



2010-  
2013

# Student Handbook

The Harcum College Student Handbook is issued by the Office of Student Life. It is the College's official notification of Harcum's rules, regulations, and standards of conduct. The student is responsible for knowledge of these policies, rules, regulations and standards of conduct; enrollment is considered as acceptance of all the conditions specified in this Handbook and the Course Catalog.

# Harcum College

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# Harcum College

## Official Student Handbook

### 2010-2013

Policies and procedures cannot be static in a changing environment, Harcum College reserves the right to revise or supplement college policies and regulations at any time. Accordingly, neither this *Handbook*, nor parts of it may be relied upon as a contract. The College may reproduce or modify this *Handbook*, or parts of it, for distribution in other formats (for example, on a web page or in other formats for computer access or other College publications). As a result students, applicants and other users of the Handbook should consult with the appropriate College office to verify current text or status of the policies, procedures, or information contained in this *Handbook* and to determine whether information in this *Handbook* or other publications have superseded it or has changed.

#### **HARCUM COLLEGE MISSION STATEMENT**

Harcum College seeks to provide men and women with outstanding career preparation that will meet or exceed the standards of their chosen professions. At Harcum, self realization and preparation for participative citizenship are also of great importance. Intent upon remaining among the foremost, independent, career-oriented two-year colleges in America, Harcum aims at providing every student with the opportunity not only for a rewarding career, but also for a fulfilling life.

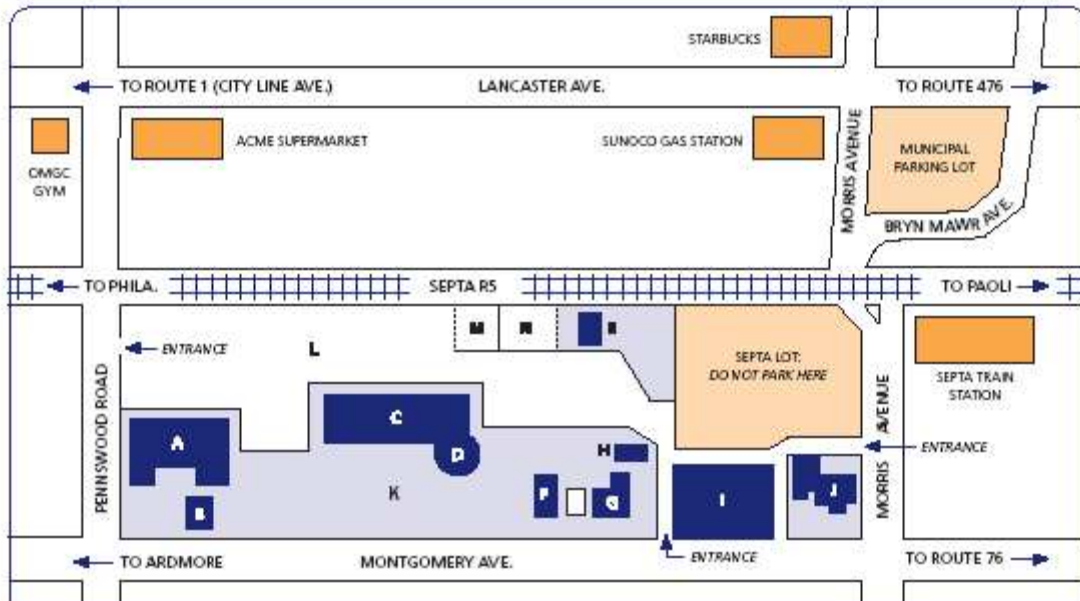
#### **STUDENT LIFE MISSION STATEMENT**

Student Life develops students to their fullest potential through a holistic and individualized approach. Our support services and co-curricular programs promote: academic and career success, participative citizenship, student leadership, campus involvement, healthy life choices and diversity.

#### **ACCREDITATION**

Harcum College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, and 267-284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

# Harcum Campus Map



## Map Key

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|--|--|
| <p><b>A. Pennswood Hall</b><br/>Residence Hall, Residence Life Office, Children's Academy</p> <p><b>B. Richter Hall</b><br/>Art and Music Studio</p> <p><b>C. Academic Center</b><br/>Classrooms, Labs, Campus Store, Faculty Offices including Provost, Office of Continuing Studies, Career &amp; Transfer Services, Student Lounge, Upward Bound, English Language Academy, International Student Services, Student Support Services, Technology Services</p> <p><b>D. Library</b></p> <p><b>E. Veterinary Services Building</b><br/>Animal Care Facility, Animal Center Management Program Office</p> <p><b>F. President's House</b></p> <p><b>G. Bedford Hall</b><br/>Office of College Advancement, Alumni Affairs</p> | <p><b>H. Cohen Dental Center</b><br/>Dental Clinic, Dental Laboratory and Classroom</p> <p><b>I. Klein Hall</b><br/>Cafeteria, Residence Hall, Student Health Center, Student Life, Fitness Center &amp; Gym, Campus Safety</p> <p><b>J. Melville Hall</b><br/>Administration Offices: President's Office, Student Records (Registrar), Student Accounts (Bursar), Admissions, Financial Aid, Human Resources, Public Relations and Marketing Offices, Finance &amp; Business Office, Facilities</p> <p><b>K. Athletic Fields</b></p> <p><b>L. General Parking</b></p> <p><b>M. Faculty Parking</b></p> <p><b>N. General Parking</b></p> |
|--|--|

THE COLLEGE OF POSSIBILITIES



**HARCUM**

750 Montgomery Avenue • Bryn Mawr, PA 19010 • [enroll@harcum.edu](mailto:enroll@harcum.edu) • 610.525.4100 • [www.harcum.edu](http://www.harcum.edu)

## **Directions to Harcum College**

### **By Automobile**

#### **From East and Central Philadelphia**

Follow I-76/Schuylkill Expressway west to Exit 339, City Avenue. Stay on City Avenue, and turn right at the sixth light onto Conshohocken State Road, which curves around left (just after the post office) and becomes Montgomery Avenue (at the Don Rosen BMW). Continue on Montgomery Avenue for approximately 4 miles to Harcum. The campus begins at the corner of Pennswood and Montgomery Avenues. Turn left into the college entrance between Bedford and Klein halls for parking. Distance from City Line Avenue to the campus is 5.7 miles. A visitors' parking lot is straight ahead on the right.

#### **From the West**

Follow Pennsylvania Turnpike to Exit 326 (Valley Forge). Drive straight ahead after leaving toll booths and follow I-76/Schuylkill Expressway east to Exit 331A (I-476 South). Follow I-476 (Blue Route) south to Exit 13 (St. Davids/Villanova). At the bottom of the exit ramp turn right onto Route 30 East. Continue east on Route 30/Lancaster Avenue for 2.7 miles to Bryn Mawr. Turn left (after the municipal parking lot, corner with Sunoco Gas Station and Starbucks Coffee) onto Morris Avenue and proceed under railroad to first traffic light. Turn right at the light onto Montgomery Avenue. The College main entrance will be 1/2 block on the right. The Admissions Office in Melville Hall is on the left of the driveway. A visitors' parking lot is straight ahead on the right.

#### **From the South**

Follow Route I-95 North to I-476 North. Take I-476 (Blue Route) north (approximately 14 miles) to Exit 13 (St. David's/Villanova). At the bottom of the exit ramp turn right onto Route 30 East. Continue east on Route 30/Lancaster Avenue for 2.7 miles to Bryn Mawr. Turn left (after the municipal parking lot, corner with Sunoco Gas Station and Starbucks Coffee) onto Morris Avenue and proceed under railroad to first traffic light. Turn right at the light onto Montgomery Avenue. The College main entrance will be 1/2 block on the right. The Admissions Office in Melville Hall is on the left of the driveway.

#### **From Northeastern Pennsylvania**

Follow Northeast Extension (Rte 476) of Pennsylvania Turnpike south to end, Exit 20. Follow signs to I-476 South. Follow I-476 (Blue Route) to Exit 13 (St. David's/Villanova). At the bottom of the exit ramp turn right onto Route 30 East. Continue east on Route 30/Lancaster Avenue for 2.7 miles to Bryn Mawr. Turn left (after the municipal parking lot, corner of Sunoco Gas Station and Starbucks Coffee) onto Morris Avenue and proceed under railroad to first traffic light. Turn right at the light onto Montgomery Avenue. The College main entrance will be 1/2 block on the right. The Admissions Office in Melville Hall is on the left of the driveway. A visitors' parking lot is straight ahead on the right.

### **By Bus**

The Route 105 SEPTA bus between 69th St. Terminal in Upper Darby and Paoli, via Lancaster Avenue, stops in Bryn Mawr, two blocks from campus. From Lancaster Avenue, walk north toward the train station, cross under it, and continue one block to Montgomery Avenue. The campus begins at this corner. The gray stone building with white columns on your right is Melville Hall, where you can find the Admissions Office.

### **By Train**

#### **From the East, North and South**

Detrain at 30th Street Station, Philadelphia, and transfer to the SEPTA Paoli Local (R5) commuter train. Take it to the Bryn Mawr Train Station.

#### **From the West**

Detrain AMTRAK at Paoli and transfer to local SEPTA train to Bryn Mawr. The Bryn Mawr train station is almost in Harcum's back yard and within sight of the campus. Walk north (away from the shopping area of Bryn Mawr) one block to Montgomery Avenue. The campus begins at this corner. The gray stone building with white columns on your right is Melville Hall, where you can find the Admissions Office

## Student Information

### **ATHLECTICS: 610.526.6669**

Harcum College provides a variety of opportunities for students wishing to be involved in an intercollegiate athletics program. Athletic teams, open to men and women, are members of the National Junior College Athletic Association - NJCAA. Teams include men's and women's basketball, women's volleyball, and track and field. All Harcum College students are encouraged to participate in intercollegiate athletics as well as the numerous recreational and wellness opportunities that are available.

### **CAMPUS ACTIVITIES: 610.526.6038, Klein Hall, 208**

The Office of Campus Activities oversees all student organizations and provides student leadership opportunities. The Office of Campus Activities is responsible for planning cultural, educational and social activities, on and off campus. Most events are free of cost to students and participation is strongly encouraged. Suggestions about possible campus activities need to be made in writing and brought to the Director of Campus Activities.

The Office of Campus Activities publishes a semester calendar of campus wide activities and programs, calendars can be picked up in the Office of Campus Activities and Pennswood Hall. Some activities may not be included on the calendar so students are encouraged to check their email, the Campus Activities page on [www.myharcum.com](http://www.myharcum.com), and bulletins boards on campus for updates about campus activities.

## **STUDENT LEADERSHIP OPPORTUNITIES**

**C.O.R.E. - Creating Opportunities for Reaching Excellence** is an umbrella organization for campus- wide student leadership consisting of, Student Ambassadors, Resident Advisors, and Community Coordinators/SGA Officers. C.O.R.E. members act as orientation leaders and as representatives of the College on a day to day basis as well as at other campus wide events such as Homecoming and Commencement. Interested students may apply for C.O.R.E positions in the spring of each year.

**Resident Advisors - RAs** are resident students who are part of the residence life team. They work to provide a living learning community on their assigned floors. They are on duty in the evening hours, complete building rounds, enforce College policy, and provide service, assistance, and information to the residents in their floors and halls. RA's compensation includes full room and board remission per semester.

**Student Ambassadors** are students employed by the Admissions Office. Ambassadors provide guided tours and information to prospective Harcum students as well complete tasks assigned by the Admission Office staff.

Student Ambassador's compensation includes half room and board remission per semester or an Achiever Scholarship equal to half room and board applied directly toward one's tuition.

**Community Coordinators/SGA Officers** are the Harcum College SGA President, Vice President and Secretary. They service as the official voice of the students body and work out of the Office of campus Activities to assist in the promotion and facilitation of campus activities. Community Coordinators/SGA Officers includes half room and board remission per semester or an Achiever Scholarship equal to half room and board applied directly toward one's tuition.

## **STUDENT ORGANIZATIONS AND CLUBS**

There are over 11 different student organizations at Harcum which are grouped under the following categories and fall under the jurisdiction of the Office of Campus Activities.:

- Academic/Professional
- Honor Societies
- Special Interests
- Governance

### *How to Start a Club*

Students are strongly encouraged to start their own organizations based on a need or interest they see in the Harcum community. Any group of students wanting to form a new student organization must be recognized by the Office of Campus Activities. Please see the Director of Campus Activities to obtain information on how to start an organization and to receive the Student Organization Manual.

### Academic/Professional Organizations

The following organizations provide opportunities for students to become more involved with their future careers as well as create opportunities for out-of-class faculty/student discussions. In addition, they provide career planning information.

*Dental Assisting Club* provides students in the Dental Assisting program the opportunity to plan events that will increase their knowledge of their field.

*Fashion Club* members hold an annual Harcum Fashion Show and stay informed about developments in the fashion industry.

*Student Nurses' Association of Pennsylvania - SNAP* is a student run organization that represents over 3,000 students from nursing schools throughout Pennsylvania. As a member of *SNAP*, you are provided with the benefits of *SNAP* and the *National Student Nurses' Association*.

*Harcum Association for the Education of Young Children- HAEYC* is an official local chapter of the Delaware Valley Association for the Education of Young Children- DVAEYC and, with that, part of our national organization NAEYC (National Association for the Education of Young Children). The members work with our Delaware Valley Chapter to arrange informational visits, and conduct fundraisers.

*Organization of Animal Technician Students - OATS* is open to any and all students interested in learning and gaining experience with animals. Previous activities have included the Dog Show in Philadelphia, Pet Therapy at Bryn Mawr Terrace, animal handling, the annual dog wash, and guest speakers.

*Student American Dental Hygienist Association - SADHA* provides professional enrichment and preparation for an active role in national, state, and local components of the American Dental Hygienist Association. Fundraising and community projects support club activities. Activities have included toothbrush sales, a pinning ceremony for graduating seniors, and table clinics.

### Honor Societies

Harcum has three academic honor societies - *Phi Theta Kappa, Lambda Nu and Chi Alpha Epsilon*. Selection for membership in these organizations is considered one of the highest honors a student can receive at Harcum College; all three honor societies have a minimum GPA requirement.

#### *Phi Theta Kappa*

Students are chosen for Phi Theta Kappa for their outstanding qualities of leadership, character and citizenship within the Harcum community. Interested students must have a completed 12 credits and earned a 3.5 GPA or higher in order to be considered.

#### *Lambda Nu*

Radiology Technology students are chosen for Lambda Nu for their commitment to advancing the field of imaging sciences. Interested students must earn a 3.5 GPA or higher after one full time semester of study in order to be considered.

#### *Chi Alpha Epsilon*

Student Support Services students are chosen for Chi Alpha Epsilon for their commitment to academic excellence and leadership inside and outside the classroom. Interested students must have earned a cumulative GPA of 3.0 or higher for two consecutive full-time semesters in order to be considered.

### **Special Interest Groups**

The following organizations service the interests and causes of various students groups. These organizations are student run and established for specific causes and demographics.

*Community First* is a service based club for Harcum students who are interested in bettering their community through service, leadership education. Community First has a special interest in work with homeless and foster care populations.

## **GOVERNANCE**

The *Student Government Association (SGA)* is the official Harcum College governmental organization that represents the student body and is designed to promote the mission of Harcum College and reinforce high standards of conduct and service in accordance with the powers granted by the College. It is responsible for and represents student concerns to the College administration. Elections to the SGA take place in the spring. Membership consists of the SGA President, SGA Vice President, Secretary/Treasurer, and general body members. The advisor to the Student Government Association is the Director of Campus Activities.

## **SERVICE LEARNING: 610.526.6032, Klein Hall, 2nd Floor**

Service Learning is a way for students to combine service to the community with classroom learning. Students develop their understanding of course material through volunteer service and structured reflections on this service in course work. Students can be placed in short or long-term volunteer projects through the Office of Campus Activities. In the past students have volunteered for Bryn Mawr Hospital, the Philadelphia School District. Students also participate in service learning activities such as Habitat for Humanity.

## **CAMPUS STORE: 610.526.6041 Academic Center Lower Level**

Located in the lower level of the Academic Center, the Harcum College Campus Store is headquarters for school supplies, snacks, and Harcum gear. The Campus Store has a lounge with internet accessible computers and a coffee bar with the finest Blue Mountain coffees. Hours of operation are Monday through Thursday, 9:00am – 5:30pm. On Friday the store is open from 9:00am – 5:00pm. Accepted methods of payment are cash, MasterCard, Visa or Discover. **Checks are not accepted.**

The Campus community's textbook needs are supplied by our Virtual Bookstore, sponsored by our partner MBS Direct. You can access the Harcum Virtual Bookstore at <http://bookstore.mbsdirect.net/harcum.htm>.

## **CAREER AND TRANSFER SERVICES: 610.526.6047, Academic Center Room 219**

Career Services is open to all students and alumni. We are committed to fostering self-direction, personal responsibility, and assisting you with career planning and employment goals. A variety of programs and services are offered to aid you in locating employment.

Career Services offers individual counseling in the following areas:

- Determining career interests,
- Exploring career alternatives,
- Goal setting,
- Planning a job search,
- Preparing a cover letter and resume, and
- Strengthening job interview skills.

Other services include campus events and workshops in resume writing, interviewing skills, and job search strategies. Career Services also offers students and alumnae access to the Online Job Board, a computer database listing current full and part-time employment opportunities, volunteer opportunities and internships.

We do not secure employment for you, but rather work with you to determine what would be the best approach to implement your career and educational choices.

Transfer Services are available to all graduates of Harcum College. Numerous programs and services are provided to you to navigate the transfer process.

Transfer Services offers individual guidance in the following areas:

- Articulation Agreements,
- College selection,
- Application procedures, and, if required, college essay writing.

Available to all students is the Harcum Transfer webpage which is a great starting point for researching colleges, provides information about College Open Houses, and other useful information in finding your next college. Other services include campus events and workshops including College Transfer Fairs held each semester.

Harcum students are welcome to schedule an appointment with the Career and Transfer Counselor by walking in or by scheduling an appointment in Academic Center Room 219 or by calling 610-526-6047.

### **CENTER FOR INTERNATIONAL PROGRAMS: 610-526-6116, Room B-9 Academic Center**

The Center for International Programs (CIP) is designed to foster the cultural adjustment of international students and to encourage their academic success. The International Program's staff members are advocates for international students and are sensitive to their needs and concerns.

The mission of the Center for International Programs is:

*“To provide quality programs and services for international students, to create a welcoming and supportive environment, to integrate international students into the campus and community, to enhance their academic and career goals, and to afford*

*opportunities for international students to make positive contributions to the education and lives of the Harcum community through interaction with diverse cultures.”*

The CIP has three components: (1) the *English Language Academy* (ELA) that offers non-credit English as a second language courses: (2) the *International Student Advising* component that includes immigration advising, cultural activities, homestays and arrangements for short-term host families:(3) the *Aupair Program* that allows students to enroll in ELA courses, and audit a college course for a special audit rate.

**OFFICE OF COLLEGE ADVANCEMENT:** 610.526.6060, Bedford Hall  
*Strengthening your connections through alumni association.*

Through the **Student Alumni Association** (SAA), Harcum students can network with over **9,000 alumni** in nearly every professional field throughout the region and the country. Join the SAA online at [www.myharcum.com](http://www.myharcum.com) (click on “First Time Login”) and the Office of College Advancement will help match you with mentors and connect you with alumni in your future career field.

After you graduate, stay connected with Harcum-- Get invitations to activities and discounted tickets to sporting events. Receive the *Patches* magazine and *Bear Essentials* newsletter. Shop at our online store. Sign up for continuing education courses, and come back to connect with Harcum friends at Homecoming.

The Office of College Advancement works directly with the Alumni Association and the National Alumni Board to foster relationships. Through the development of philanthropic support from, trustees, businesses, foundations, alumni and the community, we provide contribution opportunities that benefit Harcum College and our students. The Office is in responsible for fundraising for the College and donor and volunteer relations.

College Advancement is located in Bedford Hall and may be reached by calling 610-526-6060 or emailing [alumni@harcum.edu](mailto:alumni@harcum.edu).

**COUNSELING SERVICES: 610.526.6045, Klein Hall Room 200**

The Office of Counseling Services seeks to foster a psychologically and socially healthy adjustment to college life for all Harcum students in order to facilitate their academic success. Students seek personal counseling for a variety of reasons, including such concerns as stress, depression, eating disorders, relationship problems, alcohol and substance abuse, anxiety, difficulty with decisions, grief and loss, anger management and sexual assault.

The Office of Counseling Services assists students as they adjust to college experiences, and navigate the challenges within and outside of the Harcum community.

Referrals for counseling can be made by students, faculty and staff and will be followed up within seventy-two hours.

Counseling is confidential and designed to be short term, however there is no limit to the length and/or number of sessions. Referral sources are provided for situations that involve longer-term therapy, and for those issues which go beyond the scope of the Counseling Office. Workshops and groups can be provided according to students' interests and need-based programming, as determined by the Counseling Office and the Harcum community.

Services are available by appointment or on a walk-in basis. Services provided include:

- Personal and academic counseling,
- Assistance in dealing with relationship concerns,
- Decision making,
- Stress management and conflict mediation,
- Self-esteem development, and
- Problem-solving skills.

Counseling Office hours are Mondays, Thursdays and Fridays from 9:00 AM to 5:00 PM in Klein Hall, Room 200. Office hours on Tuesdays and Wednesdays are 9:00 AM to 5:00 PM in the Academic Center in R-23 (lower level).

Harcum students are welcome to schedule a meeting with the Counselor by calling the counseling office at 610.526.6045 or emailing the Director of Counseling Services at [kanthony@harcum.edu](mailto:kanthony@harcum.edu).

## **DEVELOPMENTAL STUDIES**

A strong foundation in basic reading, writing, and math skills is essential for success in college. Harcum's Developmental Studies Program ensures that all students pursuing a certificate or degree have these important skills. At the time of admission, all students who do not have equivalent college coursework are required to take the Accuplacer test to determine the level of their proficiency in reading, writing, and mathematics. If their scores indicate, students are placed in developmental course(s) that will provide them with the knowledge and skills they need to be able to succeed in the program of their choice.

Research has shown that proficiency in basic skills is a deciding factor in student's ability to complete college level coursework. Therefore, most similar colleges, including community colleges, require as a condition of enrollment that students take the Accuplacer or some similar placement test and complete developmental courses if their scores so indicate. Students are not awarded college credit for developmental courses; however, grades for these courses appear on student transcripts, and all programs at the College require students to demonstrate proficiency in basic skills as a condition of continuation and graduation.

Students should do their very best on the Accuplacer test because not doing so can cost them unnecessary time, energy and money. The College does not offer Accuplacer retests; however, students who feel that they did not give their best performance on the Accuplacer can contact their program advisor to request alternative testing.

### **DINING SERVICES: 610.526.6262, Klein Dining Hall, First Floor**

The College's dining hall is open for breakfast, Monday through Friday, 7:30 am – 9:00 am.; for lunch 11:30 am – 1:30 pm; dinner on Monday through Thursday, 5:00 pm – 7:00 pm. on Friday dinner is served 5:00 pm – 6:00 pm. On Saturday and Sunday brunch is served 11:30 am – 1:30 pm and dinner is served 5:00 pm – 6:00 pm.

All resident students are automatically enrolled in a full board plan consisting of 19 meals a week. Unused meals at the end of each week are forfeited. Students whose classes conflict with meal times are encouraged to meet with the Director of Dining Services to request a prepared box meal. Students will need to show their class schedules to confirm their need for a box meal.

Commuter students can pay the door price per meal or purchase a 10 meal card which entitles the purchaser to one meal free. Meal cards can be purchased in the dining hall.

A Smart Market Cart is available on the first floor of the Academic Center. It hours of operation are Monday through Thursday 8:30-2:00. It is closed on Fridays. The Smart Cart offers beverages, salads, sandwiches, snacks and desserts all on a cash basis.

College policies and procedures regarding dining services include but are not limited to:

1. Resident students must show their Harcum College ID with the valid semester sticker to gain access to the Klein Hall dining room.
2. Commuter students must purchase a meal card or pay at the door per meal to gain access to the Klein Hall dining room.
3. Diners are not permitted to leave the dining hall with food.
4. Appropriate language and voice tone and volume contribute to a pleasant dining atmosphere and are expected of diners at all times.
5. Shoes and shirts must be worn for health and safety concerns.
6. Pajamas are not permissible in the dining hall.
7. Horseplay, running, and playing ball are not permissible in the dining hall.
8. For the safety of everyone, please do not throw food or other objects in the dining rooms.
9. Meal plan privileges are non-transferable. Both parties involved in misuse may be subject to disciplinary action.
10. All trays, silverware, glassware, and paper should be taken to the appropriate area.

11. Diners are expected to clean up after themselves and report any food spills to dining services staff.
12. While backpacks and other book bags are allowed in the dining rooms, Dining Services reserves the right to inspect them when you leave the building.
13. Ample food is available to each student but care should be taken not to waste food.

Each semester residential students will receive a sticker to attach to their College ID indicating that they are eligible to enter and eat in the dining hall. Stickers can be obtained from the Director of Residence Life or the Office of Student Affairs pending confirmation that the student's bill is satisfied. Residents are expected to show their ID with valid semester sticker to dining services staff to gain entry to the dining hall. Diners who engage in conduct that is inconsistent with College dining hall policies and procedures and in the sole judgment of the College results in an unpleasant dining experience for all diners will be subject to disciplinary action. Sanctions for violating dining hall policies and procedures may include but are not limited to:

*First Offense* – Compensatory tasks as assigned by dining hall staff (i.e. sweep floor, clean tables etc.) Failure to comply will result in a \$20 fee per hour for each hour/task assigned.

*Second Offense* – Suspension of dining hall privileges resulting in loss of dining fees paid to the College.

### **DISABILITY SERVICES: 610.526.6036, Academic Center Room B-6**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Harcum College, through the Office of Disability Services, will provide appropriate and reasonable accommodations to qualified students who have documented physical, learning, psychological or other disabilities that ensure equal access to the college's educational programs. Students who have a disability should complete the following steps to receive services from the Office of Disability Services. Students must complete these steps prior to or during the first week of classes in order to be eligible for accommodations and special services.

- Step One: Complete the Application for Admission to Harcum College
- Step Two: Submit documentation about the disability or disabilities to the Office of Disability Services. You can send or deliver the documentation to Room B6 in the Academic Center. The mailing address is: Harcum College, 750 Montgomery Ave, Bryn Mawr, PA 19010.
- Step Three: Make an appointment with the Coordinator of Disability Services to apply for services

- Step Four: Complete the Application for Services and the Exchange of Information forms.
- Step Five: Meet with your program director and register for classes.
- Step Six: Meet with the Coordinator of Disability Services to determine the accommodations you will need in your classes.
- Step Seven: Complete the Accommodation Compliance Assurance Form for each class for which you need an accommodation
- Step Eight: Have the Accommodation Compliance Assurance Form signed by each instructor
- Step Nine: Give the yellow copy of the Accommodation Compliance Assurance Form to your instructor, return the white copy to the Office of Disability Services and retain the pink copy for your records.

### **Disability Documentation Requirements:**

Students are required to provide documentation of their disabilities that is no more than three years old. The College will make every effort to implement reasonable accommodations whenever they are requested. However, accommodations will *not* be implemented retroactively. In general, all documentation should be typed on letterhead stationery (physician's prescription note pads are not acceptable) and should include the following information:

- A clearly stated diagnosis of a disability
- The student's functional limitations in an academic environment and/or campus residence
- A statement that the disability is a substantial limitation to a basic life process (such as hearing, seeing, speaking, learning, etc.)
- The signature, printed name, title, and professional credentials of the evaluator
- The date of evaluation

### *Learning Disability Documentation:*

A psycho-educational evaluation by a licensed psychologist or an evaluation report by a school district within three years of enrollment date at Harcum College, which includes:

- A clearly stated diagnosis of a learning disability
- A statement that the learning disability is a substantial limitation to learning
- A description of strengths and weaknesses (functional limitations)
- All test and subtest scores (scaled, standard, and percentile) from a cognitive evaluation (WAIS-III) completed within three years of enrollment at Harcum

## College

- All test and subtest scores (grade equivalent, standard and percentile) from recent reading (decoding and comprehension), math (computation and application), spelling, and written language achievement tests (Woodcock-Johnson III, WIAT, or other appropriately normed tests) completed within three years of enrollment at Harcum College
- Recommendations for accommodations appropriate for college students with learning disabilities, based on the student's functional limitations in an academic environment

### *Attention Deficit/Hyperactivity Disorder (ADD/ADHD) Documentation:*

An evaluation by a psychiatrist, neurologist, licensed psychologist, or an evaluation report by a school district official within three years of enrollment date at Harcum College, which includes:

- A clearly stated diagnosis of ADD/ADHD and the date of last contact with the student
- A statement that the ADD/ADHD is a substantial limitation to learning
- A description of the symptoms which meet the criteria for the diagnosis, instruments/procedures used to make the diagnosis (including all scores from cognitive and academic tests), and current relevant medications, including dosages and frequencies
- Recommendations for accommodations appropriate for college students with ADD/ADHD, based on the student's functional limitations in an academic environment

### *Psychiatric, Neurological, or Medical Disability Documentation:*

An evaluation by a medical doctor, psychiatrist, or licensed psychologist, within three years of enrollment date at Harcum College that includes:

- A clearly stated diagnosis (DSM-IV diagnosis if applicable) and description of the disability
- A statement that the disability is a substantial limitation to learning or other basic life process
- The functional limitations in an academic environment and/or campus living environment as well as other settings
- Relevant information regarding current treatment and medications.
- Recommendations for accommodations appropriate for college students based on student's functional limitations

### *Mobility, Visual, and Hearing Impairments:*

Documentation may be required from a qualified professional, depending on the disability and accommodations requested. Contact the Coordinator of Disability Services to discuss the type of documentation that may be required.

### *Disclosure and Confidentiality*

Student disclosure of a disability is voluntary. Harcum College considers disability-related information as confidential material, and it will not become a part of a student's academic record at the College. This information will be released only if required by law or with the student's written consent.

### *Requesting Services and Accommodations*

Students should meet with the Coordinator of Disabilities Services as early as possible in the enrollment process to identify the services and reasonable accommodations needed to ensure equal access to Harcum College's programs, services, and activities. Services and accommodations are arranged on a case-by-case basis as they relate to the disability as defined in the appropriate documentation, especially for invisible disabilities, which are defined as Learning Disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Attention Deficit Disorder (ADD), and Psychiatric Disabilities.

### *Procedures for Requesting Services*

The Office of Disability Services provides a number of services to students who have completed the application for services. These services include: counseling, tutoring, training in the use of assistive technology and specialized study techniques.

- **Counseling:** Students can schedule an appointment for counseling to discuss academic and personal issues related to their disability by contacting the Office of Disability Services at 610-526-6036 to schedule an appointment. For personal counseling, the student should schedule an appointment to meet with a counselor at the Counseling Office in Klein Hall (610-526-6045). For academic advice, the student should meet with his or her program director.
- **Specialized tutoring.** Students can receive specialized tutoring, designed to help them to transition from the special education they received in high school to the college environment. Students can make appointments to receive individual tutoring or participate in small group sessions. Each week the Office of Disability Services will offer a workshop designed to enable the participants to become independent learners. You can obtain a schedule of these workshops from the

Coordinator of Disability Services. Students can also receive tutoring from the Educational Support Center located in Room 217 in the Academic Building

- The Office of Disability Services has a number of tape recorders and speaking dictionaries that students can check out for the semester. These are available on a first come-first serve basis. Contact the Coordinator of Disability Services to complete the paperwork for borrowing this equipment.
- Students who need elevator access can request an elevator key from the Office of Disability Services. The elevator key must be returned to that office on the last day of class for the semester. If the key was needed for a temporary disability, it must be returned when the student no longer requires elevator access.
- There are currently two computers in the Academic Building that are equipped with the Kurzweil reading software: one in the Office of Disability Services and the other in the Educational Support Center. The Kurzweil software enables students who have visual impairments or reading disabilities to access print material. The software converts the printed words into speech. It offers access to three types of print material: Word document files, the Internet, and individually scanned pages. To receiving training on how to use the Kurzweil software, contact the Coordinator of Disability Services.

#### *Procedures for Requesting Accommodations:*

- Meet with the Coordinator of Disability Services of Harcum College once documentation is received to identify reasonable accommodations and to prepare the Accommodations Compliance Assurance Form.
- Meet with each professor at the beginning of the semester and present the Accommodations Compliance Assurance Form. Discuss how the accommodations will be arranged, especially testing accommodations and note-takers for lectures. (The Accommodations Compliance Assurance Form for students who are blind, deaf, or have unusual physical, medical, or psychological conditions may be sent to the professors on behalf of the students.)
- The instructor signs the Accommodations Compliance Assurance Form, retaining the yellow copy, and the student returns the white copy to the Coordinator of Disability Services.

#### *Determining Accommodations*

Harcum College provides reasonable accommodations on a case-by-case basis for otherwise qualified students who disclose a disability that causes significant functional limitations in an educational setting. The accommodations are intended to compensate for the effects of a disability and provide the student with an equal opportunity to participate. Accommodations do not guarantee success. The College is not required to make an accommodation that substantially alters essential elements of a course or

program.

The Coordinator of Disability Services determines appropriate accommodations in conjunction with the student and other College professionals as appropriate, based on the following considerations:

- Current substantial functional limitations caused by the condition in a educational setting, as indicated by the documentation.
- Student's description of need.
- Course and program requirements. A variety of services for students with disabilities are available, including academic support; academic, career, transfer, and supportive counseling; support group meetings; assistive technology. It is the student's responsibility to utilize these services as needed.
- Classroom accommodations may include the following: tape recorder or note-taker; assistive computer technology or adaptive equipment; sign language interpreters; alternative formats for print; and course substitutions when appropriate.
- Testing accommodations may include the following: extended-time; distraction-reduced room; readers and scribes; computers and assistive technology, spell checkers, and calculators when appropriate.

### *Implementing Accommodations*

Implementing accommodations is the shared responsibility of students, instructors, and other professional staff members. A collaborative effort will ensure that students have equal access to Harcum College's educational programs, services, and activities.

### **Procedure for Implementing Accommodations**

- Students who need alternative classroom and/or campus residence furniture should contact the Coordinator of Disability Services at least four weeks before the first day of class. Requests made less than four weeks before the first day of class may delay the implementation of the accommodation. The Coordinator will contact the Associate Provost of Academic Affairs for classroom furniture and the Director of Residence Life for appropriate dormitory room furniture.
- Instructors will assist in arranging for note-takers for lectures by making an announcement in class requesting a volunteer to provide notes to the student who has a disability. The volunteer will then meet with the Coordinator of Disability Services for a brief training on note taking procedures.
- Students who need text in alternative format (Braille, recorded texts, or e-texts) should make their needs known to the Coordinator of Disability Services at least six weeks before the beginning of the semester. Requests made less than six weeks before the first day of class may delay the accommodation or prevent its

implementation.

- Students who use the services of Recordings for the Blind and Dyslexic need to provide a list of titles to the Coordinator of Disability Services as early in the semester as possible to ensure that the CDs will be available during the first week of class.
- Students who need testing accommodations or accommodations associated with laboratory classes should remind their instructors one week before the day of the test or laboratory assignments. If tests need to be administered in the Office of Disability Services, students are responsible for making appointments with the Coordinator of Disability Services one week in advance of the test. Without an appointment, there is no guarantee that the test can be administered.
- Instructors who need assistance administering accommodated tests may send the tests, with the relevant information as described in the Accommodations Compliance Assurance Form, to the Coordinator of Disability Services, Room B6 in the Academic Building. Tests that require readers, tape recording, scribes, or an alternative format must be sent to the Coordinator of Disability Services as soon as possible. Accommodations for unannounced tests are the responsibility of the instructor.
- Students who need sign language interpreters, assistive technology, or other adaptive equipment should make their requests known at least three weeks before the beginning of the semester. Requests made less than three weeks before the first day of class may result in delayed implementation or the inability to provide the accommodation. The limited number of qualified sign language interpreters may also affect the College's ability to accommodate a student. Sign language interpreting services may be canceled if a student exceeds the number of allowed absences indicated on the course syllabus. It is strongly recommended that students contact the Coordinator of Disability Services if absences are expected to exceed this limit. Students are required to notify their interpreters as soon as possible when they anticipate an absence from class. The Coordinator of Disability Services will inform students before the cancellation of interpreting services.

### *Appealing Accommodations Decisions*

Students who follow the College's procedures for requesting accommodations and who believe the Coordinator of Disability Services or an instructor has denied them a reasonable accommodation may appeal the denial. Students may appeal the denial of a reasonable accommodation in writing using an Accommodation Appeal Form within five (5) workdays of learning of the denial according to the following procedure:

- Students who are denied accommodations by an instructor should submit the Accommodation Appeal Form to the Coordinator of Disability Services. If the Coordinator of Disability Services cannot arrange the accommodations with the instructor, the student may appeal the denial to the Vice President of Academic Affairs.
- Students who are denied accommodations by the Coordinator of Disability Services may appeal the denial to the Vice President of Academic Affairs using the Accommodation Appeal Form.
- The Vice President of Academic Affairs is located in Room 302 on the third floor of the Academic Building (610-526-6132).

## **DUAL ADMISSION PROGRAM**

Students who wish to earn a four-year degree after completing an Associate's degree will find several options to do so. The Director of Career and Transfer Services is available to assist in the transfer process. Dual enrollment means that once admitted to Harcum College, a student is simultaneously admitted to the partnering College or University as long as the requirements are met. Articulation agreements are formal agreements that allow credits earned in specific programs to be accepted by partnering institution. Please note that not all courses are transferrable and is up to the partnering institution's discretion.

Harcum College maintains dual-admission agreements with Neumann University and Alvernia University. Harcum also has articulation agreements with Allegheny University of the Health Sciences, Cabrini College, Eastern College, Neumann University, Rosemont College, Thomas Jefferson University, University of Delaware, University of Phoenix, University of Rhode Island, Villanova University, West Chester University, Widener College, and Wilson College. Please note that although this current, the list may change.

## **EDUCATIONAL SUPPORT CENTER: 610.526.6103, Academic Center Room 217**

The Educational Support Center (ESC) is part of a network of support services that Educational Support Services (ESS) provides to Harcum Students for free. It is an academic service center that promotes the ESS mission of empowering students to reach their potential by providing them with the right tools to become successful academically and professionally. These tools include:

- *One-on-one and group tutoring in a variety of core subjects* including math, English, chemistry, biology, human and animal anatomy and physiology. These tutoring sessions are led by professional tutors who are proficient in the subjects they tutor because of their long history of teaching and/or tutoring, or by peer

tutors who are among the top of their class and highly recommended by their instructors.

- Our professional tutors also assist students in improving their study, test-taking, reading, and time management skills. Tutors are available throughout the day and late afternoons.
- *Academic workshops and study skills review:* Every semester, the ESC hosts a number of workshops. These workshops are prepared and facilitated by the ESC professional tutors and/or Director. They provide students with useful study and test taking strategies to use in their classes.
- *A rich resource library:* This library includes textbooks that students can use with a tutor or on their own. It also includes instructional videos, DVDs and CDs. An anatomical skeleton model (the Famous SAM!) is also available for students to use in the Center. Furthermore, the Center has some graphing and regular calculators that students can borrow to use in their math and chemistry classes.
- *Work-study and peer tutoring employment opportunities:* Paid positions as lab monitors and peer tutors are available in the ESC to help students acquire some professional experience.

Beside services to Harcum College students, The ESC services the College community by offering an alternative space for online lessons and developmental lab practice.

### **EDUCATIONAL SUPPORT SERVICES: 610.526.6052, Academic Center 219**

Educational Support Services serves as an umbrella that consists of several programs that assist Harcum students' based on need. Our mission is to assist students who are first generation, have a notation of disabilities and/or are low income as designated by the US Department of Education.

Each designed program under Educational Support Services has its own criteria and the necessary tools to operate. The program supports, serves, and maintains students as they transition into and persist through post secondary education.

#### *Student Support Services:*

Student Support Services (SSS) is a program funded by the U.S. Department of Education under the TRIO programs. SSS serves to encourage students to remain in college and ultimately graduate with a degree. The program is designed to enhance the college experience and focuses on retention and graduation of its participants as well as assisting with the transition from one level of higher education to the next. SSS fosters an institutional climate supportive of the success of low-income and first generation college students and individuals with disabilities. Student support services is dedicated to help students increase their potential by establishing a relationship that will developed into effective communications through 1:1 meetings, academic advising, tutoring, mentoring, workshops, fieldtrips, cultural activities, college tours and positive reinforcement initiatives.

We also offer financial assistance based on financial need.

If you are interested in participating in SSS, come to room 219 in the academic center to pick up an application, Monday-Fridays 9am-5pm.

*Educational Support Center:*

The lab operates to provide resources and services:

- One-on-one and group tutoring in a variety of core subjects
- Supplemental Instruction
- Study skills reviews
- Educational workshops

*Disability Services:*

Disability Services offers students with documented disabilities additional resources, testing accommodations, and training skills to be successful in and out of the classroom.

*Upward Bound:*

Upward Bound is designed to provide academic assistance, enrichment activities and education counseling to ensure the academic success of high school students while preparing them to enter post-secondary education. Upward Bound is also a TRIO program funded by the US Department of Education.

## **FITNESS AND WELLNESS**

All students may utilize the Harcum Fitness Center located in the basement of Klein Hall.

The Fitness Center is equipped with eight pieces of exercise machines that enable participants to exercise all the major muscle groups. Additionally, free weights in the form of barbells range in weight from three pounds to fifty pounds. The Fitness Center also includes a treadmill, elliptical trainer, and a stationary bike for cardiovascular benefits. Exercise balls and mats are provided for stomach workouts and for stretching, respectively.

## **HEALTH CENTER: 610.526.6090, Klein Hall First Floor**

The Health Center is open from 8 am - 3 pm, Monday through Friday for all Harcum students. A registered nurse staffs the Health Center, and there is no charge to see the nurse. A limited amount of medications are dispensed under the orders of the college physician. A starting supply of over the counter medications are dispensed free of charge and prescription medications carry a small fee applied to the student's Harcum account. Students are evaluated and referred to the college physician or specialist as needed.

Resident students needing medical attention at a time when the Health Center is closed should contact their Resident Advisor and/or the Resident Director on duty. Commuter students needing emergency medical attention at a time when the Health Center is closed should call security at 610-526-6099.

A 24/7 Nurse Hotline funded through Harcum's Health insurance is available to all students; the phone number to reach them is 1-877-643-5130.

All excuses for absence from class due to illness must come from the Health Center or the student's physician. The college is not responsible for any medical costs incurred by the student as a result of injury during sports, classroom activities, and student activities or in the residence halls.

All Harcum students are required to have health insurance. If a student is not covered under another plan (parent, individual, etc.) of comparable insurance, the student will be required to purchase the college health plan. All eligible students will be billed automatically for the Harcum College insurance and the charge will only be removed if a student waives the insurance by providing proof of coverage by the posted deadline. After the deadline is past, the charge cannot be removed. All questions should be directed towards Student Accounts at 610-526-6003 or the Health Center at 610-526-6090.

All students (full and part time) are required to complete and submit medical forms two weeks prior to the start of classes. Medical forms are available online via the Student Life link at [www.harcum.edu](http://www.harcum.edu). Hard copies of the forms will be mailed to students by request. Forms are also available outside the Health Center. Students' immunizations records must include dates of childhood immunizations and updates. A TB test (PPD), must be current and within 12 months of student's start of enrollment. A Tetanus immunization (within 10 years) is also required. In compliance with PA state law, resident students must provide proof of meningitis vaccine prior to moving into the residence hall or have a signed waiver on file in the health center. All Allied Health students (NUR, OTA, PTA, RT, DH, EFDA) must provide proof of immunization for Hepatitis B (3 shot series). Other health documentation is required by the Allied Health Programs. More detailed information will be provided by your program director. The College physician is Dr. Richard Pacropis. His office is located at 320 King of Prussia Road, Radnor Plaza Suite 120. Radnor, Pa 19087.

Veterinary technology students will require pre-exposure rabies vaccine, which is available through the Health Center at cost, and is administered by the college physician. Arrangements are made through the Veterinary Technology program.

New students with medical problems or special needs are invited and encouraged to call the Health Center to discuss individual medical needs. All students are encouraged to contact the Health Center with any changes in their medical condition.

**ENGLISH LANGUAGE ACADEMY (ELA): 610-526-6116, Academic Center B9**

The English Language Academy offers English as a second language courses to students who want to improve their skills for academic purposes, work advancement, or personal enrichment. Courses in Writing, Reading, Oral Communication, and Grammar are held throughout the week on a full-time or part-time basis.

In addition, the ELA has a cultural component that includes on and off-campus activities that highlight American culture, and international and political points of interest.

**IDENTIFICATION CARDS: 610.526.6099, Klein Hall First Floor**

Student ID's are issued by the Office of Public Safety located on the first floor of Klein Hall. All Harcum students are required to have student ID cards while taking classes at Harcum College. ID cards are required to borrow books from the Library, to use the athletic facilities, to enter the dining hall and to enter the residence halls. Your card must be shown upon request by any faculty member, campus safety officer, or other official member of the College staff. Abuse of an ID card may result in disciplinary action by the College. If the card is lost or stolen, contact the Office of Public Safety for a replacement card. Duplicate ID cards are processed for a \$20.00 fee which will be applied to the student's account.

**LIBRARY: 610-526-6085, Reference Desk: 610-526-6062, Academic Center, First Floor**

The Harcum College Library is eager to work with students and all in the College Community in providing research instruction and assistance. Come to the Library when you want to study with a group of classmates, work on a paper, complete a group assignment or quietly study your class notes. The mission is twofold: (1) to build and provide access to a collection in print, non-print and electronic formats that supports the College's academic programs, as well as the study and research of all, providing for their informational needs and (2) to instruct in the use of this collection, especially providing instruction in information literacy and to promote the Library and Library services, providing life-long learning skills.

Library resources come in many different formats including books, newspapers, periodicals, microfiche, audiovisual items (over 1,000 DVD and VHS titles) and full-text and citation-only online databases. Most of the material within the walls of the Library can be borrowed. Books circulate for three weeks while AV and software titles circulate for one week. Periodicals and magazines can only be used in the Library. Bring your College ID with you to the Circulation Desk in the Library in order for your borrowing privileges to be activated.

Materials put on Reserve by your instructors are available at the Circulation Desk. These materials can only be used in the Library.

Online resources for your research and study include databases such as Academic Search Elite (multidisciplinary), CINAHL Full-text (Cumulative Index for Nursing and Allied Health Literature), Health and Wellness Resource Center and Criminal Justice Journals. Current students and all from the College community can access the databases from on campus through the Library's web page. Access from off-campus is also available; please contact the Library. The Library's online catalog, EDITH lists all materials kept within the walls of the Library. EDITH is available from on and off-campus through the Library's web site.

The Library's web page: <http://www.harcum.edu/library/library> provides very useful subject guides which provide access to print and online resources for each of the academic programs at the College. These resources have been reviewed by librarians for authority, accuracy, timeliness, objectivity and coverage. The subject guides are a good place to start your research.

Desktop computers are available in the Library. These computers are for academic research and work in completing class assignments. All other usage is open to review. Printing from any of the computers is available and payment is made to the Librarian or Library Staff member on duty. A coin-operated photocopier is found on the main floor of the Library.

Harcum College is a member of the Tri-state College Library Cooperative (TCLC), an affiliation that gives Harcum students and all in the College Community access to the collections of over 40 colleges and universities in the Delaware Valley area. In addition, Interlibrary Loan service provides students and the entire College with borrowing access to millions of books and periodical articles from libraries all over the United States.

The Library is a strong proponent of information literacy and life-long research skills. The Librarians work with individual students as well as entire classes to instruct in how to more effectively search, select and evaluate resources. Instruction also includes topics such as citation styles and plagiarism.

The Harcum College Library is open seven days a week when the College is in session. The Library occupies the west wing of the Academic Center. The Library's regular hours are:

Monday-Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	Noon – 4:00 p.m.
Sunday	1:00 p.m. – 9:00 p.m.

**LOST AND FOUND: 610.526.6099, Klein Hall, First Floor**

All found articles are to be taken to the Office of Public Safety immediately. Lost items may be recovered by providing proper identification.

**ONLINE EDUCATION: 610.526.6053, Academic Center Third Floor**

Distance Learning (DL) usually occurs from home or from a conveniently located off-campus site. Harcum College offers online courses which require Internet access. Online courses are delivered through a course management system, which allows students 24 hour, 7 days a week access to their courses. Although students are not required to log on to online courses at specific times, students typically login on a regular basis to keep up with course assignments, due dates, and other requirements. Online courses typically feature:

- Comprehensive course materials including a course syllabus.
- An integrated email and instant messaging system which allows classmates and faculty to interact within each other.
- Curriculum that includes lecture notes, study guides, slides, streaming audio and video and other online content.
- Interactive message forums.
- Live chat environments through audio and/or video.

Online courses require the same diligence and dedication as classroom courses. Students are expected to exhibit time management skills, independent learning capabilities and self-motivation while maintaining high levels of involvement and interaction throughout the semester.

For a more detailed description of distance learning, minimum system requirements and a current distance learning course schedule, visit the Harcum College website at <http://www.harcum.edu>.

**POST OFFICE: 610.526.6044, Academic Center, Ground Level**

All residential students are assigned college mailboxes. Commuters who want to have college mailboxes can make a request through the Office of Campus Activities. Incoming and college mail is placed in student boxes. Students should check their mailboxes daily. When a package is received, a note will be placed in the student's mailbox for pick up. Letters can be mailed from the window. Stamps may be purchased at the Bookstore. All parcels must be mailed from the Bryn Mawr Post Office. In addition, registered or certified mail must be picked up from the Bryn Mawr Post Office. The telephone number of the Bryn Mawr Post Office is (610) 525-2200. The Harcum Post Office is open from 9:00 am to 3:45 pm, Monday through Friday.

**PARKING: 610.526.6018/6099, Klein Hall, First Floor**

Students are required to pay a vehicle registration fee to park on campus. Vehicle registration forms and parking permits are available in the Office of Public Safety located in Klein Hall. Parking permits costs are as follows: \$90, fall and spring semesters, \$45 per semester, and \$20 summer. The parking permit sticker must be placed on the rear window right hand side so that it can be seen easily. Student parking is restricted to spaces that are not designated as faculty, staff, visitor or handicapped.

Penalties for student infractions of parking regulations are as follows:

- 1<sup>st</sup> offense: warning
- 2<sup>nd</sup> offense: \$25 ticket
- 3<sup>rd</sup> offense: \$75 boot or towed at owner's expense

Flagrant offenders will be denied parking privileges on campus.

Resident students must get a temporary parking permit from the Public Safety Office for guests who stay overnight. Vehicles left on campus after visiting hours without a parking permit are unauthorized and will be towed away or booted at the owner's expense without notice or warning.

### **SNOW & WEATHER EMERGENCY CLOSING PROCEDURES**

Harcum College will, in extreme circumstances, delay or cancel [classes](#) and administrative office operations due to inclement weather. In the event that the College must delay the start of classes and administrative operations, there will be either a one hour delay or a two-hour delay. If there is a one hour delay, classes will begin and offices will open at 10 a.m. If a two hour delay is announced, classes will begin and offices will open at 11 a.m. Announcements on local radio and television will note the change (see list below). This delay will allow for improved road conditions and will also enable the College Facilities staff enough time to clear roads and parking areas. A decision to alter the morning class schedule and notification to the local radio and television stations will be made by 5:30 a.m. and communicated to the mass media and Harcum's phone and web site as quickly as possible. The decision to cancel evening classes will be made prior to 3:00 p.m.

Radio and television stations carrying Harcum closing information are:

KYW-AM (1060)      WTXF-TV (Fox 29)      WCAU-TV (Channel 10)

On KYW-AM the College's school closing numbers are 300 for day classes and 2300 for evening and Saturday.

The College website [www.harcum.edu](http://www.harcum.edu) will also post delays and/or closing information. Look at the first entry under "Harcum News" in the lower left hand corner of the home page where the bulleted news items appear.

### **STUDENT ACCIDENT AND HEALTH INSURANCE**

Harcum College offers a Student Accident and Sickness Insurance plan to all traditional undergraduate students, resident students, student athletes, and all international students (including ELA and CIP students). Students that are eligible are automatically enrolled in this plan on a hard waiver basis. If a student is not covered under another plan (parent, individual, etc.), the student is required to purchase the Harcum plan. Students will be able to go online through the advertised website and either enroll in or waive the College's plan by either verifying enrollment in Harcum College's health insurance plan or waiving said insurance by showing proof of other comparable health insurance.

Students participating in activities do so at their own risk. Medical costs incurred by the student as a result of injuries during intramural and club sports, classroom activities, student activities (on and off campus) or in the residence halls must be filed with the student's health insurance carrier.

**TECHNOLOGY SUPPORT: 610.526.1867, support@harcum.edu**

The Office of Technology Services supports all of the computing and technology services on Campus. Computer access is available in the Student Lounge (Academic Center, Lower Level), Library (Academic Center, 1<sup>st</sup> Floor), Campus Store (Academic Center, Lower Level) and the Educational Support Center (Academic Center, Room 217). Wireless internet access is available in the residence halls and the lower level of the academic center.

**TELEPHONE SERVICE**

The College's main number is (610) 525-4100. The College has an automated telephone system to direct and forward calls to the appropriate departments. An operator is available for assistance during business hours (Monday through Friday 8:30 am – 5:30 pm) by dialing the main number and pressing "0". In cases of emergency, students may contact our 24-hour Campus Safety directly at (610) 526-6099.

Students wishing to contact a faculty member or instructor may call the Faculty Secretary's Office at (610) 526-6040. In the event that an important message must be communicated to a student during business hours, the Registrar's Office will make every effort to locate the student. The office can be reached at (610) 526-6007.

Harcum College provides telephone service to students residing in Pennswood and Klein residence halls. Each room will have one telephone number with the availability of voicemail as requested by student(s). This service plan includes unlimited local calls. All other calls must be made using a cell phone, calling card or placed collect. For questions or problems regarding phone service, you may contact the Facilities office at 610-526-6181.

**FINANCIAL AID**Satisfactory Academic Progress for Federal Student Aid Programs*Standards*

Harcum College has established standards for Satisfactory Academic Progress. The material that follows describes credit requirements to retain eligibility, duration of eligibility and the restoration of eligibility if lost during enrollment.

Harcum's Office of Financial Aid is required by federal regulation to monitor student progress toward completion of degree and certificate programs at the undergraduate level. This Satisfactory Academic Progress Standard includes a quantitative and qualitative measure of progress. The quantitative measure requires that a specific number of completed credits are necessary each academic year to remain eligible for financial aid. The qualitative measure requires maintaining a Grade Point Average (GPA) that meets the minimum standard necessary to maintain Academic Good Standing according to Harcum College policy.

A step-up system is used to permit a student's gradual progress to meet the 2.0 GPA requirements for graduation.

Harcum College uses a graduated GPA requirement, allowing a student's GPA to be lower earlier in the student's academic career. All students must have a cumulative GPA that falls within the following categories:

<u>College Credits Attempted</u>	<u>Minimum GPA Required</u>
1 – 15	1.00
16 – 30	1.50
31 – 45	1.75
46 and above	2.00

#### *Student Aid Programs Impacted by the Standard*

Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Perkins Loan, Federal Stafford Loans, Federal Parent Loan (PLUS) and some Harcum College Grants and Scholarships are all impacted by this standard. This standard does not apply to: tuition remission for dependents of Harcum College employees, athletic grants, some outside scholarships and state student incentive grants (i.e. PHEAA State Grants); state agencies awarding state grants establish their own academic standards.

#### *Eligibility*

In addition to maintaining a GPA that meets the College minimum requirements for satisfactory academic progress, students are to successfully complete 67% of the cumulative credits attempted. Measurement for Satisfactory Academic Progress for students is reviewed at the end of each spring semester to determine academic progress and future student aid eligibility. Hence, all terms of enrollment at Harcum College, including summer, are included in the measurement.

#### *Maximum Time Frame to Complete Program*

Satisfactory academic progress also establishes a maximum time frame in which students must complete their program of study in order to remain eligible for financial aid funds. The maximum time frame for degree completion at Harcum College cannot exceed 150% of the published program length for a full-time student; a part-time student's maximum time-frame is pro-rated. For instance, the total completion credits for a degree in Veterinary Technology is 99. A student is allowed to attempt 99 credits in the published program times 150%, meaning that he/she can attempt only 149 credits towards maximum credits to complete his/her degree.

Change of major is permitted only twice. If a student exceeds the maximum time frame of 150% of credits for the published length of the program of study, he/she may appeal for one semester of additional aid eligibility by writing to the Director of Financial Aid. Please note that a letter from a program director must accompany the student's letter of appeal with the number of courses that the student has left to fulfill his/her graduation requirements.

### *Conditions*

All students must receive a passing grade in at least 67% of all credits attempted. Passing grades are A, B, C, D, or P. Grades of AU (Audit), I (Incomplete), W (Withdrawal), WP (Withdrawal Passing), WF (Withdrawal Failing), as well as F (Failure), are NON-passing, unsatisfactory grades and count towards credits attempted. Attempted Credits = all credits for which a student registers and receives a grade (including A, B, C, D, P, F, I, W, WP, WF). Repeated courses will be included in credits attempted. Credits by Examination will be counted as credits attempted and completed satisfactorily. In addition, transfer credits will reduce the maximum attempted credits allowed. Courses with grades of AU will not be counted as credits attempted or completed.

### *Probationary Status*

Students who are unable to successfully complete the eligibility requirements listed above, but are within six credits of meeting the minimal standard, will automatically be given a one-time probationary period to establish progress while still receiving their student aid. During the probationary period of one academic year, students must successfully complete a minimum of 24 credits for full-time students, or, the minimum number of 12 credits for part-time. (Refer to the Chart under Probation in the Academic Policies section of this catalog for College GPA standards.) For further clarification on College GPA, warnings, probation, limited load suspension and dismissal for Academic Standing, please refer to these sections on Academic Policies. Those students who continue to fail to make progress after the one-time probationary period will be dropped to unsatisfactory and will be denied financial aid for any upcoming enrollment periods until the deficient number of credits is successfully completed.

### *Unsatisfactory Progress*

Students who fall below the required annual credit limit and have already used the one-time probationary period are considered not making satisfactory progress and are ineligible for student aid assistance. Regaining eligibility can occur for future semesters once the required number of deficient credits has been successfully achieved. Students who have withdrawn (for any reason) from the College for two or more consecutive semesters (including summers), will be ineligible for further assistance until satisfactory academic progress has been regained.

### *Appeals*

All students have the right to appeal by completing an appeal form and submitting it to the Financial Aid Office. The Director of Financial Aid will review cases on an individual basis to determine if mitigating circumstances are responsible for poor progress. Mitigating circumstances may include, but are not limited to:

- illness or injury of the student
- death of a close family member

All circumstances must be documented. Students will be informed in writing of the appeal outcome.

In the case of a denial, students will be informed in writing of what they must do to be reinstated for financial aid. Anyone who is reinstated will be considered to be making satisfactory academic progress during the period of the reinstatement but will be re-evaluated after that period. Unsatisfactory determinations made by the Director of Financial Aid may be appealed to the Associate Vice President for Academic Affairs. The decision of the Assoc. Vice President is final.

Students in Student Support Services must adhere to the appeals process previously stated and appear in person to the Director of Financial Aid with the support of the Director of Educational Support Services, stating their mitigating circumstances and their corrective action plan on future progression.

Notification letters will be sent to students who are on probation or not making satisfactory progress after grades are reported for the semester.

### *Satisfactory Academic Progress for PHEAA State Grant Program*

#### Policy of Pennsylvania State Grant Program (PHEAA)

Students must successfully complete at least 12 credits for each full-time semester and at least six credits for each part-time semester in which PHEAA Grants were received. This policy is subject to revision by PHEAA and was last revised in June '97. Progress will be checked after the spring semester of each academic year. Appeals must be made in writing directly to PHEAA. Full-time eligibility is limited to four semesters for two-year programs. Part-time eligibility is limited to eight semesters in two-year programs. Remedial or developmental credits in some instances do not count toward the credit required for progress. Contact the Financial Aid Office if you have questions.

## **COLLEGE POLICIES AND PROCEDURES**

### **BIAS-RELATED INCIDENTS**

Harcum College is an institution, which places great importance upon respect for others and the diversity of the Harcum community. Actions that are characterized by bias against an individual's race, ethnicity, religion, gender, sexual orientation, creed, national origin, ancestry, age, or disability are intrinsically opposed to the ideals and values of Harcum College. Bias-related acts also have a great tendency to provoke retaliation, inflict significant emotional harm on their victims, and incite community unrest. For all these reasons, bias-related acts are not acceptable behavior on the Harcum Campus.

In this light, actions in violation of College policy are more serious when these actions are motivated by a bias against the personal characteristics of other individuals. When bias-driven violations of College policy are committed and it can be shown that these violations had the purpose or effect of substantially interfering with an individual's academic or work performance, or created an intimidating, hostile or demeaning

educational or employment environment, the violator may be subject to additional sanctions beyond those otherwise imposed for the same violation.

Recommended minimum additional sanctions for bias-related incidents are as follows:

- Notification of parents of dependant students and academic advisor;
- Community service and/or educational training program in the area of needed sensitivity to individual diversities;
- Academic and residential suspension (minimum 2 weeks); and
- Social and Residential probation (minimum 10 weeks).

Repeat offences will most likely result in separation from the College.

### **BULLETIN BOARD POSTING POLICY**

Use of college bulletin boards located in the Academic Center fall under the Office of Campus Activities. Any and all information posted (except that of an academic nature) must be approved by the Office of Campus Activities or it will be removed. Flyers are considered time sensitive material and must be removed within 2 days of the close of an event. Students may only use designated bulletin boards for other announcements - sale of books, personal items, etc. Use of college bulletin boards located in Klein and Pennswood Hall falls under the Office of Residence Life. All information posted on these boards must receive approval from the Office of Residence Life or it will be removed.

### **CRIME AWARENESS AND PUBLIC SAFETY**

Two laws apply to crime awareness and Public Safety at Harcum College. These laws are the Federal Student Right-to-Know and Campus Security Act, passed in November 1990, and the Pennsylvania College and University Security Information Act, passed in 1989, as amended. It is the College's intent to comply with both laws. The campus security statistics website can be accessed at <http://ofe.ed.gov/security> and [http://harcum.edu/PS\\_STU\\_Security.aspx](http://harcum.edu/PS_STU_Security.aspx)

In compliance with these laws, the College will publish, on an annual basis, statistics and crime rates for the past three calendar years for which data are available, of the following criminal offenses reported to Public Safety authorities or local police agencies:

- (1) Murder;
- (2) Sex offenses, forcible or non-forcible;
- (3) Robbery;
- (4) Aggravated assault;
- (5) Burglary;
- (6) Motor vehicle theft; and
- (7) Any other crimes that is reportable to the Pennsylvania State Police for publication in Crime in Pennsylvania (Uniform Crime Report).

In addition, the College will disclose the number of incidents for the following crimes occurring on campus:

- (1) Liquor law violations; in compliance with House Bill No. 464
- (2) Drug abuse violations; and
- (3) Weapons possession.

Upon request, the College will provide this information on an annual basis to all students, employees, every person who submits an application for admission to the College, and each new employee at the time of employment. The College will provide this information either by mail or hand delivery. Specific details on these laws are available from the Director of Public Safety, Klein Hall, room 105, lower level.

### **EQUAL OPPORTUNITY POLICY**

Harcum College is an equal opportunity institution and, as such, does not discriminate in its educational and employment practices with regard to race, color, religion, gender, national origin, ancestry, age, disability, sexual orientation, applicable veteran status or any other legally protected classification. The College also complies with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. For further information, contact the Office of Human Resources, Harcum College, Melville Hall, 750 Montgomery Avenue, Bryn Mawr, PA 19010-3476, (610) 526-6011.

### **ETHNIC INTIMIDATION**

Pennsylvania and Federal law prohibit both ethnic intimidation and institutional vandalism. "Ethnic intimidation" is defined as a crime against a person, or arson, criminal mischief or other property destruction, committed with malicious intention toward the race, color, religion, or national origin of the individual against whom the crime is committed. "Institutional vandalism" is the knowing desecration, vandalism, defacement, or other damage to a school or education facility. In addition, the offense of ethnic intimidation will cause an individual charged with crimes against a person such as harassment, terroristic threats, assault, and crimes against property like criminal trespass, criminal mischief, and arson, to be subject to more serious charges.

Both acts of ethnic intimidation and institutional vandalism constitute acts of misconduct and are subject to disciplinary action. All such acts will be brought before the Judicial Board.

### **FREEDOM OF SPEECH AND CAMPUS ACTIVITIES**

The principle of freedom of speech is precious in a free society. It is a part of the American way of life, explicitly guaranteed by the Constitution. Orderly discussion of issues is essential to the functioning of a college. In order to support the democratic processes, students have a responsibility to preserve conditions favorable to orderly discussion.

1. Publicity: Any and all signs, posters or banners placed in the Academic Center must be approved by the Office of Campus Activities and be in compliance with College policy or they will be removed.

2. Scheduling: The College encourages students to hold meetings and sponsor activities. To ensure the orderly scheduling of facilities and activities, students must follow the procedures established by the Office of Campus Activities. Copies of the procedures are available in the Office of Campus Activities.

## **FUNDRAISING**

All student fundraising activities held on campus such as bake sales, candy sales, etc., must receive the prior approval from the Office of Campus Activities. Similarly, such off campus activities identified with the name Harcum College must also receive prior approval. Outside companies may not sell products or advertise products on the campus without approval from the Office of Campus Activities. Any fundraising activities in the residence halls must have the approval of the Director of Residence Life. The College reserves the right to refuse solicitation on the campus by outside organizations and reserves the right to refuse any student the right to act as a sales agent for any outside organization on the campus.

## **PARENTAL/GUARDIAN NOTIFICATION**

The College generally communicates directly with students in all matters related to their attendance. In turn, it is expected that students and their parents/guardians will maintain ongoing communication. In the best interest of all concerned, the College will not assume the role of liaison between family members.

There are occasions when it is appropriate for College officials to inform a family member/guardian of particular situations involving students. As circumstances warrant, the College will notify the family member/guardian if a student's health is endangered (including instances of accidental injury) or when her/his behavior is determined to have a serious detrimental effect on the educational process, for either the student or the College community.

## **PERSONAL PROPERTY INSURANCE**

The College will not be responsible for any loss due to theft, fire, etc. of books, clothing or other articles in the charge of the student. Students are urged to keep only small amounts of money on hand and to leave valuables at home. It is strongly recommended that students keep residence hall doors locked and handbags out of sight. Resident students should report stolen property immediately to Residence Life staff, and Public Safety. Commuters report losses to Public Safety.

The College will not be responsible for books, furniture, articles of clothing, or any other personal items, left behind by the student when leaving the College. Harcum is not responsible for storing personal property at any time.

Every student is encouraged to obtain personal property insurance or to have a rider placed on his/her family's personal property insurance. The College's insurance program is limited to coverage of college-owned property. Students are urged to write their names on all books and personal articles and to keep records of any serial numbers of items of value.

## **PIRACY**

Harcum College adheres to all Pennsylvania Crime Statutes concerning the unlawful use of computers.

A person commits the offence of unlawful use of a computer if he/she, whether in person, electronically, or through intentional distribution of a computer virus.

## **RELIGIOUS HOLIDAY OBSERVANCE**

The College recognizes the rights of the community to observe religious holidays. Administration and faculty are required not to interfere with any student's religious holiday observance. Scheduling of activities will not conflict with the observances.

## **SEXUAL ASSAULT POLICY**

Sexual assault violates the standards of conduct expected of every member of this College and is strictly prohibited.

1. Sexual Assault includes any of the following:

- An intentional, non-consensual touching of, or threat or attempted such touching of: 1) An intimate bodily part of another person, such as sexual organ, buttocks, or breast; 2) Any person's sexual organs to a bodily part of another person;
- Unwanted, inappropriate, disrobing of another person, or purposeful exposure of one's genitals to another without the other's consent;
- Forcing, or threatening to force, any other person to engage in sexual activity of any kind without his/her consent.

2. Consent is not given when:

- The agreement is expressed by words or conduct of someone else other than the complainant;
- The complainant is incapable of consenting to the activity, or unable to make reasonable judgment concerning the nature or harmfulness of the activity because of her/his intoxication, unconsciousness, mental deficiency, or incapacity;
- The accused induces the complainant to engage in the activity by abusing a position of power, trust or authority;

- The complainant expresses, by words or conduct, a lack of agreement to engage in the activity;
- The complainant, having consented to engage in sexual activity, expresses by words or conduct, a lack of agreement to continue the activity;
- The assault is the product of threat or coercion.

Responsibility is on the accused to take reasonable steps to ascertain that the complainant was consenting to the sexual activity.

*Complaint Reporting Procedures:* The College will provide resources to support persons who have been sexually assaulted, and will use appropriate disciplinary procedures against members of the College who violate this policy. These procedures are intended to afford a prompt response to charges of sexual assault, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

*Reports:* If a person reports to a College Administrator, staff member, or faculty member that he/she has been sexually assaulted, the complainant will be immediately referred to the Office of Student Life and the Director of Counseling Services and promptly notified of available support services on and off campus, and alternative remedies. In an appropriate case, such remedies may include a change in academic and living situations if such changes are reasonably available.

*Formal Complaints:* Students who wish to file formal complaints of sexual assault will do so through the Office of Student Life, which is responsible for the investigation of these complaints.

*Criminal Complaints:* If the complainant wishes to file a criminal complaint, the Lower Merion Police will be contacted upon the complainant's request. It is important that evidence of the sexual assault be preserved, since such evidence may be necessary to prove any criminal sexual assault.

*Sanctions:* In appropriate cases, formal complaints will lead to the initiation of disciplinary procedures applicable to the accused. College sanctions, up to and including separation from the College, will be imposed upon those determined to have violated this policy. Sexual assault is a criminal act, which also subjects the perpetrator to criminal and civil penalties under federal and state law.

## **SEXUAL HARASSMENT POLICY**

It is the policy of Harcum College to maintain an academic and work environment free of sexual harassment for students, faculty, and staff. Sexual harassment is contrary to the standards of the College community. It diminishes individual dignity and impedes equal employment, educational opportunities, and equal access to the freedom of academic inquiry.

Harassment is prohibited in the employment context by Section 703 of Title VII (Civil Rights Act of 1964), and in the education context by Title IX of the Educational Amendments of 1972. Sexual harassment in any form will not be tolerated at the College, whether it be in a faculty/student, faculty/faculty, supervisor/employee, student/student, worker/co-worker, or any other relationship, including relationships between individuals affiliated with the College and individuals outside the College who have dealings with the College. Each member of the College has a responsibility to ensure the College is free from all forms of sexual harassment.

Sexual harassment can be a very serious matter having far reaching effects on the lives and careers of individuals. Intentionally false accusations can have a similar impact. Thus, the charge of sexual harassment is not to be taken lightly by a charging party, an accused party or any member of the College community. A person who knowingly and intentionally files a false complaint under this policy is subject to College discipline.

If a case of sexual harassment is reported, the College will take appropriate steps to assure that a person who in good faith reports, complains about, or participates in an investigation of a sexual harassment allegation will not be subjected to retaliation. The College will take appropriate steps to assure that a person against whom such an allegation is made is assured due process as is outlined in the Student Judicial Code and Administration and Personnel Policies. The College will also undertake appropriate follow-up measures to assure compliance with settlements and goals of this policy. Inquiries and complaints of sexual harassment will be treated with the maximum degree of confidentiality. Only when required by law or when personal safety is at risk will confidential information be acted upon or disclosed to others without a complainant's consent.

#### **1. Definition of Sexual Harassment:**

**a.** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- 1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, or status in a course, program or activity; or
- 2) submission to, or rejection of such conduct by an individual is used as the basis for employment-related, educational, or other decisions affecting such individual; or
- 3) such conduct has the purpose or effect of substantially interfering with an individual's work, educational performance, or status; or
- 4) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment.

**b.** Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context and duration of the questioned behavior. Sexual harassment may occur between males and females or between persons of the same gender.

## **2. Consensual Relationships:**

### **Faculty-Student/Staff-Student Relationships**

Sexual harassment of employees or students of the College is forbidden. Faculty, academic professionals, administrators, and others who teach or supervise students should understand the fundamentally asymmetrical nature of the relationship they engage in with students. They must not abuse the power inherent in this relationship. Sexual relationships - even consensual ones - between College administrators, faculty and employees and College students necessarily raise suspicions that the person in authority has violated standards of professional conduct. Any such relationship, particularly a faculty-student relationship, will normally be treated as a violation of College policy.

## **3. Response and Procedures**

**a. Prevention and Education:** The College is committed to preventing and eliminating sexual harassment of students, faculty and staff. To that end, this policy will be disseminated to the campus community through College publications including the Student Handbook, Harcum College Catalogue, and employee and faculty handbooks. In addition, appropriate educational sessions will be conducted by the College on an ongoing basis to:

- 1) inform students, faculty, and staff about identifying sexual harassment and the problems it causes;
- 2) advise members of the College of their rights and responsibilities under this policy;
- 3) train personnel in the administration of this policy.

**b. Confidential Counseling for Sexual Harassment:** is available from the counselors through the Office of Student Life. This service is available to assist individuals prior to or concurrent with making a formal complaint of sexual harassment. Discussions with counselors are not considered official reports to the College and will remain confidential with the counselor. Discussions with the counselors will not result in an investigation, intervention or corrective action. Additional steps must be taken by the complainant to make a formal complaint to the appropriate body.

**c. Formal Complaint:** Any member of the College community who believes that she/he has been a victim of sexual harassment as defined above may bring the matter to the attention of her/his appropriate administrator. For students, records are maintained in accordance with FERPA's regulations. For employees, records are maintained in accordance with the College's regulations on confidentiality.

### **1) Reporting Procedure**

(a) **Student Complaints:** Complaints by students should be brought to the Dean of Student Life. If a student chooses to report the complaint to a member of the Harcum community other than Dean of Student Life, the person to whom the complaint was reported must notify the Dean of Student Life within 24 hours of the report by the complainant. If the Dean of Student Life is involved in or with the alleged harassment, then the complaint may be made to the President.

## 2) Resolution Process

Charges under this policy's procedures must be made in writing and filed with the appropriate administrator as outlined above (Section 3c, 1a) Reporting Procedure). All complaints will be investigated. When an investigation is initiated, the person accused of sexual harassment must be notified of the charge and given the opportunity to respond to any allegations. The investigation under the formal resolution process will include interviewing of the parties and witnesses in an effort to gather information and verify facts of the case. Investigations are to be conducted promptly, thoroughly and fairly, affording both parties full opportunity to participate. Following report of a complaint, the complainant may choose to resolve the problem through an informal mediation process or a formal resolution process. With either process, every effort will be made to maintain confidentiality.

(a) Informal Mediation Process: At the complainant's option, the administrator to whom the incident was reported can:

- (1) provide information about sexual harassment and this policy,
- (2) help the complainant deal directly with the alleged offender,
- (3) assist with or mediate a resolution of the problem, and/or
- (4) help the complainant pursue the complaint through a formal resolution process.

If an allegation of sexual harassment is substantiated, appropriate corrective action will follow. The appropriate corrective action will depend on the frequency and severity of the offense. The complainant and the person complained against will be notified in writing of the final disposition of a complaint and of the results of the investigation. It is the responsibility of the President or the President's designee to administer the appropriate corrective action.

(b) In the event that the allegation is not substantiated, all reasonable steps will be taken to restore the reputation of the accused if the proceeding damaged it.

(c) Appeals: Complainants, as well as faculty, administrators, staff, and student members against whom corrective action is taken, may avail themselves of the relevant grievance procedures as to the appropriateness of the corrective action and for the procedures followed. Procedures are outlined in relevant administrative handbooks.

A student may appeal to the President of the College within two weeks of the decision. An appeal may be based on one or more of the following grounds:

- (1) Availability of new evidence, which might alter the decision;
- (2) Procedural defects which denied the student due process;
- (3) If the finding of the Board is not justified by the alleged act.

After a review of the hearing, the President may decide to take any of the following actions:

- (1) Affirm the original decision reached.
- (2) Return the case to the panel because new evidence might be sufficient to alter the decision.
- (3) Request a new hearing before a new panel because she/he believes that the decision could not have been reasonably reached from the evidence presented or if procedures followed denied the student due process.
- (4) Reverse the decision of the Judicial Board.

The President reserves the right to modify all sanctions imposed.

### **SMOKING POLICY**

In the interest of providing a safe and healthy environment for employees, students, and visitors as well as comply with federal, state, and local health and safety laws on smoking, effective May 18, 1998, the following policy has been adopted:

*SMOKING IS PROHIBITED WITHIN THE CONFINES OF THE HARCUM COLLEGE CAMPUS INCLUDING RESIDENCE HALLS EXCEPT IN DESIGNATED OUTDOOR SMOKING AREAS.*

The College will make every effort to publicize the policy through the following means:

- Appropriate signs designating “smoking” and “non-smoking” areas will be prominently posted throughout the campus.
- Applicants for employment shall be notified of the smoking policy during the interview process.
- All students will be informed of the smoking policy during new student orientation sessions at the start of each semester and via the Student Handbook.

Visitors shall be notified upon entrance into each building on campus through posted notices promoting our smoking policy.

Success of the smoking policy depends on the cooperation, courtesy, flexibility, and good judgment of both smokers and non-smokers. All employees, students, and visitors share in the responsibility of adhering to the policy, encouraging others to observe regulations and seeking solutions to disagreements voluntarily.

The College will make every effort to train the Harcum community in its enforcement and compliance with the smoking policy as follows:

- Students not complying with the smoking policy will be referred to the Dean of Student Life for possible disciplinary action.
- If a visitor insists on smoking, a security officer will be notified. The security officer will reinforce the College smoking policy to the visitor and offer to escort the visitor off the campus if she/he does not comply.

## **STANDARDS AND PROCEDURES FOR POLICY CHANGE**

Policies may be changed by the administration, faculty, or on the basis of student recommendations. Existing policies are periodically examined to assure consistency and ease of enforcement. Student recommendations for change are channeled according to the following procedures:

1. Any student may submit a written proposal for change to the Student Government Association. Research is conducted by the Student Government Association into the need for change and the extent to which the proposal represents majority opinion.
2. If passed by the Student Government Association, the proposal is then submitted in writing to Dean of Student Life who submits it to the President for his review and determination.
3. Recommendations for major changes in policy are referred to the Board of Trustees by the President of the College.
4. Policy changes are introduced provisionally. The criteria for acceptance of a policy change are:
  - a. Evidence of need for change
  - b. Compatibility with the content of Student Rights and Responsibilities and Student Code of Conduct
  - c. Reasonable enforcement
  - d. Passage of all student legislation by the Student Government Association

## **STUDENT EDUCATIONAL AND PRIVACY RIGHTS**

### *Family Educational Rights and Privacy Act*

Each year Harcum College is required to give notice of the various rights accorded to parents and students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have the right to be notified and informed. In accordance with FERPA, students are notified of the following:

1. Right to Inspect: You have the right to review and substantially inspect all of your education records maintained by, or at this institution.
2. Right to Prevent Disclosures: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
3. Right to Request Amendment: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records

according to your request. You also have the right to submit an explanatory statement for inclusion in the record if the outcome of the hearing is not satisfactory.

4. Right to Complain to FERPA Office: You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202, concerning this institution's failure to comply with FERPA.

5. Right to Obtain Policy: You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from the Dean of Student Affairs or the Registrar.

6. Directory Information: Harcum College has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following student information is considered directory information: (1) name; (2) address; (3) telephone number; (4) date and place of birth; (5) major field of study; (6) participation in officially recognized activities; (7) dates of attendance; (8) degrees and awards received; and (9) the most recent previous educational agency or institution attended by the student.

Directory information may be disclosed by this institution for any purpose in its discretion, without the consent of a parent, student, or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any and all of the designated directory information disclosed must file written notification to the effect with the Office of the Registrar annually, on or before October 15.

Forms for this purpose are available in the Registrar's office. Students and parents should be aware that there are possible adverse consequences of refusing to consent to disclosure of directory information. If consent to disclosure of directory information is refused, for example, it is possible that documents or information may not be available to institutions to which the student wishes to transfer, or to prospective employers inquiring for a reference. Students and parents should consider these possible consequences carefully before refusing disclosure of directory information. In the event a refusal is not filed, this institution assumes that neither a parent of a student or eligible student objects to the release of the directory information designated.

7. Permitted Disclosures: As stated, FERPA permits the disclosure of certain information without prior written consent. These disclosures include: (a) the disclosure, to an alleged victim of any crime of violence, of results of any disciplinary proceeding conducted by the College against the perpetrator of the crime; (b) the disclosure to teachers and school officials from the College and other schools with a legitimate

educational interest, of information concerning disciplinary actions against a student for conduct that poses a significant risk to the safety or well-being of that student, other students, or other members of the school community; (c) disclosure to parents of students under the age of 21, information about a student's violation of the college's rules pertaining to alcohol and/or drug use.

8. Waivers: Students and family members are informed at new student orientation, or by mail to all new students and families who do not attend new student orientation, of the student's option to waive their right to privacy and allow College officials to speak to family members as indicated on the waiver regarding their college records

The Federal Educational Rights and Privacy Act can be found in full in the Office of Student Records and online at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### Student Right-to-Know Disclosures Regarding Financial Assistance and Graduation

The College shall make available to current students and to prospective students on request, information regarding:

- (1) student financial assistance programs;
- (2) means concerning application for student financial assistance;
- (3) the rights and responsibilities of students receiving financial assistance;
- (4) the cost of attending Harcum;
- (5) Harcum's refund policies for the return of unearned tuition and fees;
- (6) Harcum's academic programs;
- (7) special services available to students with disabilities;
- (8) the names of associations that accredit Harcum;
- (9) the standards that a student must maintain in order to be considered to be making satisfactory progress;
- (10) the completion or graduation rate of certificate or degree seeking fulltime undergraduate students; and
- (11) the terms and conditions under which students receiving guaranteed student loans may obtain deferral of repayment or particular cancellation of the student loan.

In calculating the graduation rate, a student shall be counted as a completion or graduate if, within 150% or 3 years of the normal time for completion or graduation from a program, the student has completed or graduated from the program. Students are also considered to have completed or graduated if they enroll in a program at another institution for which the prior program provides "substantial preparation." Students who leave college to serve in the armed services, on official church missions or with a recognized foreign aid service of the federal government may be excluded from the institution's calculation of its graduation rate. Graduation rate data will be provided on an annual basis for the one-year period ending on June 30 of the preceding year.

## **STUDENT RECORDS, 610.526.6008, Melville Hall First Floor**

Students have a right to assurance that their academic and personal records will be recorded accurately and held in confidence. Access to and release of information placed on the records shall conform to the requirements set forth in the Family Educational Rights and Privacy Act of 1974, as amended. For details, contact the Office of Student Records, at 610.526.6008.

### *Attendance/Enrollment Certifications*

If you need a letter certifying your attendance or enrollment at the College, contact the Office of Student Records, 1<sup>st</sup> Floor of Melville Hall.

### *Grades*

Faculty submit grades through IQ WEB at the end of each semester. Please refer to the current college catalogue for Harcum's grading system. Grades are due within 48 hours of last class and within 24 hours for students who are graduating.

### *Registration*

Students are registered for classes by their Program Director. It is the student's responsibility to meet with their Program Director and register for classes.

Pre-Registration: Currently enrolled students meet with their advisors and register for courses for the next semester. Registration is done through IQ WEB. Exact dates for pre-registration are published on the Academic Calendar.

Registration: New students and current students who did not enroll during pre-registration may meet with advisors and enroll during the registration period.

Non-matriculated students may register directly through the Office of Student Records, 1<sup>st</sup> floor Melville Hall.

### *Transcript Requests*

All requests must be made in writing either by letter to Office of Student Records or filling out paperwork in the office. There is a \$3.00 fee per transcript. Transcripts are mailed within 48 hours of receipt of request. The fee for same day transcripts is \$ 5.00.

## **USE OF EMAIL**

A College issued email account is issued to all registered students. All Harcum College faculty and staff will communicate with students by using their Harcum email account. It is important for you to check your Harcum email account on a regular basis to learn about news, upcoming events, and class information.

## **STUDENT CODE OF CONDUCT**

### **SUBSTANCE ABUSE POLICIES**

#### *Alcohol Policy*

Harcum College observes Pennsylvania law which states that the sale, possession, or consumption of alcohol by persons less than 21 years of age is illegal. It is also illegal to serve alcohol to minors.

In accordance with the Reauthorization of Higher Education Act of 1999, Harcum College reserves the right to disclose to a parent/guardian of a student under the age of 21, information regarding his/her violation of any federal, state, or local law governing the use or possession of alcohol or drugs. Parents are always notified of alcohol offenses. Harcum College reserves the right to remove from its property and take legal or disciplinary actions against persons whose behavior demonstrates inebriation or abuse of persons or property. Any such behavior will be deemed a "major" infraction and shall be treated in accordance with the discipline code listed below.

Students and their guests under the age of 21 are not permitted to possess or consume alcoholic beverages. The College permits the lawful possession or consumption of alcoholic beverages, in moderation, by legal-aged students and their legal-aged guests in Pennswood Hall (where all of the residents of such rooms are of legal age). However, students under the age of 21 are not permitted to allow alcoholic beverages in their rooms; students of legal age are not permitted to possess or consume alcoholic beverages in rooms of underage students. Klein Hall is an alcohol-free building. The College reserves the right to see ID to verify the ages of all residents and guests who are consuming alcohol or to have appeared to have consumed alcohol.

*First Offense:* The student will be required to meet with the Director of Counseling Services and complete two hours of community service, and pay a \$25.00 fine.

*Second Offense:* The student will be required to participate in an alcohol awareness program in addition to meeting with the Director of Counseling Services, complete three hours of community service and pay a \$50.00 fine.

*Third Offense:* The student will be referred to the Judicial Board for a disciplinary hearing. Additionally, the student will be required to meet with Director of Counseling Services and will be referred to an Alcohol Treatment Specialist at the student's expense. The student in addition will be required to pay a \$75.00 fine.

*\*If a student chooses to contest the charge, she/he may request a Judicial Board hearing.*

*Note:* Anyone not fulfilling his/her community service hours by the designated time will be assigned a fine of \$100.00 per community service hour that has not been served.

### *Illegal Drugs*

The use, possession, sale or distribution of non-prescription drugs, narcotics, or drug paraphernalia is prohibited by federal, state and local laws and regulations, as well as College policy. Possession and/or use of illicit drugs and drug paraphernalia will be referred to the Judicial Board and is grounds for severe sanctions, including expulsion and referral to law enforcement authorities for prosecution.

Students who violate either the policy on alcoholic beverages or illegal drugs will be subject to any of the following or a combination of several sanctions depending upon the judicial board's assessment of the severity of the violations:

- Fines as published
- Assessment for substance abuse problem (cost to be borne by student)
- Required substance abuse treatment program (cost to be borne by student)
- Mandatory drug testing program (cost to be borne by student)
- Housing probation
- Suspension from College housing
- Dismissal from College housing
- College probation
- Suspension from the College
- Dismissal from the College
- Referral to law enforcement agencies

The Anti Drug Abuse Act of 1988 states that students who receive federal financial aid (work study, PELL, and loans) could lose their aid and eligibility for further aid if they manufacture, distribute or possess illegal substances. For substance abuse treatment information contact the counseling center, Klein Hall, 2<sup>nd</sup> floor, 610 526-6045.

## **CODE OF CONDUCT**

### **Student Code of Conduct Preamble**

Freedom to teach and freedom to learn are inseparable aspects of academic freedom. Freedom to learn depends upon appropriate opportunities and conditions in the classroom, on campus and in the larger community. The preservation of this freedom is the responsibility of the Harcum Community.

Harcum College seeks to create a caring environment which is intellectually and culturally dynamic and encourages all students to achieve:

- Greater insight into their strengths, needs, and aspirations,
- Self-realization and participative career preparation;
- Self-fulfillment based on service to others, preparation for future work and study, and enjoyment of present challenges and accomplishments.

The College accepts its responsibilities to provide an atmosphere conducive to learning and living; reasonable protection from physical harm; access to available educational facilities under proper supervision; security in the knowledge that qualified students may pursue an academic program without interruption throughout the year; the right to confidential non-academic guidance, and encouragement of self identity, provided one does not infringe on the rights of others; free expression of grievances through appropriate channels; and a high standard of curricula.

Accomplishing these ideals requires a commitment from faculty, staff and students to adhere to standards of behavior that assure a safe, healthy and caring atmosphere. It is essential that each member of the College community participate freely in the pursuit of the ideals of the College. This document sets forth those standards which uphold the ideals of the College's to which students must adhere.

### **Student's Responsibilities**

Thus, it is the student's responsibility to:

*Preserve an environment conducive to learning.*

The Code of Student Conduct clearly and concisely identifies those behaviors that put students at risk of disciplinary action. Students are held accountable to the College's Code of Student Conduct.

*Respect the rights of others.*

The strength of the College lies in its diversity. Respect for the differences each student, faculty and staff person brings to the College is essential. Such differences include race, gender, sexual orientation, ethnicity, background, beliefs, experiences, cultures, values, views, national origin, religion, and disability. Students come to campus with unique interests, and while they are on campus, as a result of their interactions in the formal classroom and in the co-curriculum of the campus, they continue to develop and expand their pursuits.

*Obey federal, state and local laws and the policies of the College*

The sanctity of the classroom, academic freedom, and the student's freedom of expression all require a separate set of standards than those provided for by our society. Students must not only adhere to the rules of our society because they are the law, they must also adhere to those College policies which establish the College as a place where teaching and learning require a different set of standards.

*Cooperate with faculty, staff and administrators to further the mission of the College.*

Accessing the opportunities offered by the College is dependent upon students' ability to meet their responsibilities to provide accurate information, meet their financial obligations, and advocate for their needs. Additionally, while enrolled in the College, students are expected to take an active voice in curricular and co-curricular interests, be active participants in the formulation of institutional policies, maintain the standards set for satisfactory academic progress, cultivate their lifelong learning skills, and act in a

manner on and off campus which reflects positively upon themselves, the College and our community.

## **Violations of the Law and College Policy**

College jurisdiction and discipline shall be limited to student conduct which occurs on College premises or off campus events which in the College's sole judgment adversely affects the college and its interests. Any student whose progress, conduct, and spirit are out of harmony with the College's standards, or whose influence is harmful to the College and the community's best interest, may be subject to censure without specific charges of wrongdoing being proposed by the administration of the College. A student whose conduct is detrimental to other students on their pursuit of education may be asked to leave Harcum. College disciplinary action may be instituted against a student charged with a violation of the law that is also a violation of a College rule, regulation or standard of conduct.

## **Article I: Definitions**

1. The term "student" includes all persons taking courses at the College, both full-time, part-time, and continuing education courses. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are also considered "students."
2. The term "College" means Harcum College.
3. The term "faculty member" means any person hired by the College to conduct instructional activities.
4. The term "College official" includes any person employed by or associated with the College in performing assigned administrative or professional responsibilities.
5. The term "member of the College community" includes any person who is a student, faculty member, College official or any other person employed by or associated with the College. A person's status in a particular situation shall be determined by the President of the College.
6. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for College recognition/registration.
8. The term "Judicial Body" means any person or persons authorized by the Dean of Student Life to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions. A judicial body may consist of the Judicial Affairs Officer or a Judicial Hearing Committee.
9. The term "Judicial Affairs Officer" means a College official authorized on a case-by-case basis by the Dean of Student Life to impose sanctions upon students found to have violated the Student Code of Conduct. The Dean of Student Life may authorize the Judicial Affairs Officer to serve simultaneously as a Judicial Affairs Officer and one of the members of a Judicial Hearing Committee.

10. Nothing shall prevent the Dean of Student Life from authorizing the same Judicial Affairs Officer to impose sanctions in all cases.
11. The Judicial Affairs Officer is that person designated by the Dean of Student Life to be responsible for the administration of the Student Code of Conduct
12. The term "Judicial Hearing Committee" means a College committee which is authorized to hear judicial cases and recommend specific sanctions upon students found to have violated the Student Code of Conduct.
13. The term "mediation" refers to a form of voluntary intervention in which conflicting parties select to use a neutral third party or mediator to help find a solution to their dispute.
14. The phrase "Informal Disciplinary Procedures" refers to allowing students who allegedly commit minor infractions of the Student Code of Conduct to be subject to less formal procedures in the hearing and adjudicating of their cases.
15. The term "Formal hearing" means a student will be afforded a formal forum to present his/her case. The formal hearing may include testimonies of witnesses and the right to cross examination of witnesses present during the hearing.
16. The term "Student Appeals Committee" means any person or persons authorized by the Dean of Student Life to consider an appeal from a judicial body's determination that a student has violated the Student Code of Conduct or from the sanctions imposed by the Judicial Affairs Officer or the Judicial Hearing Committee.
17. The term "shall" is used in the imperative sense (required).
18. The term "may" is used in the permissive sense (option).
19. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Student Handbook, and College Catalog.
20. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid or sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
21. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
22. The term "school day" shall refer to any day that classes are in session with the exception of weekends and holidays. Weekends and holidays are not considered in calculating response time for notification of sanctions and appeals.

## **Article II: Judicial Authority**

1. The Dean of Student Life shall develop procedures for conducting of hearings. Such procedures shall be consistent with provisions of the Student Code of Conduct.

2. The Judicial Hearing Committee shall be selected from a pool of twelve members. The Faculty Senate shall recommend faculty representatives. The Dean of Student Life shall recommend administrators. Student Government Officers will recommend student members. All members recommended to serve on the Judicial Hearing Committee are subject to final approval of the College President. Committee members shall serve, case by case, on a rotating basis as one of three members of each hearing committee.
3. The Judicial Hearing Committee shall hear cases at the discretion of the Judicial Affairs Officer. The chair of the Judicial Hearing Committee shall select two other members from the Judicial Hearing Committee pool for the purpose of hearing cases. There shall be three committee members present (one person from each constituent group of faculty, students and administration) in order to conduct a hearing.
4. Sanctions recommended by a judicial body are subject to the normal appeals process.
5. Students are expected to abide by College rules and regulations both inside and outside the classroom. Whenever appropriate, minor violations committed in the general College environment may be dealt with through an informal disciplinary process at the discretion of the Judicial Affairs Officer.
6. The pool shall be initially selected on a staggered one and two term basis and thereafter shall be appointed for a two year term. Alternates shall be selected to replace persons who rotate off or otherwise leave the pool.

### **Article III: Student Code of Conduct**

#### **1. Jurisdiction of the College**

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises or which adversely affects the College community and/or the pursuit of its objectives.

#### **2. Conduct - Rules and Regulations**

Any student found to have committed misconduct including, but not limited to, the following is subject to the disciplinary sanctions outlined in Article IV:

- a. Acts of *dishonesty* including, but not limited to, the following:
  - i. Cheating, plagiarism, or other forms of academic dishonesty beyond the individual course.
  - ii. Furnishing false information to any College official, faculty member or office.
  - iii. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
  - iv. Tampering with the election of any College recognized student organization.
- b. *Destruction, Disruption, Obstruction, or Attempts thereof* (including but not limited to electronic devices such as cell phones, pagers, portable CD's and electronic games) of teaching, research, administration, social and cultural activities and disciplinary proceedings.

- c. This includes:
  - i. College activities, on or off-campus, in all locations.
  - ii. Authorized non-College activities, occurring on College property.
- d. *Physical abuse, assault, verbal abuse, threats, intimidation, sexual harassment, coercion* and/or other conduct which threatens or endangers the health or safety of any person.
- e. Attempted or actual *theft* of and/or damage to property of the College or property of a member of the College community or removing or using College property for personal, political, or social purposes without authorization or permission.
- f. *Hazing*, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- g. *Failure to comply with directions* of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- h. *Unauthorized possession, duplication or use of keys* to any College premises or unauthorized entry to or use of College premises.
- i. *Violation of published College policies*, rules or regulations.
- j. *Violation of federal, state or local law* on College premises or at College sponsored or supervised activities.
- k. *Use, possession or distribution of narcotic or other controlled substances* except as expressly permitted by law.
- l. *Public intoxication. Use, possession or distribution of alcoholic beverages* except as expressly permitted by the law and College regulations.
- m. *Illegal or unauthorized possession of firearms, explosives, knives, other weapons, or dangerous chemicals* on College premises.
- n. *Participation in a campus demonstration which disrupts* the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- o. *Obstruction of the free flow of pedestrian or vehicular traffic* on College premises or at College sponsored or supervised functions.
- p. *Conduct which is disorderly, lewd, or indecent; breach of peace*; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions participated in or sponsored by the College.
- q. *Theft or other abuse of computer time*, including but not limited to:
  - i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - ii. Unauthorized transfer of a file.
  - iii. Unauthorized use of another individual's identification and/or password.

- iv. Use of computing facilities to interfere with the work of another student, faculty member or College official.
- v. Use of computing facilities to send obscene or abusive messages; or to use College computers to visit lewd and indecent web sites.
- vi. Use of computing facilities to interfere with normal operation of the College computing system.

- r. *Abuse of the Judicial System* including, but not limited to, the following:
  - i. Failure to obey the summons of a judicial body or College official.
  - ii. Falsification, distortion, or misrepresentation of information before a judicial body.
  - iii. Disruption or interference with the orderly conduct of a judicial proceeding.
  - iv. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
  - v. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
  - vi. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
  - vii. Failure to comply with the sanction(s) imposed under the Student Code.
  - viii. Influencing or attempting to influence another person to commit an abuse of the judicial system.
- s. *Smoking* in any building, including classrooms, restrooms, laboratories or other internal spaces on campus.
- t. *Gambling or holding a raffle or lottery* on the campus or at any College function without proper College and other necessary approval.

### **3. Violation of Law and College Discipline**

- a. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for misconduct which demonstrates flagrant disregard for the College community. In such cases, no final sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt.
- b. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- c. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special

consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by the criminal courts for the rehabilitation of student violators.

## **Article IV: Judicial Policies**

### **1. Charges and Hearings**

1. Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing through the Office of Campus Safety and directed to the Judicial Affairs Officer. Any charge should be submitted as soon as possible after the event takes place, preferably within 24 hours of the occurrence. Unless warranted by exceptional circumstances, the submitting of charges shall not exceed 15 days.
2. The Judicial Affairs Officer will determine whether he or she hears the case or refers it to the Judicial Hearing Committee.
3. The Judicial Affairs Officer may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Affairs Officer. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Affairs Officer may later serve in the same matter as the judicial body or a member thereof.
4. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, normally, not less than five (5) nor more than fifteen (15) school days after the student has been notified. These maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Affairs Officer. A student may request to waive the minimum time limit of five (5) school days in order to have a hearing sooner, but must do so in writing.
5. The College believes that a strong system of disciplinary procedures that include both formal and informal approaches will facilitate reporting, and resolution of, complaints. Informal disciplinary procedures are appropriate when all parties involved voluntarily agree to engage in a conciliation and mediation process. Informal procedures shall involve resolution of the incident, including appropriate sanctions. When a resolution is reached that is satisfactory to all concerned parties (complainant, the charged student, and Judicial Affairs Officer), the disciplinary process shall be terminated. However, if a case cannot be resolved satisfactorily through the informal disciplinary procedures, it shall be forwarded to the Judicial Affairs Officer for a formal hearing.

6. Whenever appropriate, minor violations committed in the general college environment shall be dealt with through an informal disciplinary process
7. Formal hearings shall be conducted by a judicial body according to the following guidelines:
  - i. Hearings normally shall be conducted in private. However, at the request of the accused student, and subject to the discretion of the chairperson, observers may attend but shall not have the privilege of participating in the hearing.
  - ii. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - iii. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. Whenever the complainant and/or the accused decide to have representation at the hearing, he/she must inform the Judicial Affairs Officer at least seventy-two (72) hours prior to the scheduled hearing. The complainant and/or the accused is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body. If the advisor attempts to directly participate in the hearing, the advisor shall be directed to leave. If he/she refuses, the hearing shall be discontinued and adjudication left at the discretion of the Judicial Affairs Officer or the Judicial Hearing Committee, as applicable.
  - iv. The complainant and the accused shall have the privilege of presenting witnesses and engaging in reasonable examination and cross-examination at a judicial hearing. Members of the judicial body may also engage in the questioning of the parties and witnesses as well as considering evidence from other witnesses and interested parties.
  - v. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
  - vi. All procedural questions are subject to the final decision of the chairperson of the judicial body.
  - vii. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating.
  - viii. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
8. Except in the case of a student charged with failing to obey the summons of a judicial body or College official, no student may be found to have violated the Student Code solely because the student failed to appear

before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

## 2. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
  - i. *Warning* - A notice in writing to the student that the student is violating or has violated institutional regulations.
  - ii. *Probation* - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations(s) during the probationary period.
  - iii. *Loss of Privileges* - Denial of specified privileges for a designated period of time.
  - iv. *Fines* - Previously established fines may be imposed.
  - v. *Restitution* - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - vi. *Discretionary Sanctions* - Work assignments, service to the College or other related discretionary assignments.
  - vii. *College Suspension* - Separation of the student from the College up to and including one year, after which the student may apply for readmission to the College. Conditions for readmission may be specified.
  - viii. *College Dismissal* - Separation of the student from the College for more than one year and up to and including five years; after which the student may apply for readmission to the College. Conditions for readmission may be specified. Dismissal requires the approval of the College President.
  - ix. *College Expulsion* - Permanent separation of the student from the College. Expulsion requires the approval of the College President.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Progressive discipline - Students who violate the Student Code of Conduct on separate occasions are subject to more severe sanctions even though the violations may be similar in nature.
4. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Cases involving the imposition of sanctions other than College suspension, dismissal or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.
5. The following sanctions may be imposed upon groups or organizations:
  - i. Those sanctions listed above in Section 2.1.
  - ii. Deactivation-Loss of all privileges, including College recognition, for a specified period of time.
6. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Affairs Officer. In cases in which persons other than or in addition to the Judicial

Affairs Officer have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the Judicial Affairs Officer in determining and imposing sanctions. The Judicial Affairs Officer is not limited to sanctions recommended by members of the judicial body. Following the hearing, the Judicial Affairs Officer shall advise the accused in writing of its determination and of the sanctions(s) imposed, if any within five (5) school days.

### **3. Interim Suspension**

In certain circumstances, the Dean of Student Life, or a designee, may impose a College suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only:
  1. to ensure the safety and well-being of members of the College community or preservation of College property;
  2. to ensure the student's own physical or emotional safety and well-being; or
  3. if the student poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Student Life or the Judicial Affairs Officer may determine to be appropriate.

### **4. Disciplinary Records**

All records of disciplinary action shall remain confidential and separate from academic records. Such records shall be maintained in the Office of Student Life and shall not be available to unauthorized persons on campus or to any person off campus, without the student's expressed written permission. Exceptions shall be made only under the conditions specified in the Family Education Rights and Privacy Act of 1974, as amended, and under a court order or subpoena. All records of case decisions shall be maintained by the Office of Student Life for a minimum of three (3) years after the final resolution of the case.

### **Informal Procedures for Handling Disruptive Behavior in the Classroom**

The classroom is the focal point for teaching and learning at the College. It is imperative that any behavior that threatens or disrupts the normal academic process be discouraged and stopped. When such behavior occurs in the classroom, it will be managed promptly following these procedures:

1. The student shall be asked and given an opportunity by the instructor to stop the specific disruptive behavior immediately.

2. If the disruption persists, the instructor may ask the responsible student to leave the classroom for that session. When necessary, Campus Safety will be called to escort the student out of the classroom.
3. Before the student is allowed back to the subsequent class session, he/she must work with the instructor to reach a solution. The student may utilize one or more of the following reconciliation and mediation steps:
  1. meet with the instructor, or
  2. meet with the appropriate Program Director, or
  3. meet with a the Director of Counseling Services.

In all cases, a faculty member should document the incident and inform his/her program director and Dean of Faculty of the student's disruptive behavior.

However, if the nature or severity of an incident makes it inappropriate to allow a student to return to a classroom, or if the disruptive behavior repeats after the student returns to the classroom, he/she shall, at the faculty member's discretion, be directly referred in writing to the Vice President of Academic Affairs for formal disciplinary action, including but not limited to, permanent removal from the course.

### **Student Appeals Procedure**

1. In the interest of due process for students, the College has established and maintains an Appeals Committee and an appeals process.
  1. The Appeals Committee shall be composed of two faculty members appointed by the Faculty Senate; and two administrators appointed by the Dean of Student Life.
  2. In consultation with the Dean of Student Life, the Appeals Committee will appoint, an Appeals Advisor.
  3. The Appeals Advisor will lend orientation and assistance to students wishing to make use of the College appeals process. It will be the work of an Appeals Advisor to help the student evaluate his or her case, inform the student about preparing his or her supporting materials, and, as a facilitator but not as an advocate, attend any hearings held for the student. The student may be accompanied to a hearing by an appeals advisor or another consultant of his/her choice.
  4. Appeals hearings will generally be held with at least five (5) school weekdays advance notice to the parties concerned. Appeals Committee members will be given time to read written appeals materials before hearing the student and other witnesses. All documents generated in earlier stages of an appeal will be made available to the Committee. Hearings will be informal, without sworn testimony, or active participation of advisor or other consultant, but with full opportunity for the student and others concerned in the case to present relevant argument and information.
2. Appeals Procedure for Disciplinary Matters

- a. The Judicial Affairs Officer is authorized to take disciplinary action when a student violates the rules which govern acceptable behavior and the proper use of College facilities. The action may take one of the following forms: reprimand, probation, suspension, dismissal, or expulsion. The Judicial Affairs Officer investigates the alleged violation and informs the involved student of his/her disciplinary decision, and the reason for it. This notification is made preferably in person but also in writing; if notification is not made in person, it will be made by certified mail. At the same time, the Judicial Affairs Officer also informs the student of his/her right to appeal and provides the student with: (1) Appeals Form; (2) written information about the appeals procedures; (3) the names and College locations and telephone numbers of the Appeals Advisor and the Chairman of the Appeals Committee.

In addition, the Judicial Affairs Officer sends the Appeals Committee a copy of the letter of disciplinary action sent to the student.

- b. When a student has been informed of a disciplinary decision taken in his/her case, the student may abide by the decision or, within five (5) school days, complete and submit the Appeals Form to the Appeals Committee, through the Office of Student Life. The Appeals Form encompasses the student's appeal and the rationale for the appeal, including an attached narrative which describes in detail the circumstances that led to the disciplinary action. In filing this form, the student also makes a commitment to attend the interview or other hearings that shall be held on the appeal.
- c. In cases involving a reprimand or probation, the Appeals Committee will arrange and hold a hearing not later than ten school days after receiving the student's written appeal. When the College's disciplinary action involves suspension or expulsion, the Student Appeals Committee will arrange and hold a hearing for the student not later than five (5) school days after receiving the student's written appeal, with the following exceptions:
  1. If the Dean of Student Life chooses to allow a suspended student to attend classes pending the outcome of an appeal, the hearing will be held within ten school days after the Appeals Committee receives the student's written appeal.
  2. If the student intends to submit additional supportive documentation so extensive that Appeals Committee members cannot fairly digest it during a hearing, the student may expect a hearing to be scheduled as much as three (3) working days later than the day such documentation is received by the Committee.
  3. The Appeals Committee, in conducting a hearing, will consider such information as the student appellant, the College and relevant witnesses may submit, and will inform the student and the Judicial Affairs Officer of its decision promptly and informally, as well as in

writing (within five (5) school days). The decision of the Appeals Committee in disciplinary actions shall be final. However, the student may within ten (10) school weekdays after a decision has been rendered, petition the President for a review of that decision.

## **INTERPRETATION AND REVISION**

Any question of interpretation regarding misconduct subject to disciplinary action shall be referred to the Dean of Student Life, or her designee for final determination. The designation of acts of misconduct shall be reviewed every two years under the direction of the Dean of Student Affairs.

## **AMENDMENT**

Recommendations for amendment or revision of the acts of misconduct may be initiated by the Judicial Board, faculty or by the Administration. The Board of Trustees has delegated to the Administration the authority to approve such changes.

## **RESIDENCE LIFE, 610.526.6080, Pennswood Hall First Floor Lobby**

Living in the Residence Halls will provide you with a variety of opportunities to develop and expand upon the skills and attitudes necessary to become positive and productive members of society. We encourage you to participate in the development of your community. As a community member you are expected to: 1) respect the privacy and needs of your neighbors; 2) promote safety, respect and an appreciation of differences and; 3) uphold Harcum standards of behavior.

The main objective of the Residential Life staff is to provide a comfortable and safe environment in which you can build and enhance your life skills. The staff consists of highly training and qualified individuals who are committed to creating a positive, interactive community experience. They will assist and challenge you to reach your full potential as you embark or continue on your journey to become well-rounded, highly employable men and women.

There are two residential halls:

*Klein Hall* residential rooms are located on the third and fourth floors of the building while providing easy access to the fitness center, gym, cafeteria, public safety and health center. Klein Hall is considered to be the 24 hour quiet hall. There are 38 rooms that can accommodate up to 76 students.

*Pennswood Hall* houses athletes, veterinarian living-learning community, male and female students as well as four spacious lounges, the Offices of Resident Life, a daycare center and the early childhood education program. There are 131 rooms that can accommodate 252 students.

Residence hall rooms are furnished and have twin size beds, desks, vanity and blinds. Furniture from home is prohibited. Harcum College does not provide personal housekeeping or laundry service, bed linen, blankets, pillows, towels, washcloths, study lamps or rugs. Many personal items can be purchased in the local community or campus store.

Harcum College strictly prohibits the use of all cooking appliances, such as toaster ovens, hot plates, Forman grills, or any other cooking appliances. All electrical appliances must be UL listed. All extension cords must be UL listed and surge protected with built-in circuit breakers. Overloaded extension cords and cords under rugs are not allowed. Personal refrigerators exceeding the following specification are prohibited for use: one cubic ft. in size, and one microwave of no more than 600 watts are permitted per room. The College reserves the right to remove unauthorized items on sight. Failure to adhere to this policy is subject to disciplinary action and/or removal from the residence halls.

Residential Life provides the following services:

*Recreational Equipment:* Board games, DVD's, Digital games, Flat Screen TVs and other recreational equipment are also available in the game lounges or can be obtained via the Residence Life Office for student use.

*Fitness Center:* The Fitness Center, located in the basement of Klein Hall, is available for the entire Harcum Community.

*Laundry Facilities:* Coin-operated washers and dryers are located in each residence hall. To ensure proper care of one's personal clothing, students are advised to monitor clothes carefully while they are in the washer and dryer.

*Telephones:* Each resident room is provided with unlimited local phone service at no extra charge. Each room has one phone number with a voice mail feature that supports each student having their own voice mail account. For long distance service, students must use a calling card or a cell phone.

*Vending Machines* - For easy convenience, vending machines are located in the residence hall. Any adjustments are on campus at the beginning of each semester for students who are interested in receiving cable TV service in their residence hall rooms. Students must contract individually for service and are responsible for all bills and for collecting from their roommates any costs shared for this service. The College will not get involved in any roommate financial disputes arising over Cable television bills.

*Wireless Internet* – The residence halls, including student rooms and lounges, provide internet access at no additional charge to students.

### *Security Deposit*

A \$200.00 security deposit is to be submitted to the Bursar's Office along with the standard housing application prior to moving into the Residence Hall. Approximately 30 days after commencement or after leaving the residence halls for any reason, the balance of this deposit will be automatically refunded to the address of the departing student. This deposit will be returned in full, providing there are no unpaid fees or room damage assessed against the student. Any unpaid fees will be deducted from the security deposit.

### *Room Assignments/Lottery*

Returning students have the opportunity to select a room through the housing lottery after paying a room deposit fee. The Director of Residence Life will make every effort to accommodate the returning students' requests, if possible. Residents who find themselves without the expected roommate during the semester will be asked to accommodate another student or pay the private/single room fee.

Private/Single rooms are limited and requests for them are granted at the discretion of the Director of Residence Life based upon availability.

### *Room Change Procedure*

Learning to live with others is part of the residential experience. Students are encouraged to try to live with their assigned roommates. Students requesting room changes must receive written authorization from the Director of Residence Life prior to moving any personal items from one room to another. Students who move to a room other than the one to which he or she is assigned by the Director Residence Life will be required to move back to the assigned room, and will be subject to disciplinary action. The College reserves the right to make room changes anytime it is deemed in the best interest of the students involved, the building, and the College.

### *Check In/Out -Withdraw from Housing*

All resident students must be cleared by the Bursars' Office before checking into the residence hall. Prior to move-in, the resident will receive instructions on the move-in procedures. Any damage that occurs during occupancy will be charged to the room.

It is the resident's responsibility to officially check out of their room. All residents must arrange a checkout time at the end of each academic semester or if permanently exiting during mid-semester, or for a room change. During this time the Residence Hall staff will note any damages on the Room Inventory Control form. Failure to properly check out of the residence hall may result in a \$50.00 checkout fee.

Room keys and student ID's must be turned in if the resident is permanently exiting the Residence Hall or exiting at the end of the spring semester. Rooms must be left in the same condition they were in upon entering.

### *Opening and Closing of Residence Hall: Holidays/Vacations*

Dates and times of the Residence Hall opening and closing will be posted in the Residence Hall. No student may remain in the Residence Hall after a scheduled closing time or enter the Residence Hall before a scheduled opening time without the special permission from the Director of Residence Life. Students who are required to stay on campus because of their academic/athletic programs or cannot leave the campus during vacations/holidays must obtain written permission from the Director of Residence Life to remain in the halls. Reservations for housing accommodations during breaks must be made with the Director of Residence Life three weeks prior to each break. Those students remaining on campus may be assigned to other rooms for security purposes. Depending on the circumstances of the student, a fee per day may be imposed.

### *Residence Hall Security Measures*

The College has set up appropriate rules and procedures for maintaining a safe environment and all resident students must abide by policies procedures and follow the directions of College personnel.

All residence halls are entered through designated main entrance doors. All entrance doors are locked 24 hours a day, seven days a week, 365 days per year, except the side/secondary entrance located at Klein Hall. The Klein Hall side/secondary door remains open all day, seven days week and is locked between 7pm and 5am.

Each residence hall maintains a security desk and is monitored during the evening hours beginning at 7pm and concluding at 7am the following morning.

### *Guest Policy*

The visitation policy is designed to promote an atmosphere of respect for others and security within the residence halls. Resident students are responsible for the behavior of all guests and for informing them of the rules and regulations of the College.

All guests must adhere to the Residence Hall policies. If a resident student does not have an ID, they cannot sign-in a guest. All guests (friends and family members) must leave a picture ID card at the Security desk when visiting in the resident's room. If a guest does not have a picture ID card, they must still be signed in, but can only visit in the first floor lobby area of each residence hall.

### **ID Cards/Meal Pass Stickers**

All resident student swipe identification cards shall be issued by the Office of Public Safety. Each resident shall receive a color coded meal sticker affixed to the back of each swipe identification card for entrance into Klein Hall Cafeteria. All resident students are required to retain possession of their ID cards at all times and show proof of their meal pass/stickers when using the dining services in Klein Hall.

## ACADEMIC LIFE

### ACADEMIC PROGRAMS

Harcum College offers the following programs. Upon completion students are awarded an associate degree or certificate:

**Associate in Arts:** Early Childhood Education, Liberal Studies and Psychology.

**Associate in Science:** Allied Health Sciences, Animal Center Management, Business Administration, Criminal Justice, Dental Assisting, Dental Hygiene, Early Childhood Education, Entrepreneurship, Expanded Functions Dental Assistant, Fashion Design, Fashion Merchandising, General Studies, Histotechnician, Human Services, Interior Design, International Business, Medical/Laboratory Technician, Leadership Studies, Legal Studies, Neurodiagnostic Technology, Nursing, Occupational Therapy Assistant, Physical Therapy Assisting, Radiologic Technology, Sports Management and Veterinary Technology.

**Certificate Programs:** Animal Assisted Therapy, Pharmacy Technician, Phlebotomy Technician, Residential Design, Medical Coding and Billing, Medical Transcriptionist, Medical Assist, Home Inspection, PC Repair and Phlebotomy.

### Academic Advising

Students are assigned to a Program Director in their program of study. The Program Director will approve all course selections and advise students on program requirements. Academic Advising and processing of academic paperwork and transfer credits take place in the Program Director's office. Many academic questions can be answered there, such as availability of courses, choice of courses, and academic options students have while at Harcum. Academic advising paperwork includes course withdrawals; add/drop of courses, and course waivers. Contact your Program Director for more details.

### Program Change

Change of program must be approved by the appropriate Program Directors.

### Academic Warnings

When students show evidence of having academic difficulty, professors will issue an Academic Warning Notice. During the first few weeks of the semester or subsequently, this notice is generally sent to any student who receives a "D" or "F" for her/his first major evaluation or accumulates excessive absences from class. The student receives the original warning. Copies are also sent to: the Vice President of Academic Affairs, the Counseling Center; the student's file and the student's Program Director. Upon receipt of this notice, the student is to report to the Counseling Center and/or the Educational Support Center for assistance. The Program Director may also contact the student to discuss plans for improving academic progress.

## **Attendance Policy**

Each professor will determine his or her own attendance policy and publish it in the course syllabus at the beginning of each semester. When a student fails to comply with the policy, the professor has the right to assign a grade consistent with his or her policy as stated in the syllabus. Students are expected to regularly attend all scheduled classes and laboratories. Students should notify their instructors of the courses they will miss prior to the absence(s), if possible. Students are responsible for all work missed due to absence from class. The policy for missed tests or examinations is also determined by the individual instructor.

## **Course Add/Drop**

Courses can be added or dropped during the add/drop period following registration each semester. The add/drop period for each semester is listed in the academic calendar. No requests will be considered after that time. If a student drops a course before the end of the drop/add period, the course will not appear on the student's academic transcript.

A student wishing to drop a course should contact his/her Program Director. Students need to remember that by dropping a course, their financial aid may be affected; therefore, students should contact the financial aid office before any decisions are made.

## **Course Withdrawal**

Students may withdraw from a course at any time in the semester prior to the last class meeting. Permission to withdraw from a course must be obtained in writing from the Program Director. A student who withdraws from a course prior to the midterm date automatically receives a grade of "W." A student who withdraws from a course after the midterm date receives a grade of "WP" if he/she is passing the course at the time of withdrawal, or a grade of "WF" if he/she is failing the course at the time of withdrawal. Grades of W, WP, or WF are not computed in the student's grade point average. Failure to attend class does not constitute a withdrawal; the student will fail the course unless a withdrawal form is completed and signed. Students who have withdrawn from a course three times may not retake that course. Any change in course load may affect a student's financial aid; contact the Financial Aid Office for information.

## **Grade Point Average**

The quality-point average is determined by multiplying the number of credits earned for each course by the quality points earned and dividing the total quality-points by total credit hours attempted.

### *Quality Points Table*

A =4	C=2
A=3.7	C-=1.7
B+=3.3	D+=1.3
B=3	D=1



Required GPA Table	
Credits Attempted	Cumulative GPA Required
1-15	1.00
16-30	1.50
31-45	1.75
46 & above	2.00

Any student whose GPA does not meet the above scale will be put on academic probation. Students on academic probation may not take more than 13 credits in the next semester.

### **Limited Load**

Any full-time student whose cumulative GPA is less than 2.0 is restricted to a limited load of 13 or fewer credits and may be required to take special coursework.

Any part-time student whose cumulative GPA is less than 2.0 is restricted to a limited load of 6 or fewer credits and may be required to take special coursework.

### **Suspension**

Suspension involves forced withdrawal from courses and residence with the privilege of returning at the discretion of the Vice President of Academic Affairs and the Dean of Students.

### **Academic Dismissal**

Dismissal includes forced withdrawal from courses and residence. Academic Dismissal applies to the following students:

- Any student who is on academic probation for two consecutive semesters.
- Any student who receives a grade of “F” in three core curriculum or program-specific courses in any one semester. (Individual program of study requirements may differ from this policy)
- Any student who receives two consecutive failing grades in the same developmental course will be considered for academic dismissal

A student who is academically dismissed may apply to the Vice President of Academic Affairs for readmission, usually after a full semester away from Harcum College. If a student has difficulty in one program and transfers into a different program, a revision of the cumulative GPA may be possible (e.g., if the student has a grade of “F” in courses that are not required in the new program, the F will be changed to “F\*” and the credits for those courses will be subtracted from the total attempted credits, resulting in a higher GPA).

If the student returns to the first curriculum or any curriculum requiring the failed courses, the original “F” grades and attempted credits will be restored, resulting in a downward revision of the cumulative GPA. In addition to maintaining good academic standing, each financial aid recipient must make academic progress according to

financial aid guidelines. Copies of these standards are available in the Financial Aid Office, are outlined in this catalog and are mailed to each financial aid recipient.

(Individual program of study requirements may differ from this policy. Please see the specific program requirements).

### **Withdrawal from Harcum**

When a student withdraws from the College, written notice to this effect must be submitted to the Vice President of Academic Affairs by the student, or student's parent or guardian and the Withdrawal from Harcum form must be completed. The date when the Vice President of Academic Affairs receives the written notice is the official date of withdrawal. Students must also complete an exit interview with the Director of Career and Transfer Services. *No verbal statement made to any official of the College administration is acceptable as a notice of withdrawal.*

### **Academic Honors**

Attaining the following cumulative grade point average entitles the graduating student at Commencement to earn:

**Graduation with Honors** - GPA 3.5 and higher.

The following semester grade point averages entitle students to special honors in the academic year:

*President's List* - All full-time students who have earned letter grades with a GPA of 4.0 are eligible for the President's List.

*Dean's List* - All full-time students who have completed at least 12 credits are eligible for the Dean's list if they have a 3.50-3.99 GPA.

*Honors List* - Part-time and Continuing Studies students who have earned 12 credits, are currently taking 6 to 11 credits, are eligible for the Honor's List if they have a 3.50-4.00 GPA.

Students with incomplete (I) grades are not eligible for academic honors for that semester.

### **Transfer Credits**

A maximum of 30 transfer credits (34 for Nursing) may be accepted toward the associate's degree at Harcum College. To receive transfer credit, a grade of C or higher must be earned in the course and the course must have been taken at an accredited institution. For transfer credit evaluation, forward an official transcript from the transferring institution to the registrar.

## **Challenge Examinations**

Challenge examinations provide the matriculated student with an opportunity to earn credit by passing a course's final exam, without taking the course. Challenge examinations are developed, administered and graded by Harcum College faculty. Harcum College reserves the right to determine which courses may be challenged. A student may not challenge a course that she/he had failed either at Harcum or another college or university. A student may not challenge a course for which partial credit has been earned.

### *Challenge Examination Procedure*

1. Interested students should meet with their Program Director to identify which course(s) may be challenged. The student is then referred to Vice President of Academic Affairs who contacts the instructor of the course for further evaluation of his/her eligibility to challenge the course.
2. Student requests a Challenge Examination Application Form from Registrar and obtains the signature of the course instructor indicating permission to challenge the course.
3. Program Director and instructor schedule examination and have option of providing student with study materials.
4. Student returns completed Application Form to Registrar. Student is registered and is required to pay challenge course fee of \$50.00 per test.
5. The student may have one opportunity to pass the challenge examination. If the student does not earn a grade of "C" or better, the student will be required to take the course for the full cost of tuition.
6. If the student passes the challenge examination, the student will be charged one-third of the tuition for the course and credits will be noted on the student's transcript.
7. If a student does not pass the challenge exam, no refunds will be granted and the student may not again request to challenge that course.

**NOTE:** Harcum College cannot guarantee that coursework taken on a "Challenge" basis will be transferable to another school. It is the student's responsibility to check with the school where you are transferring to determine the policy on transfer credits.

## **Graduation Requirements**

The following requirements must be met to obtain a degree from the College:

1. An Associate Degree student must have earned a minimum of 62 credit hours. Some programs require more than this minimum. The exact requirements for each program are indicated in the current catalog.

2. For the Associate Degree, a minimum of 30 credits must have been earned at Harcum and must include attendance at Harcum the last full semester.
3. For all degrees, a minimum grade point average of 2.0 is required. Basic Skills Standards (as outlined in the current catalog) must also be fulfilled. These credits for developmental courses do not count toward graduation.
4. All financial obligations to the College must be paid in full before a student may participate in the graduation exercises. The diploma and transcript of grades also will be withheld until the student meets his/her financial obligations.

### **Commencement**

Commencement exercises are held annually in May. Candidates for graduation must complete a graduation application and submit it to the Office of the Registrar during the semester preceding the one of expected graduation.

Applications for graduation will be available from the student's advisor or the Registrar's office. May graduation applications are due by December 1<sup>st</sup>. August and December graduation applications are due by May 1<sup>st</sup>. To participate in the graduation ceremony, the candidate must complete all the requirements in his/her chosen curriculum.

A student enrolled in a practicum or program which will be completed in June, as the final requirement for the program, may participate in the May graduation ceremony and receive his/her diploma upon completion of the curriculum. The graduation date on the diploma will be August 31<sup>st</sup>.

All other exceptions must have written approval of the Program Director and the Vice President of Academic Affairs.

All students who complete the requirements for graduation in August or December may participate the following May in the graduation ceremony.

### **Academic Conduct and Violations**

Personal integrity is a goal that Harcum fosters. Students should be guided by the fundamental ideals of honor and integrity in the personal conduct of their lives. The Harcum degree represents not only the fulfillment of academic requirements but also the development of character and personal conduct.

A student who is dishonest in any assignment, test or examination receives a grade of "F" and the incident is reported to the Vice President of Academic Affairs. The penalties for such violations are cumulative. A second violation will result in failure of the course; the third, expulsion from the college.

A student whose academic progress and/or social conduct are deemed by the College to be unsatisfactory may be asked not to return for the second year of studies.

The right to invite students to return is reserved by the College and is at the sole discretion of the College.

### **Examination Procedures**

Students are expected to follow explicitly all directions provided by the faculty or proctor regarding conduct during the examination.

### **Written Work**

Students should use great care when preparing all written work and must acknowledge the source of all ideas, language, diagrams, charts, etc. which are not their own work. A student who intentionally appropriates the work of another person and presents it without providing the source is guilty of plagiarism. When in doubt, students should consult with their instructors.

The following must be observed:

- Statements appearing in a student essay taken from another source must be enclosed in quotation marks and the source identified.
- An interpretation based on an identifiable source must be so referenced.

### **Laboratory/Studio Work**

Unless otherwise directed by the laboratory instructor, students are expected to make all measurements, drawings and calculations independently.

### **Procedure for Academic Violations**

Members of an academic community have an unequivocal responsibility to present as their own work only, that which is truly theirs. Dishonest means of obtaining information in examinations or by duplicating the works of other students is a most serious offense and one that strikes at the foundation of academic integrity. The responsibility of the faculty in this area is four-fold:

- To explain the importance of academic integrity.
- To explain the consequences of academic dishonesty to those they teach.
- To minimize temptation by careful supervision of all assignments/tests.
- To report all academic violations to the Dean of the Faculty, so that cumulative incidents may be recorded.

If an academic violation is reported or the question of plagiarism arises, it shall be handled first by the instructor with the individual student.

### *Penalties for violations of academic misconduct*

Penalties for violations are as follows and cumulative:

- First offense-failure in the test or assignment
- Second offense-failure in the course of instruction
- Third offense-expulsion from the College

### *Appeals*

Appeal of any penalty may be made to the Vice President of Academic Affairs (VPAA) who will hear the student's plea in the presence of the instructor who reported the incident. The VPAA will determine the guilt or innocence of the student. The VPAA will keep records of all cases of academic violations and will carry out penalties as described above. *The cumulative effect of violations is for the entire enrollment period to graduation and not merely for a semester or school year.*

### **Academic Grievance**

Title IX of the Educational Amendments Act of 1972 and its implementing regulations require that institutions of higher education establish due process procedures for the resolution of academic, administrative, and employment grievances initiated by students against the institution. Reference is made here to those procedures.

### *Academic Grievance Procedures*

If a student is unable to resolve an administrative grievance through regular administrative offices, the student should consult with the Vice President of Academic Affairs who will assist the student through the appropriate channels.

### **Grade Appeal**

A student may appeal grading by a faculty member up to within two weeks of the semester following the assignment of the grade. The student must document in writing the reasons he or she considers the grade to be unfair and present the documentation to the faculty member who will respond within ten business days. The student must present supporting evidence such as tests and papers. If the faculty member denies the appeal, the student may appeal to the program director in writing within ten days. If this appeal is denied, the student may appeal to the Vice President of Academic Affairs in writing who will respond within ten business days. If still denied, the student may appeal to the President who will respond within ten business days.