by graduation.

Students whose cumulative GPA remains unsatisfactory for more than one semester may be considered for dismissal.

Transcripts

Official transcripts of a student's academic record will be issued and sent, upon request, to other educational institutions and prospective employers. Each student is entitled to three transcripts without charge. A fee of \$1.00 is charged for each additional copy.

Transfer to a Senior Institution

Baccalaureate-oriented credits earned at Harper College are transferable to other institutions of higher learning. A student intending to transfer to another institution should consult with that institution as well as with a student development faculty member to assure efficient transfer.

Transfer of Credit to Harper College

A student who has attended any other college(s) and desires the credit to apply to a Harper program should request that an official transcript be sent to the Admissions Office upon making an application. A student may transfer credit to William Rainey Harper College according to the following conditions:

1. The collegiate institution previously attended must be an accredited and/or approved institution awarding college credit.
2. Credit may be transferred to Harper College for courses earning credit and successfully completed with a grade of "D" or above if the student's cumulative grade point average (GPA) is 2.0 or above ("C" average) at the previously attended institution. The student's work at each institution is evaluated independently if several institutions were attended.
3. If the student's cumulative GPA is less than 2.0 at a previously attended institution, credit may be transferred for courses earning credit and successfully completed with a grade of "C" or above.
4. 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.
5. Religion courses which are of a sectarian nature or courses which are not applicable to programs at Harper College may not receive transfer credit.

General Education Requirements		Associate in Arts	Associate in Science	Associate in Applied Science
I. Communication Skills English 101, English 102, English 201, English 220		6 hours	6 hours	6 hours ¹
II. Social Sciences anthropology, economics, geography, history, political science, psychology, sociology		6 hours	6 hours	6 hours
III. Science or Mathematics astronomy, biology, chemistry, engineering, ² geology, mathematics, physical science, physics		8 hours	20 hours	6 hours ³
IV. Humanities art, foreign language, humanities, literature, music, philosophy, fine arts, SPE 107, SPE 111, SPE 212		6 hours	6 hours	3 hours
V. Twelve hours to be taken in at least two of the following areas: communications, ⁴ social sciences, science or mathematics, humanities		12 hours		
VI. Any 60 hours of college courses at the 100 level or above, including a minimum of 9 hours in Liberal Studies Seminars from at least three divisions				
Total		38 hours	38 hours	21 hours

¹The following courses may be used to satisfy this requirement if a part of the approved career program: English 099, English 103, English 130, Journalism 130, Journalism 131, Journalism 133.

²Courses in engineering may apply to the general education requirements in Group III in the Associate in Science and Associate in Applied Science degrees.

³Students majoring in a career program may count courses in their major toward fulfillment of this requirement.

⁴In addition to the listed courses in Group I, the following can be used to fulfill the Group V requirement: SPE 101, SPE 102, SPE 205, and RDG 104.

Academic Honors

Students who have completed a minimum of 12 credit hours are eligible for inclusion in honors listings,

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

Deans' Honor List: Students achieving a grade point average of 3.50 to 3.74 during any semester are placed on the Deans' Honor List.

Honors List: Students with a grade point average of 3.25 to 3.49 are given recognition on the Honors List.

Honors Program

Harper College seeks to stimulate, encourage, and recognize work of depth, scope, and originality by its students. These demonstrated student abilities have led nearly every department to supplement regular programs with honors options. Whether in transfer or career areas, students may elect honors options of four types:

1. Independent study
2. Courses specifically designed for honors candidates
3. Honors sections of existing courses
4. Honors enrichment topics or projects to augment regular courses

Grading

At the end of each semester, the student will receive a grade for each class in which he was enrolled at the beginning of the fourth week of the semester. The official grade point average is computed only 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:

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

Repeat Policy

Students who have received D's or F's will be allowed to repeat the course and attempt to earn a higher grade. When such 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 will remain on the transcript but will not be used to compute the cumulative GPA.

Behavioral Contracting

Behavioral contracting is the development of an agreement between a student development faculty member or teacher and a student on probation, the objective being to raise the student's academic performance to the level of satisfactory status. The rationale for behavioral contracting is to provide additional incentives for academic performance.

Probation

Probationary students must raise their cumulative grade point average to the minimum required for the succeeding semester in which they are enrolled or they will be considered for dismissal. A probationary student may be required to carry a reduced number of units, upon recommendation of his student development faculty member, as an added incentive to increase academic performance.

Incomplete Grades

A student may receive a grade of "X" for unfinished work in a course, provided the work is incomplete because of circumstances deemed by the instructor to be unavoidable.

The unfinished work must be satisfactorily completed by the midterm of the following semester, or the instructor may assign a final grade of "F" or "N".

Auditing a Course

A student desiring to audit a course without credit must, at the time of registration, receive approval from the instructor or division chairman and from the registrar. Students will be required to pay full tuition and fees, and will receive a grade of "H" for the course.

Withdrawals

When a student wishes to withdraw from a class after regular registration, he must withdraw officially through the office of the Registrar. The following guidelines determine grades for an official withdrawal:

1. Classes dropped prior to the beginning of the fourth week will not become a part of the student's permanent record.
2. A "W" grade will be assigned to a class dropped after the beginning of the fourth week and prior to the sixteenth academic week.
3. A grade of "F" will be assigned to a class dropped after the beginning of the sixteenth academic week. If extenuating circumstances exist, students may petition for a "W" grade through the office of the Vice President of Academic Affairs. Students not withdrawing officially through the Student Development Office are subject to an "F" grade.

Tuition Refund Policy

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

<i>Regular Credit Courses</i>	<i>Per Cent of Refund</i>
Prior to first day of semester (less a \$5.00 service charge)	100%
During first week of class*	80%
During second week of class	50%
No refund after second week of class	

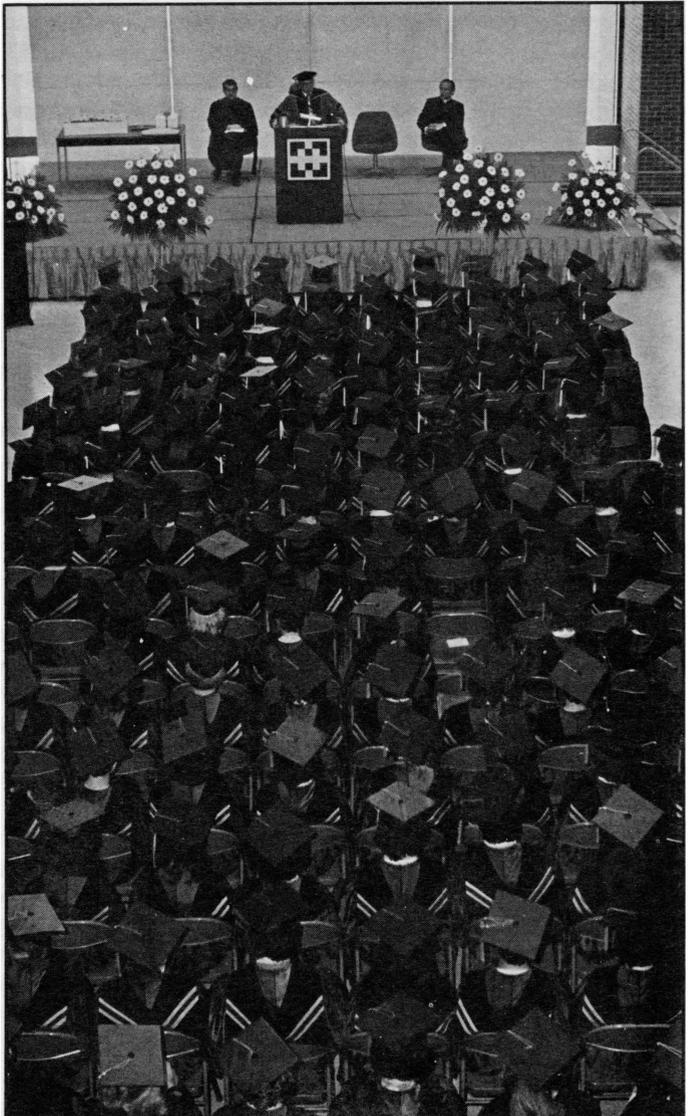
Any extraordinary circumstances involving tuition refund, including withdrawal during the semester for medical reasons, shall be brought to the attention of the Director of Admissions. The Vice President of Student Affairs shall make the final decision on such tuition refund requests.

*Terminates with the Friday following the commencement of the first full week of classes in accordance with the college calendar. Courses not following the regular schedule will be prorated based on the length of the course.

Graduation Requirements

1. Attainment of a minimum of 60 semester hours of credit, at least 30 of which must be earned in attendance at Harper College. Waiver of this requirement by the Vice President of Academic Affairs may be made where exceptional circumstances warrant. Up to two hours credit in physical education activity courses may be included as free electives in the minimum 60 required hours for an associate degree.
2. Attainment of a minimum grade point average of 2.0 for all work taken for the associate in arts and the associate in science degrees. Attainment of a minimum grade point average of 2.0 for any applicable 60 semester hours work for the associate in applied science and associate in liberal studies degrees.
3. Meet the Constitution Requirement of the Illinois State School Code. This can be met by (1) submitting an official Illinois high school transcript stating the requirement has been met, or (2) successfully completing PSC 201, or (3) successfully passing a college-administered test on the U.S. Constitution, Illinois Constitution, the proper use and display of the American flag, and the principles of American democratic government.
4. Requirement of 60 hours must be in courses numbered 100 or above for the degrees of associate in arts, associate in science, and associate in liberal studies.
5. Enrollment in Harper College during the semester in which graduation requirements are completed. Waiver of enrollment requirement may be made by the Vice President of Academic Affairs where exceptional circumstances warrant.

6. Fulfillment of the degree group requirements.
7. A student must apply for graduation and pay the graduation fee of \$10.00. Notification of the student's intent to graduate will be accepted in the Registrar's Office no later than one week after the midterm of the semester in which the student intends to graduate. Students are encouraged to complete their petition for graduation when registering for the semester in which their graduation requirements will be fulfilled.
8. In addition to the above requirements, students enrolled in specific career programs will fulfill the requirements outlined in the programs. Any changes in program requirements necessitated by licensing and/or accrediting agencies must be observed by students who are already admitted and in process in their programs.



Willow Park Center

Parking: Since the Willow Park Center is located in a shopping center, no parking fee is charged and no parking stickers are issued.

There is no parking in firelanes, medical spaces, along sidewalks, and areas that are marked "No Parking". No parking is allowed in front of the entrance door at the Willow Park Center. Cars parked in these areas are liable to be towed away at the owner's expense. Parking for handicapped persons is available at the rear of the building.

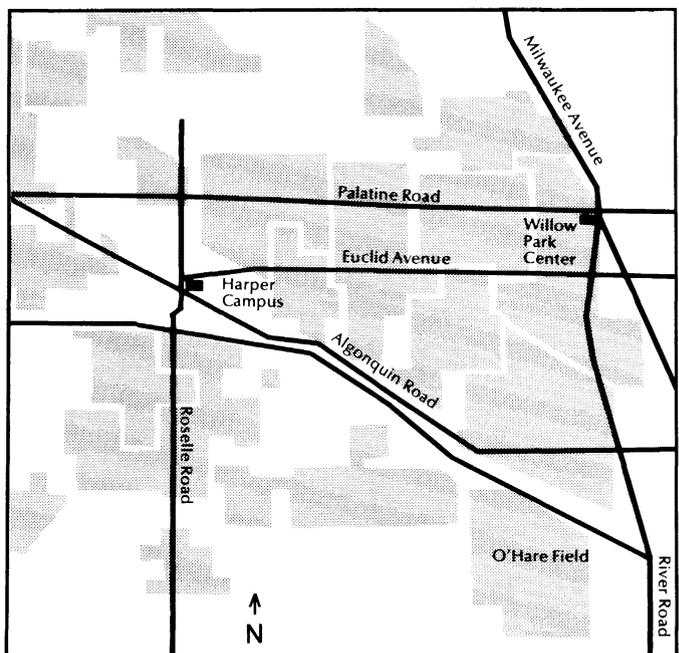
Student Activity Fee: There is no student activity fee charged for students attending Willow Park Center classes only.

A student ID card will be issued free of charge at the Willow Park Center office at the student's request. This card does not entitle the student to discounts at the Palatine campus activities. It will serve to check out books at the Palatine campus library, in selling back used books to the Harper Bookstore, and for discounts occasionally given by the Willow Park Plaza merchants.

Bookstore Services: The Harper College Bookstore is making arrangements to sell books to Willow Park Center students during the first week of classes for classes offered at Willow Park Center only.

Babysitting Services: For information regarding babysitting services please inquire at the Willow Park Center office.

Smoking: There is no smoking in classrooms at the Willow Park Center.



Services

Learning Resources Center

The Learning Resources Center is located in F Building and presently includes the audiovisual resources on the first floor and the print collection on the second floor. It has been designed and furnished with carrels, chairs, and tables to permit a variety of individual study and learning spaces. Rest rooms and drinking fountains are adjacent to the entrance and stairway on both floors. An elevator is accessible for the handicapped.

The book, periodical, and microfilm collections are located on the second floor in the large reading and browsing area (F240). To insure that the print collection will be available for your use, an electronic book security system has been installed. Approximately 90,000 books, 700 magazine subscriptions and newspapers, records, tapes, films, filmstrips, and slides are currently in the collection. Microfilm includes 26 magazine titles, the complete *New York Times* and *Congressional Record*, and much of the *Chicago Tribune* and *Wall Street Journal*.

The Independent Study Area (F132) on the first floor has numerous carrels and tables, many audiovisual capabilities, and a viewing room, F122. Production facilities such as the Television Studio and Graphics are located in the back area of the first floor.

During the spring and fall semesters the hours are:

Monday through Thursday	8:00 am-9:00 pm
Friday	8:00 am-5:00 pm
Saturday	9:00 am-12:30 pm

In support of other educational programs than the above, appropriate notice of service hours will be posted. The Learning Resources Center (LRC) supports the educational programs of the college by encouraging the use of its facilities and services for educational, intellectual, and cultural pursuits by all citizens of the community.

You are welcome to suggest book or audiovisual additions to the LRC collection by dropping off your written requests at either circulation desk. A complete LRC brochure is available at the Information Office in the College Center and the LRC circulation desks. The desks also have self-instructional booklets on the use of the LRC.

Bookstore

The Harper College Bookstore, located in the College Center, offers textbooks, paperbacks, art and engineering supplies, and other items needed for classroom use.

Services available include typewriter rentals, shorthand machine rentals, postage stamps, and a special order service.

Business hours and policies are posted at the entrance to the Bookstore.

Public Safety Office

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

Harper College Public Safety Officers shall be conservators of the peace and as such have all powers possessed by

policemen in cities and sheriffs in counties, including the power to make arrests on view or warrants of violations of state statutes or ordinances of the municipality or county in which the community college is located. This authority has been granted by the Illinois Revised Statutes and affirmed by the Harper College Board of Trustees.

For further information, please contact the Public Safety Office in B Building, extensions 211, 330.

Parking

All members of the college community are required to have current parking permits on their cars. Parking permits can be obtained during registration. The Public Safety Department will issue traffic regulations with parking permits. Parking is not permitted on roadways, sidewalks, curbs, lawns, grass, or in fire lanes. The college will issue citations to drivers violating campus motor vehicle regulations. We ask that all members of the college community respect and obey driving regulations. While sufficient space is available, we recommend that students form car pools or use public transportation whenever possible to help alleviate traffic and parking problems. Failure to comply with parking regulations will result in your car being ticketed and/or towed at your expense.

Dental Hygiene Clinic Facilities

Facilities for dental hygiene services are available on the campus for all students, college personnel, and general public at minimal cost. Services include oral examination, dental x-rays, dental prophylaxis (cleaning), dental health education, blood pressure monitoring, and diet and nutritional counseling. The clinic is located in the east wing of Building D. Appointments can be arranged by phoning the Dental Hygiene Clinic, extension 534.

Child Development Program Nursery School

A half-day program for children, three years to school age, on days Harper classes are in session. For nursery school information call extension 523.

Monday, Wednesday, and Friday
9:00-11:30 am, or 1:00-3:30 pm
\$130 per semester

Tuesday and Thursday
9:00-11:30 am, or 1:00-3:30 pm
\$90 per semester

Five-day session
9:00-11:30 am, or 1:00-3:30 pm
\$210 per semester

The nursery school is an exemplary program of learning and enrichment for children and is staffed by a head teacher and two child development program student teachers. The ratio of children to staff is thirteen to three. Children of Harper students are given admission priority.

A baby-sitting service is provided at an hourly rate before and after each session for the convenience of students and

faculty. Pre-registration is required. For further information call extension 262.

Child Care Service

Child care service is available for children of Harper students, faculty and staff. Children who are toilet-trained, ages 2 through kindergarten (not entering first grade) will be accepted. The service is open from 7:45 am to 4:30 pm, Monday through Friday, if there is sufficient enrollment to maintain staffing. Pre-registration is required as enrollment is limited to space available. The child care room is located in D116.

Students who have paid an activity fee will be charged \$1.00 per hour per child for one child, and 75¢ an hour for each additional child. The fee for all others is \$1.25 an hour per child. The service is also open to children of students who are attending one-day workshops or Women's Program activities. Please call ahead to make the necessary registration arrangements.

Parents who are considering using the service are responsible for obtaining the current regulations for the Child Care Center before registering for classes.

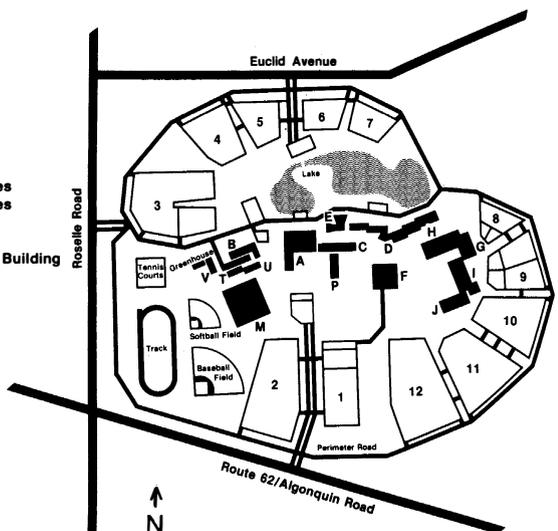
Parents who plan to use the service on a semester basis must register in person, and bring a copy of their class schedule, paid activity fee statement, and the child's birth certificate. Registration times are listed in the current Course/Offerings Schedule. For further information, phone 397-3000, extension 262.

Free Tutoring

Free tutoring is provided to all students in most subject areas. Students must be registered for a credit course. Tutoring is available on a walk-in basis and by appointment. For more information contact the tutoring center, F132, extension 539.

Campus Map

- A College Center
- B Public Safety, Power Plant
- C Art and Architecture
- D Mathematics and Science
- E Lecture — Demonstration Center
- F Learning Resources Center
- G Vocational Technology Shops and Laboratories
- H Vocational Technology Shops and Laboratories
- I Classrooms and Vocational Laboratories
- J Classrooms and Vocational Laboratories
- M Physical Education, Athletics, and Recreation Building
- P Music Building
- T Grounds Maintenance
- U Athletics, Maintenance Shop
- V Roads and Grounds, Park Management
- 1-12 Parking





William Rainey Harper College

Algonquin and Roselle Roads
Palatine, Illinois 60067
312 397-3000