



HARCUM COLLEGE

STUDENT HANDBOOK 2016-2017

The Harcum College student handbook is issued by the Office of Student Life. It is the College's official notification of 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.



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STUDENT HANDBOOK

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contained in this *Handbook*; and to determine whether information in this *Handbook* or other publications have superseded it or has changed.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 provides its students with an opportunity for outstanding academic, career and life preparation. We teach, mentor and prepare students for success in their chosen profession in an experiential environment. Harcum's core values of excellence, civility, empowerment, integrity, community service and respect for diversity assure that every student is valued and supported.

STUDENT LIFE MISSION STATEMENT

The Office of Student Life embraces the mission of the College by empowering students to reach the goal of participative citizenship and life preparation by providing services, programs, and resources in support of academic, professional and personal growth. Throughout the division we strive to work collaboratively with all departments to foster an inclusive community which develops students holistically through reinforcing civility, integrity and respect for diversity. In collaboration with the entire College community, we commit to this mission by:

- **Empowering** students to develop morally, socially, and academically by providing an atmosphere of accountability.
- **Encouraging** students to advocate for themselves and others, as we advocate for them, with respect to diversity and the promotion of civility in their current lives as well as their future communities.
- **Serving** as a resource to the College community about students, their development, and their needs.
- **Challenging** ourselves to consistently evaluate divisional effectiveness by implementation of routine assessment to identify student needs and satisfaction with program and service offerings.

ACCREDITATION

Harcum College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pennsylvania 19104, and 267.284.5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Education Accreditation.



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DIRECTIONS TO HARCUM COLLEGE

By Air

Philadelphia International Airport (PHL) is less than 20 miles from the College. Ground transportation is available from the airport through an extensive network of public transit, taxicab, shuttle, and limousine services. The airport also offers SEPTA bus and regional rail service. Information can be found at www.phl.org/passengerinfo/transportationservices.

By Automobile

From East and Central Philadelphia: Follow I-76/Schuylkill Expressway west to Exit 339, City Avenue. From City Avenue turn right at Conshohocken State Road, which becomes Montgomery Avenue. Continue on Montgomery Avenue for approximately 4.5 miles to Harcum. There are two main entrances. Turn left on Pennswood Road or continue to Morris Avenue and turn left. From Pennswood Road turn right into the parking lot behind Pennswood Hall.

If using the Morris Avenue entrance, make an immediate left into the Melville Hall entrance between the two white gateposts. Do not enter the SEPTA parking lot immediately after the Melville entrance. Limited visitor parking is available behind Melville Hall.

From the West: Follow Pennsylvania Turnpike to Exit 326 (Valley Forge). Follow I-76/Schuylkill Expressway east to Exit 331A (I-476 South). Follow I-476 (Blue Route) south to Exit 13 (St. David's/Villanova). Turn right onto Route 30 East. Continue east on Route 30/Lancaster Avenue for 2.7 miles to Bryn Mawr. Turn left onto Morris Avenue. Make the second right turn into the Melville Hall entrance between the two white gateposts. Do not enter the first right turn into the SEPTA parking lot. Limited visitor parking is available behind Melville Hall. If this is full, continue along the driveway to the parking areas near Pennswood Hall.

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). Turn right onto Route 30 East. Continue east on Route 30/Lancaster Avenue for 2.7 miles to Bryn Mawr. Turn left onto Morris Avenue. Make the second right turn into the Melville Hall entrance between the two white gateposts. Do not enter the first right turn into the SEPTA parking lot. Limited visitor parking is available behind Melville Hall. If this is full, continue along the driveway to the parking areas near Pennswood Hall.

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). Turn right onto Route 30 East. Continue east on Route 30/Lancaster Avenue for 2.7 miles to Bryn Mawr. Turn left onto Morris Avenue. Make the second right turn into the Melville Hall entrance between the two white gateposts. Do not enter the first right turn into the SEPTA parking lot. Limited visitor parking is available behind Melville Hall. If this is full, continue along the driveway to the parking areas near Pennswood Hall.

From the North via New Jersey Turnpike: Follow New Jersey Turnpike to Pennsylvania Turnpike/I-276 West. Follow I-276 west to Exit 333 (Norristown/Plymouth Meeting/I-476 South). Follow I-476 (Blue



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Route) south to Exit 13 (St. David's/Villanova). Turn right onto Route 30 East. Continue east on Route 30/Lancaster Avenue for 2.7 miles to Bryn Mawr. Turn left onto Morris Avenue. Make the second right turn

into the Melville Hall entrance between the two white gateposts. Do not enter the first right turn into the SEPTA parking lot. Limited visitor parking is available behind Melville Hall. If this is full, continue along the driveway to the parking areas near Pennswood Hall.

By Bus

The Route 105 SEPTA bus between the 69th Street Terminal in Upper Darby and Paoli, via Lancaster Avenue, stops in Bryn Mawr, two blocks from campus.

By Train

From the East, North and South: Detrain at the 30th Street Station, Philadelphia, and transfer to the SEPTA Paoli Local (R5) commuter train that stops at the Bryn Mawr Train Station. For schedules, go to www.septa.org.

From the West: Detrain AMTRAK at Paoli and transfer to a local SEPTA train to Bryn Mawr. For schedules, go to www.septa.org.

STUDENT INFORMATION

ATHLETICS.....

610.526.6669

Melville Hall

Harcum provides a variety of opportunities for students wishing to be involved in intercollegiate sports. All athletic teams are members of the National Junior College Athletic Association (NJCAA) – Division I & II. Harcum sponsors teams in men's and women's basketball, men's and women's track and field, men's and women's soccer and women's volleyball. All students are encouraged to participate in intercollegiate athletics as well as the numerous recreational and wellness opportunities available.

OFFICE OF CAMPUS ACTIVITIES.....

610.526.6038

Klein Hall Room 207

The Office of Campus Activities facilitates interaction amongst members of the Harcum community by promoting and supporting a wide range of programs that contribute to the intellectual, cultural, and social well-being of the campus community. The goal of this office is to provide a link between the classroom experiences to activities beyond the classroom.

Additionally, this office coordinates student extracurricular activities and all non-academic scheduling by maintaining Harcum's Campus Activities Calendar of Events. Events should be registered through Campus Activities to avoid conflicts with other similar or competing events and to appear on the activities calendar. Anyone requiring additional assistance with programming or policies is strongly encouraged to contact the Office of Campus Activities. For events go to www.harcum.edu/campusActivities.



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Programmatic Areas

The Office of Campus Activities supports many programs that offer students, and the larger Harcum community, the opportunity to socialize and develop a variety of life-long skills and friendships. These programs include:

- Major Events;
- Educational Programming;
- Student Organizations; and
- Homecoming's Family Day.

Kevin D. Marlo Little Theatre

The theatre is named after Kevin D. Marlo, a passionate actor who was killed during the September 11, 2001 attack on New York City's World Trade Center. Programming for the Little Theatre consists of a variety of artistic and creative events that are sponsored by the Office of Campus Activities. It is the hope of Harcum, and all those who contributed to its restoration, that his memory is kept alive through the arts.

Student Leadership Opportunities

Student Leaders consist of a variety of groups some of which include Resident Assistants, Student Ambassadors, and Student Government Association Officers. Student Leaders engage in leadership development and support student involvement by creating connections for student success. They also participate in College events as New Student Orientation leaders, as student representatives for Harcum on a day-to-day basis, and at other campus-wide events. Interested students have the opportunity to apply for Student Leader positions during the Spring semester of each academic year.

Resident Assistants (RAs) are paraprofessional student members of the Residence Life team who work to facilitate a living-learning community throughout the residence halls. Some of their responsibilities include providing service, assistance, and information to the entire residential population and with assisting in the enforcement of Harcum policies.

Student Ambassadors work through the Admissions Office conducting guided tours and disseminating information to prospective Harcum students, as well as completing tasks assigned by Admissions Office staff.

Student Government Association (SGA) Officers are the President, Vice President, Secretary/Treasurer, Community as well as Residential and Commuter representatives. These individuals serve as the official voice of the student body and function through the Office of Student Life to assist in the promotion and facilitation of campus activities.

Student Organizations and Clubs

Harcum offers a number of student organizations which are grouped under the following categories:

- Academic/Professional;
- Honor Societies;



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- Special Interests; and
- Governance.

Starting a new campus organization: The Office of Campus Activities maintains an information packet with guidelines for organizing and registering a new group. Students are encouraged to join or create a student organization/recreation club during any point of the academic year. However, only student organizations that are created and approved before the registration deadline will have the opportunity to request a funding allotment through the Student Government Association.

The following are some of our student organizations:

Academic/Professional Organizations

The organizations listed below provide opportunities for out-of-class faculty/student discussions and programming. For more information on these clubs please visit [Harcum College's Clubs and Organizations](#).

Dental Assisting Club members are enrolled in the Dental Assisting program and the club provides members opportunities to plan events that increase knowledge in their field of interest.

Fashion Club members stay informed about developments in the fashion industry and are integral in the construction and facilitation of the annual Harcum College Fashion Show.

Student Nurses' Association of Pennsylvania (SNAP) represents over 3,000 students from nursing schools throughout Pennsylvania. Members of SNAP are afforded the benefits of SNAP and the National Student Nurses' Association. (<http://www.snap-online.org/>).

Harcum Association for the Education of Young Children (HAEYC) members are part of a local chapter of the Delaware Valley Association for the Education of Young Children (DVAEYC) as well as part of the National Association for the Education of Young Children (NAEYC). Membership responsibilities include working with the local DVAEYC chapter to arrange informational visits and conducting fundraisers.

Student Vet Tech Association (SVTA) is open to all Vet Tech students. We hold monthly meetings to arrange fun activities to get more involved with the community. SVTA also holds fundraisers to benefit local animal organizations. Previous activities included volunteering at the Dog Show in Philadelphia, trips to the Philadelphia Zoo and Ryerss Farm.

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.

Students for Green Campus members survey the campus and address ways to help with conservation and sustainability issues such as assisting with the campus recycling initiative.



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The Young Entrepreneur Club brings a like-minded group of students, faculty and business professionals together in a setting to share ideas or opinions on different ways to make money or start up a business.

Honor Societies

Please see College Catalog.

Student Government Association (SGA)

SGA is the 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 Harcum. It is responsible for and represents student concerns to member of Harcum's administration. The SGA represents the interests of students, while it preserves and protects the traditions and principles of Harcum. Selection to this association takes place during the Spring semester of each academic year. SGA members consist of the President, Vice President, Secretary, and specialized representatives. The SGA is advised by a member of the Office of Student Life.

CAMPUS STORE.....

610.526.6041

Academic Center

Lower Level

The Campus Store is headquarters for school supplies, snacks, and Harcum gear. Additionally, the Campus Store is equipped with a lounge complete with Wi-Fi access, cable TV, and a coffee bar. The Campus Store is open Monday-Friday from 9:00 a.m.-5:00 p.m

Accepted methods of payment are cash, MasterCard, Visa or Discover. Checks are not accepted.

Textbook are supplied by MBS Direct; a Virtual Bookstore. For more information:

[Harcum College's Book Store](#)

CAREER AND TRANSFER SERVICES.....

610.526.6047

Academic Center

Room 110

The Office of Career and Transfer Services is available to all students and alumni with the goal of providing assistance in achieving transfer/career planning and employment goals. Some services offered include assistance in the following areas:

- determining career interests;
- exploring career alternatives;
- setting goals;
- preparing a cover letter and resume;
- planning a job search; and
- strengthening job interview skills;



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- creating digital profiles;
- college application assistance;
- scholarship and educational grant research; and
- Career expo bootcamps.

[Career services](#) include meeting with students individually, facilitating campus events and classroom workshops for resume writing, interview skills, digital portfolio development, and job search strategies. Additionally students and alumni have access to the Online Job Board, a computer database listing current full- and part-time employment opportunities, volunteer opportunities and internships and career and internship expos.

Alumni and students also have 24 hour access to an online career development platform, called Purple Briefcase. Purple Briefcase, Inc. is an innovative solutions partner that helps students stand out (just enough) in the very competitive job market and recruitment world. Students and alumni are more engaged and socially aware of how career readiness impacts their success after College. Purple Briefcase is the launch of a new journey for students to take as they enter the job market and grow their careers.

The system provides students and alumni access to jobs, on-Campus recruiting activities, internships, resume development and interviewing skills. Purple Briefcase's Job System is fun, easy to use, interactive, and informative. It provides students and alumni with everything they need to get prepared and get noticed.

[Transfer Services](#) are available to all potential graduates of Harcum to investigate opportunities after completing a program of study. Students are encouraged to come early and often to ensure that their current course selections are aligning with their intended bachelor degree program. Numerous programs and services for individual guidance are offered on a regular basis, such as:

- transfer expos;
- articulation agreement updates;
- College selection;
- College essay review and
- Transfer bootcamps.

Additionally, the Transfer Services webpage is a great starting point for researching Colleges due to the wealth of information detailed, which includes information ranging from College Open House dates to useful information to facilitate the search for a College or university to complete a four-year degree. Other services include campus-wide College Transfer Expos and program-specific workshops.

CENTER FOR INTERNATIONAL PROGRAMS

610.525.6118
Academic Center
Room 219

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



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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. **English Language Academy (ELA)** offers credit and non-credit English as a Second Language courses;
2. **International Student Advising** includes immigration advising, cultural activities, home stays and arrangements for short-term host families; and
3. **Au pair Program** 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

Harcum College's Office of College Advancement, located in Bedford Hall, includes alumni relations, the Harcum Fund, major gifts, foundation relations and planned giving. College Advancement helps alumni, students, trustees, staff and friends stay connected to Harcum, and offers students and alumni opportunities for networking and engagement.

Alumni Relations - Stay Connected

Get involved as students – Stay involved as alumni!

When you become part of the Harcum community as a student, it is just the beginning of a life-long relationship. You are joining a worldwide network of nearly 10,000 alumni who share the common experience of a Harcum education.

Keep your contact information up to date so you don't miss out! Please visit www.harcum.edu/alumni.

Harcum College Alumni Association

Upon completion of your Harcum degree, you are automatically granted membership in the Harcum College Alumni Association (HCAA).

Just a few of the benefits of membership include:

- invitations to Homecoming;
- reunions and networking events;
- continued support of Career and Transfer Services including access to Purple Briefcase and
- Continuing Education opportunities and discounts through Liberty Mutual Insurance.



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There are no dues associated with membership.

Fundraising

College Advancement leads and directs Harcum's development efforts. Thanks to the generosity of alumni, trustees and friends, Harcum keeps tuition increases as low as possible. Gifts and grants fund improvements to facilities, programs, and support student financial aid.

COUNSELING SERVICES

610.526.6045

Main Office – Klein Hall Room 200

Counseling Services seeks to foster a healthy emotional and social adjustment to college life for Harcum students, to facilitate their academic success. Counseling Services assists students with their adjustment to college experiences, in addition to navigating the challenges within and outside of the Harcum Community. Students seek counseling for a variety of reasons which include, but are not limited to:

- Anxiety;
- Anger management;
- Conflict mediation and resolution;
- Depression;
- Eating disorders;
- Alcohol /substance use and abuse;
- Relationship issues ;
- Grief and loss ;
- Self-esteem issues:
- Sexual assault and
- Stress management.

Referrals for counseling can be made by students, faculty and/or staff. Once referred, follow up takes place based upon the scope of the situation. Individual counseling sessions are confidential and designed to be short-term, however there is no set limit to the number and/or length of sessions at this time. Referrals sources are provided for situations beyond the scope of Counseling Services.

Workshops, groups and programming are available according to students' interests and needs, as determined by Counseling Services and the Harcum community. Services are available by appointment, or on a walk-in basis.



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HOURS OF OPERATION

DAYS	OPEN	CLOSE	LOCATION
Monday Thru Friday	9:00 AM	5:00 PM	Klein Hall, Room 200

Appointments available beyond normal business hours by request.

Harcum students are welcome to schedule to meet with a counselor by calling Counseling Services at 610.526.6045 or by emailing the Director of Counseling Services at kanthony@harcum.edu. For more information please go to www.harcum.edu/counselingservices

DEVELOPMENTAL STUDIES.....

610.526.6121

Academic Center

A strong foundation in basic reading, writing, and math skills is essential for success in College. Harcum's Developmental Studies program ensures all students pursuing a certificate or degree have these important skills. At the time of admission, all students who do not have college-equivalent coursework are required to take the Accuplacer test to determine their proficiency level 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 needed to succeed in the program of their choice.

Research has shown that proficiency in basic skills is a deciding factor in a 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 Harcum 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. Harum does not offer Accuplacer retests; however, students who feel they did not give their best performance on the Accuplacer can contact their program advisor to request alternative testing.

DINING SERVICES.....

610.526.6262

Direct Line 610-526-1655

Klein Dining Hall

First Floor

All resident students are automatically enrolled in a full board plan consisting of 19 meals per week. Unused meals at the end of each week are forfeited. Students whose classes conflict with meal times are encouraged to meet with the General Manager of Dining Services to request a prepared boxed meal. Students in need of this accommodation are required to present their class schedules as a means of confirmation.



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Commuter students have the option of paying the standard price per meal or purchasing a 10-meal card. Meal cards can be purchased via the General Manager of Dining Services.

HOURS OF OPERATION

DAYS	BREAKFAS	LUNCH	BRUNCH	DINNER
Monday – Thursday	7:30 am – 9:00 am	11:00 am – 1:30 pm	N/A	5:00 pm – 7:00 pm
Friday	7:30 am – 9:00 am	11:00 am – 1:30 pm	N/A	5:00 pm – 6:00 pm
Saturday – Sunday	N/A	N/A	11:30 am – 1:30 pm	5:00 pm – 6:00 pm

For more information visit us at www.harcumdining.com.

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, provides 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.

These policies are available through the Office of Disabilities Services Manual.

ARTICULATION AGREEMENTS

610.526.6047
Academic Center
Room 110

Students who wish to earn a four-year degree after completing an Associate’s degree will find several options to do so. The Career and Transfer Services Team is available to assist in the transfer process. Articulation agreements are formal agreements that allow credits earned in specific programs at Harcum to be accepted by the partnering institution.

Harcum maintains dual admission agreements with Bloomsburg and Neuman Universities. Harcum also has articulation agreements with Chestnut Hill College, Drexel University, Devry University, Eastern University, Gwynedd Mercy University, Immaculata University, LIM College, Penn College of Technology, Peirce College of Technology, Rosemont College, St. Joseph’s University, Strayer University, Wilmington College, and Widener University. Please note that this list is subject to change.



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(Please note that not all Harcum courses are transferrable and the decision to accept or not accept Harcum courses is the discretion of the partnering institution).

EDUCATIONAL SUPPORT SERVICES.....

610.526.6052

Academic Center

Room B-9

Educational Support Services (ESS) serves as an umbrella program that consists of several programs that assist Harcum students based on need. The ESS mission is to assist students who are first generation collegians who have a notation of disabilities and/or are classified low income as designated by the United States Department of Education.

Each program under ESS 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.

Disabilities Services

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, provides 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. These policies are available through the Office of Disabilities manual. in Academic Center Room B-6, 610.526.6036.

Educational Support Center

The ESC provides one-on-one and group tutoring in a variety of core subjects; supplemental instruction; study skills reviews; and educational workshops.

- **One-on-one and group tutoring** for a range 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 because of their long history of teaching and/or tutoring; or are led by peer tutors who are among the elite of their class and come highly recommended by their instructors.
- **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.
- The ESC hosts a variety of **academic workshops and study skills reviews**. These workshops are prepared and facilitated by ESC professional tutors and/or the ESC Director. The workshops provide students with useful study and test taking strategies to utilize in classes.
- **Work-study and peer tutoring employment opportunities** are available as paid positions, such as lab monitors and peer tutors, through the ESC to help students acquire some professional work experience.
- Besides services to Harcum students, the ESC services the College community by offering an alternative space for online lessons and developmental lab practice.

ESC is located in the Academic Center, Room 217, 610-526-6103.



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Student Support Services

Student Support Services (SSS) is a program funded by the United States 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. SSS is dedicated to help students increase their potential establishing a relationship that will develop into effective communications through one-on-one meetings, academic advising, tutoring, mentoring, workshops, fieldtrips, cultural activities, College tours and positive reinforcement initiatives. The SSS program also offers financial assistance based on financial need.

To receive additional information regarding participation in the SSS program pick up an application from the Academic Center Room B-9 Monday through Friday between 9:00 am and 5:00 pm.

FITNESS AND WELLNESS

Klein Hall, Lower Level: FitnessCenter, Activity/Meditation Room & Gymnasium

Academic Center: Great Lawn/Soccer FieldAll students may utilize Harcum's Fitness Facilities with proper ID. The Facilities include Klein Hall Fitness Center (Lower Level), Activity/Meditation Room, Gymnasium and in front of the Academic Center on the Great Lawn/Soccer Field. The Fitness Center is equipped with many different kinds of fitness equipment. There are 6 Exercise Machines that enable participants to exercise all major muscle groups: chest, back, biceps/triceps/, quads/hamstrings, hips and legs. Additionally, free weights in the form of dumbbells weights from 3lbs.-100lbs. Free weights also include 2 Power Racks with Straight Bars, Curl Bar and Weight Plates from 2.5 lbs.-25 lbs. For cardiovascular benefits there are 3 Treadmills, 2 Elliptical Trainers and a sit down bike. Also available in the Fitness Center are 2 Body Solid Stands for abdominals and hamstrings, punching bag, aerobic steps and weight scale. Exercise balls and mats are available to sign out for stomach workouts and stretching. The room is also equipped with a big screen TV.

The Fitness Facilities are open Monday-Sunday from 7:00 a.m.-11:00 p.m. unless posted otherwise. To know when fitness facilities are scheduled, please check outside of room 101 in Klein Hall where the Fitness Facilities schedules are posted. The Gym schedule is also posted outside the gym and the Weight Room schedule is outside the Weight Room

If you would like to sign up for any of the Fitness Facilities or have any questions, please contact JJ DeTemple at jjdetmeple@harcum.edu.

STUDENT HEALTH CENTER

**610.526.6090
KleinHall
Room 106**



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A registered nurse staffs the Health Center and there is no additional fee to see the nurse. A starter supply of over-the-counter medications is available for dispensing at the nurse's discretion. Students are evaluated and referred to the College physician or a specialist on an as needed basis.

HOURS OF OPERATION

DAYS	OPEN	CLOSE
Monday-Thursday	9:00 am	2:00 pm

Residential students requiring medical attention at a time when the Health Center is closed should contact the 1. The Office of Campus Safety at 610.526.6099 or 2. Residence Life duty phone at 610.526.0750. Commuter students needing emergency medical attention at a time when the Health Center is closed should contact the Office of Campus Safety at 610.526.6099. A 24/7 Nurse Hotline funded through

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 while in the residence halls.

Medical forms are available online via the Student Life link and Athletic link at www.harcum.edu. In compliance with Pennsylvania 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, MA, Laboratory Sciences and EFDA) must provide proof of a positive blood tier for Hepatitis B, MMR and Varicella. Other health documentation is required by the Allied Health Programs and will be monitored through Certified Background and the Student Health Center. More detailed information will be provided by the appropriate program director.

The College physician is Dr. Richard Pacropis. His office is located at 320 King of Prussia Road, Radnor Plaza Suite 120, Radnor, Pennsylvania 19087.

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

IDENTIFICATION CARDS

610.526.6099
Klein Hall
Room 107

Student identification cards are issued by the Office of Campus Safety. All Harcum students are required to have student ID cards at all times while on College grounds. Student ID cards are required to borrow books from the Library, to utilize athletic facilities, as well as to gain entrance to the residential halls. Student ID cards must be shown upon request by any faculty member, Campus Safety Officer, or other official member of Harcum's staff. Abuse of a student ID card may result in disciplinary action by the Office of Student Life. In the event of a lost or stolen card contact the Office of Campus Safety immediately to receive a replacement card. The fee for a replacement student ID card with proximity access is \$25.00 and \$10.00 for all others, which will be applied to the student's account.



HARCUM COLLEGE

LIBRARY

610.526.6085

Academic Center
First Floor

Reference Desk

610.526.6084

The Charles H. Trout Library at Harcum College is eager to work with members of Harcum's community to provide research instruction and assistance. The Library is an excellent place to work on a research paper, complete a group assignment, or quietly study class notes.

The Charles H. Trout Library's mission statement is twofold:

1. To strengthen and provide access to a collection, both in print and online, that supports the College's academic programs, as well as the information and classroom technology needs of all at the College, and
2. To instruct in the use of this collection, especially providing instruction in Information Literacy, and promote the Library resources and services so that all students develop the necessary research strategies and skills to foster lifelong learning

Library resources come in many different formats including books, journals, and DVDs. Access to this collection is facilitated with a student ID card, which can be activated with borrowing privileges at the Circulation Desk in the library.

Most of the materials held by the library can be borrowed. Books circulate for three weeks while DVD titles circulate for one week. Journals can only be used in the library. Materials put on reserve by instructors, including course textbooks, are available at the Circulation Desk. These materials can only be used in the library.

The Library's online research databases include the following: *Academic Search Elite*, *CINAHL with Full Text*, *Dentistry & Oral Sciences Source*, *Hoover's Company Profiles*, *PubMed*, *ScienceDirect*, and *SIRS Issues Researcher*. Current students can access the databases while on campus through the library's web page. Off-campus access to the library's online databases requires a password list; please contact the library for more information. The library's online catalog, EDITH, lists all materials held by the library. EDITH is available through the library's web site.

The Library's web page (www.harcum.edu/library) provides very useful research guides that provide access to print and online resources for every academic program at Harcum. The research guides are a good place to start research on almost any topic.

Desktop computers are also 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 the computers is available and all payments should be made to the Librarian or Library Staff member on duty. A coin-operated photocopier is located on the main floor of the library.



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The Charles H. Trout Library is a member of the Tri-State College Library Cooperative (TCLC), an affiliation that gives Harcum students, faculty, and staff 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 journal 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 how to more effectively search, select and evaluate resources. Instruction also includes topics such as citation styles and plagiarism.

The Library is open seven days a week when classes are in session. Schedule is subject to change when classes are not in session. Please refer to [website](#) for current hours of operation.

LOST AND FOUND.....

610.526.6099
Klein Hall
Room 107

ONLINE EDUCATION.....

610-526.6053
Academic Center Room
225-5

Harcum offers online courses that require internet access. Online courses are delivered through a course management system that allows students 24/7 access to courses. Although students are not required to login 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;
- integrated email and instant messaging system that allows classmates and faculty to interact;
- curriculum that includes lecture notes, study guides, slides, streaming audio/video and other online content;
- interactive message forums; and
- 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 www.harcum.edu.



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POST OFFICE

610.526.6044
Academic Center
Lower Level

All residential students are afforded the opportunity to receive an assigned College mailbox. Commuter students who desire the option of utilizing a College mailbox can make a request through the Office of Student Life at 610.526.6032. Incoming US mail 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 a student's mailbox providing a location for pick up. Letters can be mailed from the Post Office mail window. Stamps can be purchased at the Campus Store.

HOURS OF OPERATION

DAYS	OPEN	CLOSE
Monday – Friday	9:00 am	3:45 pm

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. To contact the Bryn Mawr Post Office please call 610.525.2200.

PARKING

610.526.6099
Klein Hall
Room 107

Parking related services are operated by the Office of Campus Safety.

1. Vehicles can be registered online at www.harcum.edu/vehicleRegistration. Permit stickers must be picked up at the Office of Campus Safety office between the hours of 8:00 am – 3:00 pm, Monday-Friday. A vehicle is not properly registered without a valid permit sticker and is subject to fines. Emergency Parking accommodations can be made upon a timely request.
2. Parking permits must be placed on the driver's side rear window, in the lower left-hand corner. There are no exceptions.
3. Administration, Faculty and Staff should register their vehicle(s) on the first day of their employment. Vehicles must be re-registered yearly at the start of the Fall semester. There is no parking fee for Faculty and Staff.
4. Students should register their vehicle(s) prior to the start of their first semester. Vehicles must be re-registered yearly at the start of the Fall semester.



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Parking Fee Schedule

Full year.....	\$80
Semester only.....	\$40
Summer only (both sessions).....	\$25
Each additional vehicle.....	\$10

Please go to www.Harcum.edu for more details

SNOW & WEATHER EMERGENCY CLOSING PROCEDURES BRYN MAWR SITE STUDENTS ONLY

Harcum will, in extreme circumstances, delay or cancel classes and administrative office operations due to inclement weather. In the event Harcum 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 10:00 am. If a two-hour delay is announced, classes will begin and offices will open at 11:00 am. Announcements on local radio and television (see list below), as well as the Harcum website, Twitter and Facebook will note the change. This delay will allow for improved road conditions and will also allow the facilities staff time to clear roads and parking areas. If it is impossible for an employee to be at work because of weather conditions, the employee’s supervisor should be notified immediately.

A decision to alter the morning class schedule will be made by 5:30 a.m. and communicated to mass and social media, and Harcum’s phone system and website as quickly as possible. The decision to cancel evening classes will be made prior to 3:00 pm. If offices are to close before the end of the workday because of weather conditions, offices will be notified by e2Campus, automated voice messages on campus telephone extensions, and by email.

It is mandatory that everyone register for the e2Campus emergency notifications system at www.e2campus.net/my/harcum/ to receive notices instantly via your choice of one or more of the following methods: mobile phone (via SMS), web page, RSS, PDA, email, text pager, Google or My Yahoo.

Radio and television stations carrying Harcum’s closing information are:

- KYW-AM (1060) Harcum’s school closing number is 300 for day classes and 2300 for evening and Saturday classes
- CBS3 KYW TV (Channel 3)
- WTXF-TV (FOX 29)
- NBC10 (Channel 10)

Harcum’s website (www.harcum.edu) will also post delays or closing information on the home page.

For students commuting from a longer distance and for visitors coming to or from Harcum, the Pennsylvania Department of Transportation (Penn DOT) has a toll free Road Condition Hotline number (1.888.783.6783) for travel conditions on interstate roads from November 1st through April 30th. This



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number is available to callers in Pennsylvania and to out-of-state callers whose telephone area codes border Pennsylvania. You can also access Penn DOT's Pennsylvania Road Weather information system (RWIS) at www.511pa.com.

TECHNOLOGY SUPPORT

610-526-1867
support@harcum.edu
Academic Center
Room B-10

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, First Floor), Campus Store (Academic Center, Lower Level) and the Educational Support Center (Academic Center, Room 217). Wireless internet access is available in all campus buildings.

TELEPHONE SERVICE

Harcum's main number is 610.525.4100 and operates an automated telephone system to direct and forward calls to the appropriate departments. An operator is available for assistance during business hours by dialing the main number and pressing "0" (Monday through Friday 8:30 am – 5:30 pm). In cases of emergency, students may contact a Campus Safety Officer, who is available 24/7, at 610.526.6099.

Students wishing to contact a faculty member or instructor may call the Faculty Administrative Assistant's Office at 610.526.6040. In the event that an important message must be communicated to a student during business hours, the Student Records Office will make every effort to locate the student. The Student Records Office phone number is 610.526.6007.

FINANCIAL AID

610.526.6098
Melville Hall
2nd Floor

Satisfactory Academic Progress for Federal Student Aid Programs

Standards: Harcum 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 policy.



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

GPA REQUIREMENTS

COLLEGE CREDITS ATTEMPTED	MINIMUM GPA REQUIRED
1 – 15	1.00
16 – 30	1.50
31 – 45	1.75
46+	2.00

Student Aid Programs Impacted by the Standard: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), 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 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 Harcum's 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, including summer, are included in the measurement.

Maximum Time Frame to Complete Program: Satisfactory academic progress also establishes a maximum time frame that 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 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 the student can attempt only 149 credits towards maximum credits to complete his/her degree.

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 I (Incomplete), W (Withdrawal), WP (Withdrawal Passing), WF (Withdrawal Failing), and F (Failure), are NON-passing, unsatisfactory grades and count towards credits attempted. Attempted Credits equals 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.



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Unsatisfactory Progress: Students who fall below the required annual credit are considered not making satisfactory progress and are ineligible for student aid. Regaining eligibility can occur for future semesters once the required number of deficient credits or minimum GPA requirement has been successfully achieved.

Appeals: All students have the right to file a written appeal and submit 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 or 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 reinstated will be considered to be making satisfactory academic progress during the period of the reinstatement but will be re-evaluated after that period.

Notification letters will be sent to students who are 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 6 credits for each part-time semester that PHEAA Grants were received. This policy is subject to revision by PHEAA and was last revised in June 1997. 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 4 semesters for 2-year programs. Part-time eligibility is limited to 8 semesters in 2-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.

WORK STUDY.....

**610.526.6012
Melville Hall**

2nd Floor

All students must apply for Federal Work Study and receive an eligibility letter. Students can check with the Financial Aid Office for their eligibility. If deemed eligible, students will need to obtain a Work Study Authorization form from the Department of Financial Aid before working. Once this form is obtained, it will need to be signed by a member of the Financial Aid department, the work study student, the supervisor who the WS student reports to and a member of the Human Resources department. By law, work study student may work up to 20 hours per week. All new hire forms can be found at the Human Resources Department or online at www.harcum.edu/humanresources.

Work Study Payment Process

The Aline Card is a reloadable, declining balance Visa® debit card. Your pay is automatically loaded onto your card each payday. You have access to your money more quickly than by paper check, avoid the



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possibility of lost or stolen checks and you no longer need to stand in bank or check cashing lines or pay check cashing fees. You do not need a bank account or go through credit approval to get the Aline Card.

With the Aline Card, you can:

- Access your pay at any ATM worldwide;
- Make purchases and pay bills everywhere Visa® debit cards are accepted;
- Get cash back with your personal identification number (PIN) at many stores;
- Quickly get a replacement card if your card is lost or stolen. With the Visa® “Zero Liability” policy, you are protected from unauthorized use of your card;
- Access customer service 24 hours a day, 7 days a week either online or by telephone (multilingual);
- Get a second card to provide funds to a spouse or family member.

COLLEGE POLICIES AND PROCEDURES

BIAS-RELATED ACTS

Harcum College is an institution that places great importance upon respect for others and the diversity of the Harcum community. Actions characterized as 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. 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 within the Harcum College community.

In this light, actions in violation of Harcum policy are more serious when these actions are motivated by a bias against the personal characteristics of other individuals. When bias-driven violations of Harcum policy are committed and it can be shown 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 acts are as follows:

- notification of parents of dependent 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 likely result in separation from Harcum College.



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BULLETIN BOARD POSTING POLICY

Use of Harcum bulletin boards located in the Academic Center fall under the Office of Student Life. All information posted (except that of an academic nature) must receive approval and be stamped by the Office of Student Life or it will be removed. Flyers are considered time sensitive material and must be removed within 2 days of the close of an event. Use of Harcum bulletin boards in Klein Hall and Pennswood Hall fall under the Office of Residence Life. All information posted on these boards must receive approval and be stamped by the Office of Residence Life or it will be removed.

CRIME AWARENESS AND DEPARTMENT OF CAMPUS SAFETY

Two laws apply to crime awareness and Campus Safety at Harcum. 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 Harcum's intent to comply with both laws. The campus security statistics website can be accessed at the [Office of Campus Safety webpage](#).

In compliance with these laws, Harcum 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 Office of Campus Safety authorities or local police agencies:

- murder;
- sex offenses, forcible or non-forcible;
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft; and
- any other crimes that are reportable to the Pennsylvania state police for publication in the Crime in Pennsylvania (uniform crime report).

Additionally, Harcum will disclose the number of incidents for the following crimes occurring on campus:

- liquor law violations; in compliance with House Bill No. 464;
- drug abuse violations; and
- weapons possession.

Upon request, the College will provide this information on an annual basis to all students, employees, each person who submits an application for admission to Harcum, and each new employee at the time of employment. Harcum will provide this information either by mail, hand delivery or a 30-day crime log. Specific details on these laws are available by contacting the Director of Campus Safety in Klein Hall Room 105.



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EMAIL USAGE

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

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

EQUAL OPPORTUNITY POLICY

Harcum 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. Harcum 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 by mail at Harcum College, Office of Human Resources, Melville Hall, 750 Montgomery Avenue, Bryn Mawr, Pennsylvania 19010-3476, or by phone at 610.526.6012.

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 Harcum policy or they will be removed.
2. **Scheduling:** Harcum 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.



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FUNDRAISING

All student fundraising activities held on campus such as bake sales, candy sales, etc., must receive 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. Harcum 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.

MISSING RESIDENTIAL STUDENT NOTIFICATION POLICY

Purpose

To establish policy and procedures for the Harcum College community regarding the reporting, investigation and required emergency notification when a residential student is deemed to be missing.

Scope

While the scope of policy and procedures is directed primarily to residential students and the Department of Student Life and the Office of Campus Safety, all members of the academic community, students, faculty, staff, and administrators, share the responsibility of reporting to designated college officials when they believe that a student is missing.

Definitions

Residential Student - For purposes of this policy, a student who resides in on-campus housing under a housing contract and is currently enrolled at the college.

Missing - For purposes of this policy, a residential student is presumed missing if he or she is overdue in reaching home or campus for more than 24-hours past their expected arrival and a check of their residence supports that determination. A residential student may be considered missing if he or she is overdue in reaching home, campus or another specific location past their expected arrival, additional factors lead college staff to believe he or she is missing, and a check of their residence supports that determination.

Notification to Residential Students

Residential students, who are under 18 years of age and not emancipated individuals, are to be informed that the college is required to notify a custodial parent or guardian no later than 24-hours after the time that the student is determined to be missing.

Residential students are to be informed that the college will notify the appropriate law enforcement agency within 24-hours after the time that the student is determined missing.

Residential students are to be informed that the emergency contact person listed in their housing information will be contacted no later than 24-hours after the time that the student is determined missing. The Office of Residence Life will collect and maintain the confidential contact information. The student is responsible for ensuring that the contact information is up-to-date and accurate.

Procedures for Reporting and for Investigating Missing Students



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Any college employee who receives a report that a student is missing, or has independent information that a student is missing, must immediately report the information or evidence to Campus Safety the Office of Residence Life, or the Dean of Student Life. Subsequently the determination will be made if the student is an on-campus resident.

If the student is not a residential student, Campus Safety will conduct a preliminary investigation in order to verify the situation and to determine the circumstances which exist relating to the reported missing student. Campus Safety will contact Lower Merion Police Department (LMPD) and provide relevant information if the student is considered to be missing. If Campus Safety determines that student should be considered missing, the person making the initial report will be encouraged to make an official missing person report to LMPD. Campus Safety shall follow its general protocol governing investigating missing/endangered persons.

If the student is a residential student, the Residence Life Staff, with assistance from Campus Safety, will conduct a preliminary investigation in order to verify the situation and to determine the circumstances which exist relating to the reported missing student.

1. A staff member will attempt to contact the missing student via his or her telephone.
2. If the missing student cannot be reached by telephone, two staff members (one [1] from Residence Life and one [1] from Campus Safety) will visit the room of the student in question to verify their whereabouts and/or wellness, and, in some cases, deliver a message to contact a parent or family member who is searching for them.
3. If the missing student is not at the room, but it is occupied, the Residence Life staff will attempt to gain information on the student's whereabouts and/or wellness from questioning the occupants.
4. If there is no response when the staff members knock on the door of the room or there are occupants who do not know of the missing student's whereabouts, Residence Life and Campus Safety staff will enter into the room in question, by key if necessary, to perform a health and safety inspection. The staff members will take note of the condition of the room and look for visible personal property (wallet, keys, cell phone, clothing, etc.) which might provide clues as to whether the missing student has taken an extended trip or leave from the residence hall.
5. If the missing student is not found in the room, the Residence Life staff will attempt to gain information on the student's whereabouts from roommates, other members of the residential community, or other friends. The Residence Life staff will also attempt to acquire additional phone numbers for the missing student (if not already on file) and use them to initiate contact. A Campus Safety will obtain the missing student's class schedule and go to the scheduled class to talk with Professors.
6. At any step in the process Residence Life staff members will immediately report any suspicious findings to Campus Safety and LMPD.
7. If all of these steps do not provide Residence Life or Campus Safety staff with an opportunity to speak with the missing resident or to learn his or her whereabouts, LMPD will be contacted to investigate further.
8. If the missing student is determined to be under the age of eighteen, Residence Life staff will notify the Dean of Student Life so that contact will be made with the student's parents within 24 hours. If the missing student is determined to be over the age of eighteen, Residence Life staff will notify the Dean of Student Life so that contact will be made with the student's emergency contact, on file, within 24 hours.



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9. If these steps provide Residence Life, Campus Safety, or the Dean of Students staff with an opportunity to speak with the missing student, verification of the student's state of health and intention of returning to campus will be made. If needed, a referral will be made to the Office of Counseling Services. Campus Safety shall contact the Dean of Student Life and LMPD to document that a missing student investigation was begun and apprise them of the student's state of health and well-being.
10. If no contact can be made then the staff of the college will move forward with filing a missing person's report.

PARENTAL/GUARDIAN NOTIFICATION

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

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

PERSONAL PROPERTY INSURANCE

Harcum is not responsible for any losses 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 and Campus Safety staff. Commuters should immediately report losses to the Office of Campus Safety.

Harcum will not be responsible for books, furniture, articles of clothing, or any other personal items, left behind by a 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 the family's personal property insurance. Harcum'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. For additional information on alternative property insurance options, please go to www.NSSI.com.

PERSONAL TRANSPORTATION

Skateboards, Skates

Students who want to use roller skates, in-line skates or skateboards are asked to use them responsibly. These activities are not permitted in the parking lot areas and/or near campus buildings and communities. These items must be stored within a student's residential room or vehicle.

Electronic Skateboards



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Electronic skateboards, including self-balancing boards/scooters and any other similar equipment are prohibited from being used, stored and/or charged in any campus buildings due to a potential fire hazard.

Scooters, Motorcycles

Scooters and motorcycles must follow parking and traffic rules and are not permitted on sidewalks. Scooters must be stored at the bike racks/motorcycle parking area and are not allowed to be stored inside or immediately outside campus buildings.

PIRACY

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

RELIGIOUS HOLIDAY OBSERVANCE

Harcum 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.

TITLE IX SEXUAL MISCONDUCT/HARASSMENT POLICY AND PROCEDURES

Applicable Federal Law

This policy addresses the requirements of Title IX of the Education Amendments of 1972 ("Title IX"), which is a federal law that prohibits sex discrimination in federally funded education programs and activities. Title IX states as follows:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, sexual assault, and sexual misconduct. Title IX prohibits sex discrimination in both the educational and employment settings.

Policy Statement

It is the policy of the College to provide an educational, employment, and business environment free of all forms of sex discrimination, including but not limited to acts of sexual misconduct, sexual harassment, dating violence, domestic violence, and stalking. These acts jeopardize the health and welfare of our campus community and the larger community as a whole. Sexual harassment includes acts of physical and verbal sexual assault and is prohibited.

The sexual harassment of students, faculty, and staff by guests doing business or providing services on campus (e.g., contractors and vendors, non-College employees) also is prohibited by this policy. This policy applies to all students, faculty and staff, to other members of the Harcum College Community, and to contractors, consultants, and vendors doing business or providing services to the College.

Sexual Misconduct: Survivor's Bill of Rights



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If you experience sexual misconduct, you have basic rights and considerations including but not limited to:

- Have any allegations of sexual misconduct taken seriously – free from any suggestion that survivors are responsible for the misconduct.
- Be treated with respect and dignity, regardless of gender, gender identity, race, age, income level, physical abilities, cognitive abilities, or sexual, medical and mental health history.
- Have timely access to emergency and crisis counseling services.
- Be accompanied by an advocate while receiving victim services.
- Be informed of legal rights and available resources.
- Be informed of safety planning and protection services.
- Be informed of appropriate follow-up treatment, medical testing and counseling.
- Be notified of options for and assistance with changing academic and/or living situations if so requested and if such changes are reasonably available.
- Have the College conduct a prompt and thorough investigation of the complaint, preserving the privacy of the victim to the extent possible within the requirements of Title IX and the integrity of the investigation.
- Be able to give testimony in a campus hearing by means other than being in the same room with the accused.
- Have a support person present during campus proceedings.
- Be informed of the outcome of the campus proceeding.

Alleged or Suspected Violations of this Policy

Harcum College is committed to investigating all possible violations of this policy about which the school knows or reasonably should know (also referred to in this policy as “alleged or suspected violations of this policy”), regardless of whether a complaint alleging a violation of this policy has been filed and regardless of where the conduct at issue occurred.

The College’s ability to investigate in a particular situation, or the extent of the investigation or any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the College’s access to information relevant to the alleged or suspected violation of this policy. The College is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances.

Title IX Officers

Any inquiries regarding Title IX or this policy should be directed to one or more of the Title IX Officers identified below. These Officers will be available to meet with students regarding issues relating to Title IX and this policy.



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• Harcum College Lead Title IX Compliance Officer

The Harcum College Lead Title IX Compliance Officer is responsible for implementing and monitoring Title IX compliance on behalf of the College. This includes coordination of training, education, communications, and administration of grievance procedures for the handling of complaints alleging violations of this policy.

Claudine Vita – Executive Director, Human Resources and Lead Title IX Compliance Officer

Phone: 610-526-6012 (office)

Email: cvita@harcum.edu

Location: Melville Hall 221 Office

Hours: 9:00 a.m. to 5:00 p.m.

Deputy Title IX Coordinators

The Deputy Title IX Coordinators are responsible for implementing and monitoring Title IX compliance at the College and for notifying the Lead Title IX Coordinator of any alleged or suspected violations of this policy and the resolution of such alleged or suspected violations, regardless of whether a complaint is filed.

Students, faculty, and staff who have a complaint against a student, faculty, staff member, or other individual involving allegations of sex discrimination, sexual harassment, or sexual assault in violation of this policy should contact either of the Deputy Title IX Coordinators.

Individuals who have experienced sexual harassment or other acts of sexual assault may contact proper law enforcement authorities, including local police and any law enforcement officials at the school.

The Deputy Title IX Coordinators are obligated to contact the law enforcement agency with jurisdiction over the College when the victim has been exposed to bodily harm.

Lorie Taylor, Human Resources Generalist, Deputy Title IX Compliance Officer

Phone: 610-526-1647

Email: ltaylor@harcum.edu

Location: Melville Hall 220

Office Hours: Monday-Friday, 9:00 a.m. to 5:00 p.m.

Jameel Tucker, Director of Residence Life, Deputy Title IX Compliance Officer

Phone: 610-526-6092

Email: jtucker@harcum.edu

Location: Pennswood Hall Lobby

Office Hours: Monday-Friday, 9:00 a.m.-5:00 p.m.



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Emily Fahy, Director of Student Services Programming
Phone: 610-526-6052
Email: efahy@harcum.edu
Location: Academic Center 101
Office Hours: Monday-Friday, 9:00 a.m.-5:00 p.m.

Danyelee Dove, Director of Career and Transfer Services & Deputy Title IX Compliance Officer
Email: ddove@harcum.edu
Phone: 610-526-6047
Location: Academic Center 110
Office Hours: Monday- Friday, 9:00 a.m. to 5:00 p.m.

The acts listed below are included to clarify examples of acts which would qualify as gender-based discrimination or harassment against those with protected status under Title IX. The listing of these examples does not preclude nor set aside the formal codes of conduct listed elsewhere in College publication, handbooks, or addendums to the like. Violations of the College's codes of conduct may not constitute a violation of the Title IX Sexual Misconduct/Harassment policy but would be addressed under the proper College codes as found in the Student Code of Conduct or other applicable policies.

Definition and Examples of Conduct Prohibited Under this Policy

Prohibited conduct includes all forms of sex discrimination and sexual harassment, as well as all types of sexual assault. Sexual harassment which includes sexual assault and sexual misconduct, may take many forms.

1. Sexual Harassment

Sexual Harassment is:

- Unwelcome, gender-based verbal or physical conduct that is,
- Sufficiently severe, pervasive, and objectively offensive that it,
- Unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the College's education program and/ or activities, and is based on power differentials (*quid pro quo*), the creation of a hostile environment or retaliation. Sexual harassment may consist of repeated actions or may arise from a single incident if sufficiently extreme. The complainant and the alleged perpetrator may be of either gender and need not be of different genders.

2. Sexual Assault

Sexual assault is a particular type of sexual harassment that includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Non-Consensual Sexual Contact is:

- Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or woman, which is without consent and/or by force.

Non-Consensual Sexual Intercourse is:



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- Any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force.

3. Sexual Exploitation and Sexual Misconduct

Sexual Exploitation and Sexual Misconduct occurs when a student/employee takes non-consensual or abusive sexual advantage of another.

Examples of sexual exploitation and sexual misconduct include, but are not limited to:

- Invasion of sexual privacy
 - Prostituting another student
 - Non-consensual video or audio-taping or broadcasting of sexual activity
-
1. Sexual Contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
 2. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion.
 3. Intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger and oral copulation mouth to genital or genital to mouth contact), no matter how slight the penetration or contact.
 - Engaging in voyeurism.
 - Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals.
 - Sexually-based stalking and/or bullying may also be forms of sexual exploitation.
 - Physical assaults of a sexual nature, such as rape, sexual assault, sexual battery, molestation, or attempts to commit these acts.
 - The use or display in the classroom or workplace, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
 - Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome or sexual gestures, noises, remarks, jokes, questions, or comments about a person's sexuality or sexual experience.
 - Sexual activity with someone who one should know to be –
or based on the circumstances should reasonably have known to be –
mentally or physically incapacitated ¹(by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

1. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the Capacity to give knowing consent (e.g., to understand the “who, what, when, where, or how” of their sexual interaction).



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- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of drugs.

Use of alcohol or drugs will never function as a defense for any behavior that violates this policy.

Reporting Alleged Violations of this Policy; Investigation

As noted above, a student, faculty member, or staff member who has a complaint against a student,

faculty, staff member, or other individual involving allegations of sex discrimination or sexual harassment should contact Campus Safety immediately. Campus Safety will direct all incidents to a Deputy Title IX Coordinator. Although there is no specific time limit for reporting a suspected violation of this policy, an employee or student who believes that he or she has been subjected to conduct that violates this policy is encouraged to contact Campus Safety who will then report the incident to a Deputy Title IX Coordinator as soon as possible after the alleged act of discrimination, harassment, sexual assault, sexual misconduct or retaliation to discuss the available options for proceeding. Once the Deputy Title IX Coordinator has received a report of sexual harassment or sexual assault involving bodily harm, the Coordinator will forward the report to the Lead Title IX Compliance Officer who will contact the local law enforcement agency with jurisdiction over the College per a signed release completed by the victim should the victim of sexual assault choose to file a criminal complaint against the alleged perpetrator. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the College's investigation, but the College will commence its own investigation, as soon as is practicable under the circumstances. The College reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding.

The relevant Deputy Title IX Coordinator (or his or her designee) will conduct an investigation either alone or with one or more other College officials as deemed appropriate by the College. The investigation will be completed within sixty (60) days of the filing of a complaint or the date on which the College becomes aware of a suspected violation of this policy unless the College determines in its discretion that more time is required to complete the investigation. As part of the investigation, the Deputy Title IX Coordinator (or designee) will seek to interview the complainant and the accused. To help ensure a prompt and thorough investigation, complainants are encouraged to provide as much of the following information as possible:

- The name, department, and position of the person or persons allegedly causing the sex
- discrimination, sexual harassment, sexual assault, sexual misconduct or retaliation.
- A description of any relevant incident(s), including the date(s), location(s), and the presence of
- any witnesses.
- The alleged effect of the incident(s) on the complainant's academic standing, educational
- benefits or opportunities, position of employment, salary, employee benefits, promotional
- opportunities, or other terms or conditions of employment
- The names of other students or employees who might have been subject to the same or similar
- sex discrimination, sexual harassment, or retaliation.
- Any steps the complainant has taken to try to stop the discrimination, harassment, or



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- retaliation.
- Any other information the complainant believes to be relevant to the alleged discrimination,
- harassment, or retaliation.

The accused also is encouraged to provide as much information as possible in connection with the investigation.

The College reserves the right to suspend or place on immediate administrative leave any member of the campus community accused of violating this policy, or to take any other interim measures the

College deems appropriate, pending the outcome of an investigation and/or disciplinary proceedings. Such interim measures can include, but are not limited to, placing an employee on paid or unpaid administrative leave, removing a student from campus housing and/or current classes, modifying course schedules, and issuing a “no contact” order

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.

Harcum 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 through the Student Handbook.

Smoking devices include cigarettes, cigars, e-cigarettes, hookas, pipes and bongos.

Tobacco products include tobacco used for any purpose including but not limited to: cigar, cigarettes, pipe smoking and smokeless tobacco.

E-cigarettes are cigarette-shaped devices containing nicotine-based liquid that is vaporized and inhaled, used to stimulate the experience of smoking tobacco.

Visitors shall be notified upon entrance into each building on campus through posted notices promoting Harcum’s 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.



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Harcum will make every effort to train the college community in its enforcement and compliance with the smoking policy. Students not complying with the smoking policy will be referred to the Dean of Student Life for possible disciplinary action:

1st Offense: The student may be required to pay a \$50.00 fine, perform community service and complete an educational assignment. The student's housing contract may be placed under review for one semester; if an on-campus resident.

2nd Offense: The student may be required to pay a \$100.00 fine, perform community service and complete an educational assignment. The student's housing contract may be placed under review for two semesters; if an on-campus resident. Additionally, the student's housing contract will be in extreme jeopardy of forfeiture.

3rd Offense: The student may be required to pay a \$200.00 fine, perform community service and complete an educational assignment. The student may be referred to Office of Counseling Services and will forfeit their residential housing via termination of the housing contract.

***Reference Code of Student Conduct**

WEAPONS POLICY

The possession of air rifles or pistols, firearms, ammunition, gunpowder or other dangerous articles or substances is strictly prohibited on Harcum College property and at College-sponsored events.

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 College President for review and determination.
- 3) Recommendations for major changes in policy are referred to the President's Cabinet by the College President.
- 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 Education Rights and Privacy Act



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The Family Educational Rights and Privacy Act (FERPA) of 1971 protects the privacy of student educational records. The Act gives students the right to inspect and review educational records, the right to seek to amend those records, and the right to limit disclosure of information from the records. The legislation is intended to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education. Every Faculty and staff member who comes into contact with education records should be aware of his responsibilities in protecting the privacy of those records, thus maintain compliance with federal law.

Who is protected under FERPA?

Students, currently or formerly enrolled, regardless of their age or status in regard to parental dependency, are protected. Students who have applied to but have not attended Harcum College and deceased students are not protected under FERPA.

What are education records?

An education record is any record that contains information that is directly related to a student and is maintained by an educational agency or institution or by a party acting on the behalf of the institution. Education records include any records in whatever medium (handwriting, computer media, print, email, magnetic tape, film, diskette, microfilm, microfiche, video or audio tape, etc.) that are in the possession of any school official.

The following are examples of education records:

- Student Folders in Admissions/Registrar/Financial Aid/Program Directors-Advisors Offices/Placement Testing Office.
- Student Classroom activities or homework that is maintained by the college as part of the student's permanent record
- Reports and records – computer generated or other
- Class roles and grade books
- Application forms for student organizations/activities
- Surveys which require student names
- Memos between college employees

Exceptions to the “education records” include:

- Sole Possession Records
- Employment Records – unless contingent on attendance
- Law Enforcement Records
- Alumni Records – or those that only contain information about a student after he or she is no longer a student

Definitions of identifiable information

- Student's name
- Name of the student's parent or other family members
- Address of the student or student's family
- A personal identifier, such as social security number



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- List of personal characteristics that would make the student's identity traceable

What is Directory Information?

Directory Information is information that is generally not considered an invasion of privacy if disclosed. A policy for assigning directory information, or having no directory information at all, must be determined and adhered to by institutions. Under the terms of FERPA, Harcum College has established the following as directory information.

- Name
- Address
- Telephone number
- Dates and place of birth
- Dates of attendance
- Major fields of study
- Awards
- Honors
- Degree(s) conferred (including dates)
- The most recent previous educational agency or institution attended by the student

The above information may be released at the discretion of the College without consent of student. However, under FERPA, each student has the right to withhold any or all the information. Harcum College will honor a student's request to restrict the release of "Directory Information". Once restricted, that information cannot be released without the prior written consent from the student or otherwise allowed by FERPA.

Under what conditions is prior consent not required to disclose information?

- To school officials with legitimate educational interests
- To schools in which a student seeks or intends to enroll
- To federal, state, and local authorities conducting an audit, evaluation or enforcement of education programs
- US Comptroller General
- Secretary of Education
- U.S. Attorney General (for law enforcement purposes only)
- State and local educational authorities (for purposes of audit, enforcement or compliance only)
- Immigration and Naturalization Services (international students only)
- Military for recruiting purposes only (Solomon ACT)
- Internal Revenue Service (compliance with Taxpayer Relief Acts of 1997)
- Department of Veterans Affairs (for students receiving educational assistance only)
- In connection of financial aid
- To accrediting organizations (for accrediting purposes only)
- To parents who claim students as dependent's for Federal Tax Purposes
- To parents who claim students as dependent's for Federal Tax Purposes



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- To comply with a judicial order or subpoena (accompanied by a reasonable effort to notify the student)
- In a health or safety emergency
- Directory information
- To the student
- Results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rules or policies (Foley Amendment)
- Disclosure to a parent of a student under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies (Warner Amendment)

What is Legitimate Educational Interest?

Legitimate educational interest is a demonstrated need to know by officials of an institution who act in the student's educational interest, including faculty, administration, clerical and professional employees and student workers. Each must be accessing the student's record as part of their assigned college task. Access to this information does not constitute authorization to share the information with a third party.

How does this affect Faculty at Harcum?

Posting of Grades: Neither names nor social security numbers may be used in posting grades. Each student's grades are to be protected from other students' viewing and knowledge.

Use of class lists for attendance: Class lists that contain social security numbers may not be used in passing around class around class lists for attendance purposes.

Returning of Papers: Papers may not be returned via an open distribution system such as leaving them in a public area, or stacking them on a table in the classroom for students to pick up.

Grades via email: There is no guarantee of confidentiality in transmitting information electronically. Faculty who want to send grades to students via email will need to have signed release from their students.

Letters of Recommendation: Writing permission from the student is required before educational information such as grades, GPA or other non-directory information is included in a letter of recommendation. Personal observations about the student are acceptable and can be included in a letter of recommendation without the student's written permission.

HARCUM COLLEGE STATEMENT OF LEGITIMATE EDUCATIONAL INTERESTS

Within the institution, information from educational records of a personally identifiable nature is given without the consent of the student to administrative officials, faculty members and their staff ONLY for legitimate of a school official's access to student records:

A legitimate educational interest exists if the information requested has an educationally related purpose and is necessary for a school official to perform appropriate tasks or to make a judgement within the scope of the official's assigned responsibilities. More particularly, the following criteria shall be taken into account in determining the legitimacy of a school's official's access to student records:



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- The official must seek the information within the context of the responsibilities that he or she has been assigned;
- The information sought must be used within the context of official College business and not for the purposes extraneous to the official's area of responsibility or to the College;
- The information requested must be relevant and necessary to the accomplishment of some task or to making some determination within the scope of College employment;
- The tasks must be determined to be consistent with the purposes for which the data is maintained. Request related to institutional research and studies are subject to this criterion;
- The information provides a service or benefit relating to the student, such as health care, counseling, financial aid, recommendations, or selection for awards, prizes, or membership in honorary societies.

Disclosure to a school official having a legitimate educational interest does not constitute institution authorization to transmit, share or disclose any or all information received to a third party.

AN UNAUTHORIZED DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM THE EDUCATION RECORDED OF THE STUDENT IS PROHIBITED.

OFFICE OF STUDENT RECORDS (REGISTRAR).....

610.526.6007
Melville Hall
First Floor

Attendance/Enrollment Certifications

If a student requires a letter certifying attendance or enrollment at Harcum the student must contact the Office of Student Records at 610.526.6007.

Grades

Faculty members submit grades through "Self Service" 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 the last class and within 24 hours for students who are graduating.

Registration

Students should register for classes via the Self Service Portal or through their Program Director. It is the student's responsibility to meet with their Program Director and register for classes.

Pre-Registration

Currently enrolled students are encouraged to meet with their Program Director for assistance in registering for the upcoming semester's courses. Registration is done through "Self Service." Exact dates for pre-registration are published on the Academic Calendar.

Registration

New students and current students who choose not to enroll during pre-registration have the option of meeting with Program Directors and enrolling during the registration period.



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Non-matriculated students may register directly through the Office of Student Records, Melville Hall, First Floor.

Transcript Requests

The official transcript is Harcum College's official statement of your academic record. For your protection, we will not release an official transcript without your permission (via secure, authenticated login and/or signature). Harcum College is now working with Parchments to accept transcript orders over the internet through their secure site. Students and alumni may come to the Office of Student Records to request a transcript in person or order online at [Office of Student Records \(Registrar\)](#).

There is a \$10.00 fee per paper transcript or an \$8.00 per electronic transcript. Transcripts are processed within 48 hours upon receipt of request.

Official copies of transcripts may be withheld based on outstanding financial or other obligations to the college.

Office of Student Records can furnish transcripts of work completed at Harcum College. For an official transcript of work done elsewhere, including high school, you must request the transcript from the institution where the work was done.

RESIDENCE LIFE

610.526.6092 or 6081

**Pennswood Hall
First Floor Lobby**

Living in the Residence Halls provides students with a variety of opportunities to develop and expand upon the skills and attitudes necessary to become positive members of society. As a community member residents are expected to:

- respect the privacy and needs of neighbors;
- promote safety, respect and an appreciation of differences; and
- uphold Harcum's standards of behavior.

The main objective of the Residence 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 qualified and trained individuals committed to creating a positive and interactive community experience.

Residence Halls

Klein Hall residential rooms are located on the third and fourth floors of the building and provide easy access to the Fitness Center, Gym, Dining Hall, Office of Campus Safety, and Health Center. The women's floor of Klein Hall is designated as the 24-hour quiet study floor; while the men's floor maintains normal quiet hour restrictions. There are 38 rooms in this building that can accommodate up to 76 residents.

Pennswood Hall is Harcum's largest residence hall and is comprised of 131 rooms that accommodate 252 residents. Both male and female students occupy this building, which is broken down by various living-learning communities that encapsulate a wide diversity of residents, as well as Residence Life offices, a daycare center, and the Early Childhood Education program.



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Residence hall rooms are furnished with 2 twin size beds, 2 desks, 2 vanity dressers and window blinds. Furniture from home is prohibited. Harcum does not provide personal housekeeping, laundry service, bed linen, blankets, pillows, towels, washcloths, study lamps, rugs, etc. Many personal items can be purchased in the local area or through the Campus Store located in the Academic Center, Lower Level.

Harcum 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 certified and surge protected with built-in circuit breakers. Overloaded extension cords and cords under rugs are not allowed. Personal refrigerators exceeding 3.5 cubic feet in size are prohibited from

use and only 1 microwave of no more than 600 watts is permitted per room. Harcum 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.

Residence Life provides the following services:

Recreational Equipment: Board games, billiard equipment, flat Screen TVs located in the lounges and other recreational equipment are available in the game lounges or can be obtained through the Office of Residence Life for student use.

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.

Vending Machines: Vending machines are conveniently located in the lobby areas of each residence hall.

Cable Ready Rooms: Comcast representatives are available throughout the academic year for students who are interested in receiving cable television service. Students must contract with Comcast individually for service and are personally responsible for all bills. Harcum will not be held responsible for any financial disputes arising over cable television bills or collection.

Wireless Internet Service: Both residence halls, including rooms and lounges, are equipped with Wi-Fi access at no additional charge to students.

Housing Deposit

A \$200 housing deposit must be submitted to the Bursar's Office along with the standard housing application prior to moving into the Residence Hall. The damage deposit is refunded to the student minus any unpaid individual or public area damages bills assessed when the student permanently moves out of the residence halls. If the new student decides not to move into the residence halls, \$100 of this deposit is forfeited and the remaining \$100 will be credited to the student's tuition bill. If the new student decides not to attend Harcum, \$100 of this deposit is forfeited and the remaining \$100 will be returned to the student.

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



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move to a room other than the one which assigned by the Director Residence Life will be required to move back to the assigned room, and will be subject to disciplinary action. Harcum reserves the right to make room changes anytime it is deemed in the best interest of the students involved, the building, and the College.

Moving In, Moving Out, and Withdrawing from Housing

All resident students must be cleared by the Student Accounts Office before moving into the residence halls. Prior to move-in, the resident will receive instructions regarding move-in procedures. Any damage that occurs during occupancy will be assessed to the room occupants.

It is the resident's responsibility to move out of their room. All residents must arrange a scheduled time frame with a Residence Life Staff member when changing rooms, moving out prior to the close of the semester, or if moving out at the close of the semester. 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 an improper checkout fee.

Room keys must be relinquished if the resident is permanently exiting the Residence Hall or during move out at the close of each Spring semester. Rooms must be returned to the same condition they were in upon move-in.

Opening and Closing of Residence Hall: Holidays and Vacations

Dates and times of the Residence Hall opening and closing will be posted in the residential halls as well as on Harcum's website. Residents do not have the option of remaining in the Residence Halls after a scheduled closing time or enter the Residence Halls prior to a scheduled opening time without express written permission from the Director of Residence Life. Students who are required to stay on campus because of academic or athletic programming or cannot leave the campus during vacations/holidays must obtain written permission from the Director of Residence Life to remain in the halls. Housing accommodations for the aforementioned 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

Harcum has set up appropriate rules and procedures for maintaining a safe environment for all resident students and these policies and procedures must be followed at all times.

Both residence halls have designated main entry and exit doors. Each residence hall maintains a Campus Safety Office staffed by a Campus Safety Officer and a system of monitored 24-hour camera surveillance footage.

Guest Policy

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

All guests must adhere to the Residence Hall policies. If a resident student does not have a student ID, that student is prohibited from signing in a guest. All guests (friends or family members) must have a valid



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College, state, passport, or military photo ID. This ID must be relinquished to a College official and a visitor's pass will be provided to the guest. The visitor's pass must be on their person at all times, prior to visiting a resident's room. If a guest does not have a picture ID card, that individual will be denied admission to the residence halls. Visitation sign-in hours are 7:30 am – 11:30 pm, Monday through Sunday. All day visitors must be checked out by 11:30 pm. Visitors present after 11:30 pm will be charged an overnight stay. Each resident is permitted no more than 1 guest per visit. All visitors must be at least 18 years of age. A visitor may stay 2 nights in a 14-night period; only with the permission of the student's roommate. All visitors without a visitor's pass will be escorted from the residence halls immediately.

ID Cards/Dining Hall Access

All student identification (ID) cards are issued by the Office of Campus Safety. Each resident receives a proximity card for entrance into their buildings and the Dining Hall. All residents are required to possess their ID cards at all times.

UNMANNED AERIAL VEHICLE (UAV) POLICY

This policy applies to: Harcum College employees and students operating unmanned aircraft vehicles in any location as part of their College employment or as part of College activities.

Policy Statement: Harcum College must comply with FAA requirements, state law, and any other locally applicable laws or regulations regarding unmanned aircraft systems. Inherent risks in the operation of such equipment require additional insurance provisions and policy considerations. UAV regulation is emerging and multi-faceted. The use of un-crewed aerial vehicles ("UAVs") along with aerial vehicles known as "drones" can make significant contributions to College research and service/outreach in a variety of disciplines. Additionally, aerial photography with UAVs can potentially assist in College Academic (Study, Research), land management, athletics, law enforcement and other support functions. To this end procedures have been established to ensure compliance with those legal obligations and to reduce risks to safety, security and privacy.

Policy Summary: To provide direction to anyone possessing or operating a UAV on Harcum College property. Direction includes registration of specific UAV types, rules & regulations that govern the use along with specific sanctions for violating this policy.

Definition of Terms in Statement: For the purpose of this Harcum College policy on UAVs, the following classifications have been identified. Recreational Aerial Vehicle and Drone (Definitions below)

Recreational Aerial Vehicle (RAV) – Any UAV fewer than ten pounds that is not equipped with any kind of camera or data collection device.

Drone – Any UAV fewer than ten pounds that has a camera or any data collection device installed. This includes "First Person View" (FPV).

FPV– "First Person View" UAV. Camera attached to a UAV solely used by operator to navigate vehicle.



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FAA – Federal Aviation Administration

“Micro” (UAV) – Weighing less than one pound and made for “indoor/ outdoor use”

VLOS – Visual Line of Sight **Procedures:**

- All Student, Staff and Academic Departments possessing a UAV on campus will be subject to these regulations.
- The Office of Campus Safety will enforce these regulations as they do with all college regulations.
- As with all regulations, the campus community will be expected to report any reckless, irresponsible and malicious activity.

Registration: Only UAV’s functioning for the purpose of education or data collection and receiving prior authorization via the VP of Academic Affairs can/will be eligible for registration through office of Campus Safety. All registration will be issued in writing, via email, through Campus Safety. There is no cost to register.

All Operators of any UAV’s must abide by these regulations:

1. Aircraft must not weigh more than ten pounds.
2. Do not operate UAV’s weighing more than one pound in areas of campus that are prohibited. Permission to fly a UAV weighing more than one pound in prohibited areas must be obtained through the Director of Campus Safety; in writing.
3. Do not fly beyond line of sight. (FAA)
4. Do not exceed 400 feet of altitude. (FAA)
5. Do not use a metal blade propeller.
6. Do not fly directly over unprotected people, property and structures.
7. Do not operate in a reckless or careless manner or under the influence of alcohol/ drugs.
8. Flying beyond your established flight line or designated perimeter is strictly prohibited.
9. UAV’s “Drones” must be registered with Campus Safety. Failure to register will result in Reprimands, Fines, Disciplinary action and/ or loss of privilege to possess UAV on campus.

Appropriate and Prohibited Uses

- UAV shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, locker rooms, residential facilities, changing or dressing rooms, and health treatment facilities.
- UAV shall not be used to monitor or record residential hallways, residential lounges, or the insides of campus daycare facilities.
- UAV shall not be used to monitor or record sensitive institutional or personal information which may be found, for example, on an individual's workspaces, on computer or other electronic displays.



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Sanctions

Any violations of college policies by an individual will be dealt with in accordance with applicable college policies and procedures, which may include disciplinary actions up to and including termination from the college.

1. Up to a \$500.00 fine
2. Reprimand and disciplinary action by the College.
3. Registration revoked and/ or loss of privilege to fly or possess a UAV on Harcum College campus.

Fines or damages incurred by individuals or units that do not comply with this policy will not be paid by Harcum College and will be the responsibility of those persons involved. Legal prohibitions regarding physical presence on campus/trespassing and other legal actions may also be pursued against individuals unaffiliated with the college (guests) that operate UAV in violation of this policy.

ACADEMIC LIFE

Please see [Course Catalog](#).