

HARCUM COLLEGE



OFFICIAL STUDENT HANDBOOK

2007—2009

TABLE OF CONTENTS

Harcum College Official Student Handbook.....	1
Harcum College Mission Statement.....	1
Student Affairs Mission Statement.....	1
Accreditation.....	1

SECTION I: GENERAL INFORMATION

Bookstore.....	2
College Bulletin Boards/Posting Policy	2
Disability Services.....	2
Financial Aid.....	2
Food Services.....	5
Food / Vending Machines.....	5
Fundraising.....	5
Identification Cards.....	6
Library.....	6
Lost and Found.....	7
Mailbox/Post Office.....	7
Parking.....	7
Personal Property/Insurance.....	8
Snow and Weather Emergency Closing Policy.....	8
Student Accident and Health Insurance.....	8
Telephone Service.....	8

SECTION II: COLLEGE POLICIES AND PROCEDURES

Crime Awareness and Public Safety.....	10
Equal Opportunity Policy.....	10
Parental/Guardian Notification.....	11
Religious Holiday Observance.....	11
Student Educational and Privacy Rights.....	11
Standards and Procedures for Policy Change.....	13
Student Code of Conduct.....	14
Jurisdiction.....	14
Violations of the Law and College Policy.....	15
Misconduct Subject to Disciplinary Action.....	15
Abuse of the Judicial System.....	15
Aiding and Abetting.....	15
Acceptable of College Computing Services.....	15
Alcohol Policy.....	16
Classroom Disruption.....	16
Destruction or Attempted Destruction of Property.....	17
Detrimental Behavior.....	17
Dishonesty.....	18

Disorderly or Disruptive Conduct.....	18
Drugs.....	18
Explosives.....	18
Fire Safety/Fire Drills/Fire Equipment.....	18
Failure to Comply with an Appropriate Directive.....	18
Gambling.....	18
Harassment Policy.....	19
Bias-Related Incidents	19
Ethnic Intimidation.....	19
Sexual Harassment	19
Key Duplication/Use or Possession of Master Keys.....	23
Participation in a Campus Demonstration.....	23
Physical Assault or Attempted Physical Assault.....	24
Residence Hall Regulations and Policies.....	24
Sexual Assault.....	24
Smoke Free College.....	25
Theft or Attempted Theft.....	25
Trespassing.....	25
Unauthorized Entry.....	25
Utterance of Threats.....	26
Violation of federal, State, or Local Laws.....	26
Weapons.....	26
Windows/Balconies/Rooftops.....	26
Interpretation and Revision to Acts of Misconduct.....	26
Amendment to Acts of Misconduct.....	26
Student Judicial Process.....	26
Formal Disciplinary Complaint.....	26
General Procedures.....	27
Judicial Rights and Responsibilities.....	28
Judicial Board.....	29
Hearing Procedures.....	29
Appeal Process.....	31
Sanctions for Violations.....	32

SECTION III: STUDENT SERVICES AND RESIDENCE LIFE

Career Services.....	34
Counseling Services.....	34
Dining Services.....	34
Disability Services.....	36
Policy for Students Disability Services.....	36
Grant Funded Programs.....	41
Health Center.....	42
International Student Services.....	43
Transfer Services	43
Tutoring and Learning Accommodations.....	43

Campus Activities.....	43
Freedom of Speech and Campus Activities.....	43
Athletics.....	44
Fitness and Wellness.....	44
Student Leadership Opportunities.....	44
C.O.R.E. - Creating Opportunities for Reaching Excellence.....	44
Peer Mentors.....	44
Resident Advisors - RAs.....	44
Student Ambassadors	44
Student Organizations and Clubs.....	45
Academic and Professional Organizations.....	45
Dental Assisting Club.....	45
Fashion Club.....	45
Medical Lab Technicians / Allied Health Sciences.....	45
Student Nurses' Association of Pennsylvania –SNAP.....	45
Harcum Association for the Education of Young Children – HAEYC.....	45
Organization of Animal Technician Students – OATS.....	45
Student American Dental Hygienist Association (SADHA).....	45
Physical Therapist Assistant Club.....	46
Honor Societies	46
Phi Kappa Theta.....	46
Lambda Nu.....	46
Special Interest Groups.....	46
Ebony Club.....	46
Governance.....	46
Student Government Association – SGA.....	46
Service Learning.....	46
Residence Life.....	47
Staff.....	47
Facilities & Equipment.....	47
Policies and Procedures.....	48
Community Living Policies.....	48
Rules and Regulations.....	49
Security Policies.....	51
Fire Safety Regulations	52
Conditions of Occupancy.....	53

SECTION IV: ACADEMIC LIFE

Academic Programs.....	57
Academic Advising Services.....	57
Program Change.....	57
Academic Warnings	57
Attendance Policy.....	57
Course Add/Drop.....	58
Course Withdrawal.....	58

Grade Point Average	58
Probation.....	59
Required GPA Table.....	59
Limited Load.....	60
Suspension.....	60
Academic Dismissal.....	60
Withdrawal from Harcum.....	61
Harcum Reinstatement.....	61
Academic Honors.....	61
Transfer Credits.....	62
Challenge Examinations.....	62
Graduation Requirements.....	63
Commencement	63
Academic Conduct and Violations.....	63
Examination Procedures.....	64
Written Work.....	64
Laboratory/Studio Work.....	64
Procedures for Academic Violations.....	64
Penalties for Violations of Academic Misconduct.....	65
Appeal.....	65
Academic Grievance.....	65
Academic Grievance Procedures.....	65
Grade Appeal.....	65
Tutoring and Learning Accommodations.....	65
Tutoring and Learning Skills.....	66
Computer Tutorials.....	66
Accommodations and Testing.....	66
Academic Advising.....	66
School of Continuing Studies.....	66
College Governance.....	67
Judicial Board.....	67
Harcum Advisement Council.....	67
Academic Calendar.....	68
Fall 2007, Spring 2008	68

Harcum College

Official Student Handbook

2007 – 2009

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

Since 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 changed.

HARCUM COLLEGE MISSION STATEMENT

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

STUDENT AFFAIRS MISSION STATEMENT

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

ACCREDITATION

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

SECTION I

GENERAL INFORMATION

BOOKSTORE - 610-526-6041 Academic Center, lower level

The Harcum College Bookstore provides the college community with textbooks, school supplies, Harcum merchandise, and other novelties. The Bookstore also has a coffee bar, lounge, and internet accessible computers. The hours of operation are Monday through Friday, 8:30 a.m. to 5:30 p.m. Accepted methods of payment include cash, MasterCard and Visa. Checks are not accepted. To visit the Harcum College Bookstore log onto <http://www.harcum.edu/bookstore/>.

COLLEGE BULLETIN BOARDS / POSTING POLICY 610-526-6028

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

DISABILITY SERVICES 610-526-6036 Klein Hall, second floor

Harcum College is committed to providing equal educational opportunity and participation for qualified students diagnosed with disabilities in compliance with applicable federal and state laws. Disclosure of a disability is voluntary, and the information is kept confidential in the Office of Student Disability Services.

A request for classroom and/or testing accommodations should be made after acceptance into the College but prior to the start of each semester. The student must provide documentation of disability and arrange an appointment with the Coordinator of Disability Services to initiate the services. Early contact with the Coordinator is essential. Guidelines for documentation and information on services can be found in this handbook. Please see Section III, Disability Services.

FINANCIAL AID 610-526-6159 Melville Hall, second floor

Students must complete the Free Application for Federal Student Aid (FAFSA) by April 1st to be considered for all federal, state and institutional aid, including loans. To be considered for Federal Stafford Subsidized/Unsubsidized loans, all first time student borrowers, transfer students and students attending Harcum for the first time, must complete an Entrance Interview and a Master Promissory Note (MPN). All students receiving financial aid must maintain satisfactory academic progress requirements and adhere to the rules and regulations of the Anti-Drug Abuse Act in order to continue receiving aid. **Harcum College's Federal School Code: 003272**

SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL STUDENT AID PROGRAMS

Standards

Effective April 2006, Harcum College has revised the standards for Satisfactory Academic Progress. The purpose of this policy is to provide students with information on Harcum College Satisfactory Academic Progress Standard. This document will describe credit requirements to retain eligibility, duration of eligibility, and the restoration of eligibility if lost during enrollment.

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

A step-up GPA system ensures that the student's academic work is consistent with the College's standards for academic standing and graduation. For the definition of attempted and earned credits and for the formula to calculate GPA, please contact the Office of Registrar.

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

Minimum

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

Student Aid Programs Impacted by the Standard

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

Eligibility

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

Hence, all terms of enrollment at Harcum College, including summer, are included in the measurement. Students who have met the minimum credit requirement (67% of the cumulative credits attempted), who are in good academic standing according to College policy (GPA requirement), and who have not exceeded the appropriate number of credits (150% times total credits in program = number of allowable credits to attempt) to complete their degreed program, are considered to have maintained satisfactory academic progress and are eligible for continued student aid assistance for upcoming enrollment.

Maximum Time Frame

Satisfactory academic progress also establishes a maximum time frame in which students must complete their program of study in order to remain eligible for financial aid funds. The maximum time frame for degree completion at Harcum College cannot exceed 150% of the published program length for a full-time student; a part-time student's maximum time-frame is pro-rated

A change of major is only permitted twice. If a student exceeds the maximum time frame of 150 percent of credits for the published length of the program of study (i.e. 64 credits times 150% = 96 allowable credits to attempt) he/she may appeal for one semester of additional aid eligibility by writing to the Director of Financial Aid. Please note that a letter from an academic advisor must accompany the student's letter of appeal with the number of courses that the student has left to fulfill his/her graduation requirements.

Conditions

Credits earned include passing grades of A, B, C, D, or P. Courses repeated for better grades that were previously passed are not included towards credits earned but are included towards credits attempted. Grades of AU (Audit), I (Incomplete), W (Withdrawal), WP (Withdrawal Passing) WF (Withdrawal Failing), as well as F (Failure) are NON-passing, unsatisfactory grades and count towards credits attempted. Credits earned for remedial courses are considered non-matriculating credits. Remedial Credits are included towards satisfactory progress for GPA, credit completion (earned) but not counted towards total credits earned for graduation.

Probationary Status

Students who are unable to successfully complete the eligibility requirements listed above, but are within 6 credits of meeting the minimal standard, will automatically be given a **one-time probationary period** to establish progress while still receiving their student aid. During the probationary period of one academic year students must successfully complete a minimum of 24 credits for full-time students or the minimum number of 12 credits for part-time. For further clarification on College GPA, warning, probation, limited load suspension and dismissal for Academic Standing, refer to the Harcum College Course Catalog and the Academic Life section of this handbook. Those students, who continue to not make progress after the one-time probationary period, will be dropped to unsatisfactory and be denied financial aid for any upcoming enrollment periods until the deficient number of credits is successfully completed.

Unsatisfactory Progress

Students who fall below the required annual credit limit and have already used the one-time probationary period are considered not making satisfactory progress and are ineligible for student aid assistance. Regaining eligibility can occur for future semesters once the required number of

deficient credits has been successfully achieved. Students who have withdrawn (for any reason) from the College for two or more consecutive semesters (including summers) will be ineligible for further assistance until satisfactory academic progress has been regained.

Appeals

All students have the right to appeal. This may be done by completing an appeal form and submitting it to the Financial Aid Office. The Financial Aid Office 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:

- a.) illness or injury of the student
- b.) death of a close family member
- c.) other extenuating circumstances

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 about what they must do to be eligible for financial aid. Anyone who is reinstated will be considered to be making satisfactory academic progress during the period of reinstatement, but will be re-evaluated after that period. Unsatisfactory determinations made by the Financial Aid Office may be appealed to the Dean of Academic Affairs. The decision of the Dean of Faculty is final.

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

FOOD SERVICE 610-525-6262 Klein Hall

The College's dining hall is located on the main floor of Klein Hall and is open to all students. Resident students are automatically assigned a full board plan (19 meals per week) and must present their valid ID at all meals. Commuter students and guests must pay for each meal. See Section III of his handbook Dining Services for further information.

FOOD/VENDING MACHINES 610-525-6262

Snacks are available in the food machines throughout the campus. Please notify Sodexo Dining Services, located in Klein Hall, if the machines are out of order.

FUNDRAISING 610-526-6028

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

IDENTIFICATION CARDS 610-526-6099

All Harcum students are required to have student ID cards while taking classes at Harcum College. ID cards are required to borrow books from the Library, to use the athletic facilities, to

enter the dining hall and to enter the residence halls. To replace a stolen or lost ID card, students must contact the Office of Public Safety. Replaced ID cards are processed for a \$20.00 fee.

LIBRARY 610-526-6066, Academic Center, first floor

It is the Library's mission to provide a collection that reflects the diversity of students' abilities, interests, and comprehension levels.

The library staff consists of five professional librarians and three paraprofessionals. A professional librarian is available at all times for reference/research assistance.

Library resources include books, periodicals, periodical and newspaper indexes in electronic and paper formats, newspapers, maps, microfiche, audiovisual items, and full-text and partial full-text electronic and CD-ROM databases. Full-text databases include EbscoHost, Sirs Researcher, Infotrac Health Reference Center, CINAHL (Allied Health Literature), Proquest Nursing Journals, Criminal Justice Journals, and Medline. The library has 70 CD-ROM databases and over 1000 videos/DVDs.

Access to the Library's collection and to certain electronic databases is available online in both the Library and throughout the campus network. The Library has an online catalog of library-owned materials. Students who are not on campus can access the catalog and many electronic databases via the World Wide Web. Also, students may use the Library's computers to gain access to the Internet, to do email and to write papers. The library maintains a laptop lending program for faculty and staff, and these are occasionally available to students for classroom presentations.

The Library's web page: http://harcum.edu/CS_LIB_Harcum_Library.aspx allows students to link directly to over 750 Internet resources in 25 subject areas. These resources have been reviewed by library professionals for authority, accuracy, timeliness, objectivity, and coverage. Links to scholarly e-journals are also available.

Harcum is a member of the Tri-state College Library Cooperative, an affiliation that gives Harcum students access to the collections of 44 colleges and universities in the Delaware Valley area. The library also has a cooperative arrangement with the medical and nursing libraries at the Bryn Mawr Hospital. In addition, Interlibrary Loan gives students borrowing access to millions of books and periodicals from libraries all over the United States.

Books circulate for three weeks and may be renewed either in person or by telephone. A reserve collection of special books and materials is housed behind the circulation desk. Reserve books must be used in the library. Audio-visual materials circulate over night. Periodicals do not circulate. Any library materials that are not returned on time are subject to fines and an overdue processing charge.

The Library is open seven days a week when school is in session.

The Library's regular hours are:

Monday-Thursday	8:00 am -10:00 pm
Friday	8:00 am - 4:30 pm
Saturday	12:00 pm -4:00 pm
Sunday	1:00 pm -5:00 pm, 6:00 pm -9:00 pm

LOST AND FOUND 610- 526-6041, Post Office Academic Center, ground level

Hours are Monday to Friday, 9:00 am - 3:45 pm. All found articles are to be taken to the Post Office immediately. Lost items may be recovered by providing proper identification.

MAILBOX/POST OFFICE 610-526-6041, Academic Center, ground level

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

PARKING – 610-526-6046/6099 Office of Public Safety Klein Hall, first floor

Students are required to pay a vehicle registration fee to park on campus. Vehicle registration forms and parking permits are available in the Office of Public Safety located in Klein Hall. Parking permits costs are as follows: \$80, fall and spring semesters, \$40 per semester, and \$20 summer. The parking permit sticker must be placed on the rear window right hand side so that it can be seen easily. Student parking is restricted to spaces that are not designated as faculty, staff, visitor or handicapped.

Penalties for student infractions of parking regulations are as follows:

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

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

PERSONAL PROPERTY/INSURANCE

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

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

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

SNOW AND WEATHER EMERGENCY CLOSING POLICY

In the event of adverse weather conditions or other emergencies, the Provost of the College may declare the College closed, closed early for the day, or a one – to- two hours delayed start. For closing or delayed start information, students may dial the main number (610) 525-4100 X1042, check the College website(www.harcum.edu), or tune in to KYW-1060 AM radio or FOX 29 television station.

Announcements begin as early as 4:30 am and are repeated twice an hour. On KYW the College's school closing numbers are 300 for day classes and 2300 for evening and Saturday classes.

STUDENT ACCIDENT AND HEALTH INSURANCE

Harcum College offers a Student Accident and Sickness Insurance plan. If a student is not covered under another plan (parent, individual, etc.), the student is required to purchase the Harcum plan. Students will receive a waiver form from the College which will enable them to waive purchasing the College's plan showing proof of health insurance. Waivers can be obtained from the Bursar's office, the Health Center or Student Affairs.

Students participating in athletics or other activities do so at their own risk. Reimbursement for medical costs incurred by the student as a result of injuries during sports, intramural, classroom activities, student activities or in the residence halls must be filed with the student's health insurance carrier.

TELEPHONE SERVICE

The College has an automated telephone system to direct and forward calls to the appropriate departments. The College's main number is (610) 525-4100. An operator is available for assistance during business hours (Monday through Friday 8:30 am – 5:30 pm) by dialing the main number and pressing "0". An evening operator is also available Monday through Thursday from 5:30 pm - 7:00 pm. In cases of emergency, students may contact our 24-hour Campus Safety directly at (610) 526-6099.

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

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

SECTION II

COLLEGE POLICIES AND PROCEDURES

CRIME AWARENESS AND PUBLIC SAFETY

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

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

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

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

- (1) liquor law violations; in compliance with House Bill No. 464
- (2) drug abuse violations; and
- (3) weapons possession.

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

EQUAL OPPORTUNITY POLICY

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

PARENTAL/GUARDIAN NOTIFICATION

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

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

RELIGIOUS HOLIDAY OBSERVANCE

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

STUDENT EDUCATIONAL AND PRIVACY RIGHTS

Family Education Rights and Privacy Act

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

1. Right to Inspect: You have the right to review and substantially inspect all of your education records maintained by, or at this institution.
2. Right to Prevent Disclosures: You have the right to prevent disclosure of education records to third parties with certain limited expectations. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
3. Right to Request Amendment: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request. You also have the right to submit an explanatory statement for inclusion in the record if the outcome of the hearing is not satisfactory.
4. Right to Complain to FERPA Office: You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202, concerning this institution's failure to comply with FERPA.

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

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

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

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

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

7. Permitted Disclosures: As stated, FERPA permits the disclosure of certain information without prior written consent. These disclosures include: (a) the disclosure, to an alleged victim of any crime of violence, of results of any disciplinary proceeding conducted by the College against the perpetrator of the crime; (b) the disclosure to teachers and school officials from the College and other schools with a legitimate educational interest, of information concerning disciplinary actions against a student for conduct that poses a significant risk to the safety or well-being of that student, other students, or other members of the school community; (c) disclosure to parents of students under the age of 21, information about a student's violation of the college's rules pertaining to alcohol and/or drug use.

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

9. Student Right-to-Know Disclosures Regarding Financial Assistance and Graduation: The College shall make available to current students and to prospective students on request, information regarding:

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

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

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 office of Student Affairs who submits it to the President for his review and determination.
3. Recommendations for major changes in policy are referred to the Board of Trustees by the President of the College.

4. Policy changes are introduced provisionally. The criteria for acceptance of a policy change are:

- a. Evidence of need for change
- b. Compatibility with the content of Student Rights and Responsibilities and the Student Code of Conduct
- c. Reasonable enforcement
- d. Passage of all student legislation by the Student Government Association

STUDENT CODE OF CONDUCT

JURISDICTION

College jurisdiction and discipline shall be limited to student conduct which occurs on College premises or off campus student conduct which in the College's sole judgment adversely affects the College and its interests. Any student whose progress, conduct, and spirit are out of harmony with the College standards, or whose influence is harmful to the College and community's best interest, may be subject to censure without specific charges of wrong doing being proposed by the administration of the College. A student whose conduct is detrimental to other students in their pursuit of education may be asked to leave Harcum.

Students and their guests are expected to maintain responsible standards of conduct. Students are responsible for the conduct of their guests on campus. Students are encouraged to adopt a positive sense of responsibility in governing their own behavior. Students who are in an environment where a College policy is being violated must make a reasonable, positive effort to remove themselves from that atmosphere. If not, they may be held accountable for any misconduct. Cases of alleged misconduct in the residence halls, on College property, while attending or traveling to/from College-sponsored events, or actions for which citations or arrests are made off campus will be reviewed and adjudicated by the Dean of Student Affairs or his/her designee. Any student has the right to appeal and may request a hearing before the College Judicial Board.

VIOLATIONS OF THE LAW AND COLLEGE POLICY

College disciplinary action may be instituted against a student charged with a violation of the law that is also a violation of a College rule, regulation or standard of conduct. College disciplinary action will proceed without regard to pending civil litigation or criminal arrest and prosecution. Such proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings. The College's judicial process will not be subject to challenge on the ground that external charges or litigation involving the same incident have been dismissed or reduced.

MISCONDUCT SUBJECT TO DISCIPLINARY ACTION

Abuse of the Judicial System

Violations of this policy include but not limited to:

- a. Failure to obey the summons of a judicial body or College official
- b. Falsification, distortion, or misrepresentation of information before a judicial body

- c. Disruption or interference with the orderly conduct of a procedure
- d. Attempting to discourage an individual's proper participation in, or use of the judicial system
- e. Attempting to influence the impartiality of a member of the judicial body prior to, during, and/or after a judicial proceeding
- f. Failure to comply with the sanction(s) imposed by the Dean of Student Affairs, or his/her designee, or the Judicial Board
- g. Influencing or attempting to influence another person to commit an abuse of the judicial system.

Aiding and Abetting

Attempting, encouraging, assisting, abetting, conspiring, hiring, or being an accessory to any behaviors prohibited herein shall be considered a violation of the College's rules, regulations, policies, and standards of conduct to the same extent as if a student had engaged in the prohibited conduct him/herself.

Acceptable Use of College Computing Services

Students' misuse of assigned computer accounts, email services, and the shared Harcum College network will be considered a violation of this policy. Such misuse includes but is not limited to:

- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
- b. Unauthorized transfer of a file
- c. Unauthorized use of another individual's identification and password
- d. Use of computing facilities to interfere with the work of another student, faculty member, or college official
- e. Use of computing facilities to interfere with normal operations of the College computing system

Alcohol Policy

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

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

Students and their guests under the age of 21 are not permitted to possess or consume alcoholic beverages. Use, sale, exchange or possession of alcoholic beverages by those under the age of 21 violates College policies and local, state or federal laws.

Students who violate the Alcohol Policy or Drug Policy will be subject to any of the following or a combination of several sanctions.

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

The Anti Drug Abuse Act of 1988 states that students who receive federal financial aid (work study, PELL, and loans) could lose their aid and eligibility for further aid if they manufacture, distribute or possess illegal substances. For substance abuse treatment information contact the counseling center, Klein Hall, 2nd floor, 610 526-6032.

Classroom Disruption

Conduct that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class is prohibited. Such conduct includes, but is not limited to, repeatedly leaving and entering the classroom without authorization, making loud or distracting noises, persisting in speaking without being recognized, or resorting to physical threats or personal insults. Students are responsible for complying with an instructor's individual requests regarding appropriate classroom behavior as listed in a class syllabus.

Procedures for Handling Disruptive Behavior in the Classroom

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

- The student shall be asked and given an opportunity by the instructor to stop the specific disruptive behavior immediately.
- If the disruption persists, the instructor may ask the responsible student to leave the classroom for that session. When necessary, and in extreme situations the College's Public Safety personnel will be called to escort the student out of the classroom.
- Before the student is allowed back to the subsequent class session, he/she must work with the instructor to reach a solution by meeting with the instructor and / or meeting with the appropriate Program Director. In the event that the instructor is a Program Director, the student will meet with the Dean of the Faculty.

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

If the nature or severity of an incident makes it inappropriate to allow a student to return to a classroom, or if the disruptive behavior repeats after the student returns to the classroom, he/she shall, at the faculty member's discretion, be directly referred to the Dean of the Faculty for formal disciplinary action.

Destruction or Attempted Destruction of Property

No student shall intentionally or negligently damage, attempt to damage, or participate in the damage of property belonging to the College, its students, employees, officers or organizations or that of any individual or organization visiting or passing through the College campus. Acts of vandalism are considered a violation of this policy. Tampering with or misuse of doors or emergency phones is a violation of this policy.

Detrimental Behavior

Any conduct or action of a student or group of students determined to be detrimental to the general welfare of the College, regardless if the conduct or action is specifically prohibited by any College policy, rule, regulation, standard of conduct, such student or groups of student will be subject to disciplinary action in accordance with the College's judicial process

Dishonesty

No student shall:

- a. Furnish false information about any College official, faculty member, student, or office
- b. Forge, alteration, or misuse of any College document, record, or instrument of identification
- c. Tamper with the election of any College recognized student organization.

Lying to a College official is a violation of this policy. (See also Academic Dishonesty)

Disorderly or Disruptive Conduct

Conduct that interferes with the orderly conduct of the College and unreasonably impinges on the legitimate interests of others is prohibited. Such conduct includes but is not limited to excessive noise, public intoxication, loud, lewd, or indecent conduct.

Drugs

The use, possession, sale or distribution of non-prescription drugs, narcotics, or drug paraphernalia is prohibited by federal, state and local laws and regulations, as well as College policy. Violations of the College's drug policy are grounds for severe sanctions, including expulsion and referral to law enforcement authorities for prosecution.

Explosives

No student shall use or possess hazardous items/substances such as fireworks, firearms, knives, ammunition, smoke bombs, explosives, pellet or BB guns, martial arts weapons, decorative swords, weapons, hazardous substances, billy club, or any item which has been modified or adapted so that it can be used as a weapon.

Fire Safety / Fire Drills / Fire Equipment

No student shall misuse or abuse fire safety rules/equipment such as setting fires, tampering with fire safety and/or fire-fighting equipment, or starting or reporting false fire alarms by any means of communication. Students who fail to vacate College buildings during fire drills or other emergencies will be subject to disciplinary action.

Failure to Comply with an Appropriate Directive or Disciplinary Decision

No student shall fail to comply with any appropriate directive, identify oneself, or fail to show respect to security personnel, residence hall staff, other College officials or law enforcement officers in the performance of their duties or with any disciplinary conditions imposed by an authorized College official or group.

Gambling

Students are expected to abide by the federal and Commonwealth of Pennsylvania laws prohibiting illegal gambling. Gambling for money or other things of value on campus or at College sponsored activities is prohibited except as permitted by law. Such prohibited activity includes, but is not limited to, betting, wagering on, or selling pools on any athletic event; possessing any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's telephone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package, or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to sporting events.

HARASSMENT POLICY

Bias-Related Incidents

Harcum College is an institution, which places great importance upon respect for others and the diversity of the Harcum community. Actions that are characterized by bias against an individual's race, ethnicity, religion, gender, sexual orientation, creed, national origin, ancestry, age, or disability are intrinsically opposed to the ideals and values of Harcum College. Bias related acts also have a great tendency to provoke retaliation, inflict significant emotional harm on their victims, and incite community unrest.

For all these reasons, bias-related acts are not acceptable behavior on the Harcum Campus.

Violations of this policy include, but are not limited to, use of derogatory names, placing another person in fear of his/her personal safety or reasonable apprehension of personal harm or personal property through words, or actions you have directed, conduct intended to unreasonably annoy or disturb, exhibiting, distributing, posting, or advertising publicly offensive or indecent or abusive matter concerning any person or groups of persons, inappropriately directed laughter, inconsiderate jokes, or anonymous notes or phone calls.

Ethnic Intimidation / Harassment

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, terrorist 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.

Sexual Harassment

It is the policy of Harcum College to maintain an academic and work environment free of sexual harassment for students, faculty, and staff. Sexual harassment is contrary to the standards of the College community. It diminishes individual dignity and impedes equal employment, educational opportunities, and equal access to the freedom of academic inquiry. Harassment is prohibited in the employment context by Section 703 of Title VII (Civil Rights Act of 1964), and in the education context by Title IX of the Educational Amendments of 1972.

Sexual harassment in any form will not be tolerated at the College, whether it be in a faculty/student, faculty/faculty, supervisor/employee, student/student, worker/co-worker, or any other relationship, including relationships between individuals affiliated with the College and individuals outside the College who have dealings with the College. Each member of the College has a responsibility to ensure the College is free from all forms of sexual harassment. Sexual harassment can be a very serious matter having far reaching effects on the lives and careers of individuals. Intentionally false accusations can have a similar impact. Thus, the charge of sexual harassment is not to be taken lightly by a charging party, an accused party or any member of the College community. A person who knowingly and intentionally files a false complaint under this policy is subject to College discipline.

1. Definition of Sexual Harassment:

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

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

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

2. Consensual Relationships:

Faculty-Student/Staff-Student Relationships

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

3. Response and Procedures

a. Prevention and Education: The College is committed to preventing and eliminating sexual harassment of students, faculty and staff. To that end, this policy will be disseminated to the campus community through College publications including the Student Handbook, Harcum College Catalog, and employee and faculty handbooks.

b. Confidential counseling for Sexual Harassment is available from the College counselor in Student Affairs. This service is available to assist individuals prior to or concurrent with making a formal complaint of sexual harassment. Discussions with the counselor are not considered an official report to the College and will remain confidential with the counselor. Confidentiality rules are consistent with the guidelines published by the American Association for Counseling and Development. Discussions with the counselors will not result in an investigation, intervention or corrective action. Additional steps must be taken by the complainant to make a formal complaint to the appropriate body.

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

1) Reporting Procedure

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

(b) Faculty Complaints: Faculty complaints should be directed to the Dean of Faculty. If the Dean of Faculty is involved in or with the alleged harassment, then the complaint may be made to the Provost.

- (c) Employee Complaints: Any other employee who believes that she/he is a victim of sexual harassment should report the complaint to her/his supervisor or to the supervisor of the person who is the alleged harasser and the Director of Human Resources. If the Director of Human Resources is involved in or with the alleged harassment, then the complaint may be made to the Provost.

2) Resolution Process

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

- (a) Informal Mediation Process: At the complainant's option, the administrator to whom the incident was reported can:
- (1) provide information about sexual harassment and this policy,
 - (2) help the complainant deal directly with the alleged offender,
 - (3) assist with or mediate a resolution of the problem, and/or
 - (4) help the complainant pursue the complaint through a formal resolution process.

Informal mediation processes should be custom designed to address the particular circumstances.

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

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

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

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

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

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

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

The President reserves the right to modify all sanctions imposed.

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

(d) Revisions: This policy and procedures are subject to revision as determined necessary or desirable in view of experience or changes in the law.

Key Duplication / Use or Possession of Master Key

The College prohibits unauthorized possession, duplication, or use of keys or master keys to any premises or unauthorized entry or use of College premises or property.

Participation in a Campus Demonstration

No student shall participate in a campus demonstration which disrupts the normal operation of the College and infringes on the rights of the other members of the College community.

Violations of this policy include but are not limited to, leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service function on or off-campus, or other authorized non-College activities, when the act occurs on college premises.

Physical Assault or Attempted Physical Assault

No student shall use physical force or violence upon any student, employee, or officer of the College or anyone visiting or passing through the College campus. Physical behavior that involves an expressed or implied threat that causes an individual to feel such harm may occur is considered a violation of this policy.

Residence Hall Regulations and Policies

Violation of residence hall regulations and policies as stated in the residence halls conditions of occupancy and in this Handbook are considered violations of the college's code of conduct.

Sexual Assault

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

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

2. Consent is not given when:
 - a. The agreement is expressed by words or conduct of someone else other than the complainant;
 - b. The complainant is incapable of consenting to the activity, or unable to make reasonable judgment concerning the nature or harmfulness of the activity because of her/his intoxication, unconsciousness, mental deficiency, or incapacity;
 - c. The accused induces the complainant to engage in the activity by abusing a position of power, trust or authority;
 - d. The complainant expresses, by words or conduct, a lack of agreement to engage in the activity;
 - e. The complainant, having consented to engage in sexual activity, expresses by words or conduct, a lack of agreement to continue the activity;
 - f. The assault is the product of threat or coercion.

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

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

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

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

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

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

Smoke Free College

Smoking by students, faculty, staff, and visitors is not permitted in any College building, including College residence halls.

Theft or Attempted Theft

No student shall steal, attempt to steal, or assist in the theft of the property or services of the College, its students, employees, officers or organizations or that of any individual or organization visiting or passing through the College campus, by means of taking, deception, misappropriation, or misuse.

Trespassing

Trespassing is a violation of College policy. Any person refusing to leave an area as directed by a College official or any unauthorized person entering a College owned or operated building or room that has been closed or locked shall be considered trespassing.

Unauthorized Entry

No student shall enter, attempt to enter, or remain in a private room, office, or restricted area under the control of another student, instructor, or College official except by permission or invitation of the student or the appropriate College official.

Utterance of Threats

No student shall utter threats by any means of communication, including but not limited to threats of physical abuse of any student, employee, officer of the College, or organization or anyone visiting or passing through the College campus, or threats to destroy College property or the property of others.

Violation of Federal, State, or Local Law

Violation of federal, state, or local law on College premises or at College sponsored or supervised activities are considered a violation of this policy.

Weapons

No student shall keep, use, possess, display, or transport any rifle, shotgun, handgun, pellet or BB gun, stun gun, dangerous knives, billy club, make shift weapons, martial arts weapons, decorative swords, or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion or mechanical means on any property or in any building owned or operated by the College or in any vehicle on campus. Realistic facsimiles of weapons are also prohibited on campus.

Windows, Balconies, Rooftops

The College prohibits access to windows, roofs, balconies, railings, ledges, and fire escapes of all College owned or operated buildings except in cases of repair by the proper College authority or in dire/ life threatening emergency.

INTERPRETATION AND REVISION

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

AMENDMENT

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

STUDENT JUDICIAL PROCESS

FORMAL DISCIPLINARY COMPLAINT

Any person may file a formal written complaint against any student or student organization for alleged violation of College policy, rule or regulation, or the Student Code of Conduct to the Dean of Student Affairs.

1. The person filing the complaint must provide in writing to the Dean of Student Affairs the following information:
 - a. Name and address of student(s) charged, or sufficient description of student or premise involved
 - b. Date, time and place of incident
 - c. Nature of alleged violation
 - d. Detailed statement of the circumstances

2. The person filing the complaint must sign and date it.

3. The person filing the complaint will be expected to
 - a. Meet with the Dean of Student Affairs, or her designee, and
 - b. Appear before the Judicial Board as the complainant unless the student pleads guilty and waives the right of a hearing.
4. In certain cases, where the complainant decides not to file or pursue a formal complaint, the College reserves the right to continue to process the matter.

GENERAL PROCEDURES

1. The Dean of Student Affairs, or her designee, will conduct a preliminary review of the complaint in order to determine whether or not a violation of College policy, rule, regulation or the Student Code of Conduct is implicated and whether the circumstances detailed in the formal complaint are sufficient to make formal charges against the student. Sessions with the Dean of Student Affairs or her designee are not open to the public.

2. If the evidence is sufficient to make formal charges against a student, the Dean of Student Affairs, or her designee, will notify the student, in writing, of the formal charges and the date and time of a pre-hearing conference. The letter will be mailed by overnight express to the student's address of record or hand-delivered if the student is a resident. If the student fails to attend the pre-hearing conference, the case will be referred to the Judicial Board for a hearing.

3. At the pre-hearing conference the student will:

- Have the charges explained.
- Have the disciplinary process for the College explained.
- Be given the opportunity to contest the charges.
 - a. The student charged may choose not to contest the charges and give up her/his right to a hearing by signing a waiver form. The Dean of Student Affairs, or her designee, will impose appropriate sanctions. The Judicial Board may be consulted concerning sanctions. The Dean of Student Affairs, or her designee, will notify the student of the sanctions in writing.
 - b. If the student contests the charges, it is the right of the student to have a formal hearing before the Judicial Board.

4. The Dean of Student Affairs, or her designee, shall inform the student, by overnight express dated within 10 days of the Judicial Board Hearing or by hand if in residence, of the alleged charge(s). The letter shall state the specific alleged charges, the evidence filed with the alleged charges, the hearing procedures, the time and place of the hearing and the student's rights and responsibilities.

5. The complainants and the accused may be present throughout the hearing(s) conducted by the Judicial Board. Those who invoke the Judicial Process will be required to maintain its confidentiality. Except as required by law or subpoena, neither the content of the hearing nor the outcomes shall be public information.

6. No student against whom charges have been filed shall be graduated until the charges are resolved.

7. In certain circumstances, the Dean of Student Affairs, or her designee, in consultation with the Provost may impose College or Residence Hall suspension prior to the Judicial Board hearing.

Interim suspension may be imposed only:

- a. To ensure the safety and well-being of members of the College Community or preservation of College property;
- b. To ensure the student's own physical or emotional safety and well-being;
- c. If the student poses a definite threat of disruption or of interference with the normal operations of the College.

During interim suspension, the student may be denied access to the residence halls, the campus (including classes), and other College activities or privileges for which the student may otherwise be eligible, as the Dean of Student Affairs and the Provost may determine to be appropriate.

JUDICIAL RIGHTS AND RESPONSIBILITIES

Any student charged of violating a College policy, rule, regulation or the Student Code of Conduct has the right to a hearing.

1. If a student pleads guilty to the charges, or waives her/his right to a hearing, or fails to attend a hearing, a penalty may be imposed by the Dean of Student Affairs, or her designee.
2. If a student chooses to have a hearing, the student shall have a reasonable opportunity to prepare her/his defense. Failure to comply with the summons of a College official or the Judicial Board will result in a determination being made by the Judicial Board based on the evidence presented at the scheduled hearing.
3. The student appearing before the Judicial Board will have the right to be assisted in her/his defense by an advisor of her/his choice from the Harcum community. The advisor may attend the hearing but may not speak at or participate in the hearing.
4. The student will be given the opportunity to testify and to present evidence and witnesses.
5. The student will have the opportunity to cross examine witnesses present.
6. No witness statements may be presented into evidence unless the student has the opportunity to question the witness at the hearing.
7. The student charged shall not be compelled to testify, and no inference of guilt shall be drawn from failure to testify or to offer evidence on her/his behalf. Nor shall any witness be required to give testimony that would tend to be self-incriminating.

8. No attorney may be present at the Judicial Board hearing unless a student is also subject to actual or potential charges in a criminal or civil action, in which case an attorney may be present as an advisor, but may not take part in the hearing.

JUDICIAL BOARD

The Judicial Board is established to provide a fair hearing and, where appropriate, impose sanctions upon a student charged with a violation of College policy, rule, regulation or the Student Code of Conduct. The Judicial Board is composed of two representatives from each of the following three groups: students, faculty and administrators, all of whom will serve as voting members. A third full-time faculty member will serve as Chairperson and votes only in case of a tie. A quorum consists of an equal number of students, faculty and administrators on the panel. Two alternates from each group will be appointed. The Dean of Student Affairs will appoint a qualified staff member to serve as Judicial Board Advisor. The Judicial Board Advisor will be present at the hearings to ensure due process. The Judicial Board Advisor is not a voting member; however, the Advisor has the right to question witnesses or proceedings and advise the Judicial Board during hearings. The Advisor ensures that the College policies, rules, regulations and standards of conduct are interpreted properly and that disciplinary procedures are correctly implemented during the hearing and appeal process. No member of the Judicial Board, who may be interested or involved in the particular case, will sit in judgment during the proceeding.

HEARING PROCEDURES

1. Hearings are closed to the public and only the following individuals may be present: The student charged her /his advisor, the complainant, her /his advisor, members of the Judicial Board/Council, the Judicial Board/Council Advisor and witnesses only during their testimony.
2. The Chairperson of the Judicial Board/Council shall open the hearing by reading a statement of the charges against the student.
3. The complainant shall present her/his case against the party charged. This shall be done by the submission of written or physical evidence at least three days prior to the hearing to allow the Judicial Board/Council members and student charged sufficient time to review the evidence; and/or by testimony at the hearing. Witnesses will be asked to affirm that their testimony is truthful and told that they may be subject to charges of dishonesty.
4. The student charged and the Judicial Board/Council members have the right to conduct reasonable questioning of the complainant and the complainant's witnesses.
5. The student charged shall present her/his defense to the charges. This shall be done by the submission of any written or physical evidence at least three days prior to the hearing to allow Judicial Board/Council members sufficient time to review the evidence, and/or by testimonial evidence at the hearing.
6. The complainant and the Judicial Board/Council members shall have the right to conduct reasonable questioning of the accused student and her/his witnesses.

7. After both cases have been presented, the Chairperson may allow presentation of rebuttal evidence.

8. The Chairperson may allow closing arguments by both parties.

9. The Judicial Board/Council may call witnesses or request additional documentation. Failure to comply with a summons of the Board/Council may result in disciplinary action.

10. Only after deliberations have been completed will the Judicial Board consider the following information before determining the appropriate sanction(s). This material will be shared with the Board by the Judicial Advisor:

- Academic records (when they specifically pertain to the nature of the case)
- Class year
- Previous disciplinary record

11. The amount of proof required to establish a violation of the Student Code of Conduct is a preponderance of the evidence submitted to the Judicial Board/Council. The term "preponderance of the evidence" means the majority of the evidence presented to the Judicial Board/Council. In other words, to establish a violation of the Code of Conduct, the majority of the evidence presented to the Judicial Board/Council must show that the student charged violated a college policy, rule, regulations, or the Student Code of Conduct.

12. Final decision of the Judicial Board/Council shall be by majority vote taken by written secret ballot by the members present and voting.

13. The findings and recommendation of the Judicial Board shall be put in writing by the Judicial Board/Council Advisor and forwarded to the Dean of Student Affairs. In cases of suspension or dismissal, all Judicial Board decisions will be forwarded to the President, the Provost and the Dean of Student Affairs. The Dean of Student Affairs, or her designee, will implement the decision of the Judicial Board and will inform the student charged and the complainant in writing within two weeks of the hearing date of the Judicial Board's decision (excluding College holidays, except in extraordinary circumstances).

14. Notice of the decision of the Judicial Board will be mailed overnight express to the student's address of record or hand delivered if in residence. Proceedings before the Judicial Board are confidential.

THE APPEAL PROCESS

An appeal is a review of the action taken by the Judicial Board and is not a re-hearing. An appeal of the Judicial Board's decision must be taken by the student in writing and must be filed within seven working days of the Board's decision with the Dean of Student Affairs of Harcum College. An appeal may be based on one or more of the following:

1. Availability of new evidence, which might alter the verdict,
2. Procedural errors which denied the student due process,
3. If the recommendation of the board is not reasonable in light of the evidence presented.

The student's appeal must state the reasons why reversal of the verdict is sought and a description of the new evidence, if any that will be presented.

In reviewing the appeal, the Dean of Student Affairs will have the transcripts of the original hearing, documents submitted at the original hearing, and representations made in the appeal.

The Dean of Student Affairs may require the appearance of any person under the College's jurisdiction who has submitted statements with respect to the appeal. The Dean of Student Affairs may question these persons regarding the contents of their statements and ask to affirm that their testimony is truthful and told they may be subject to charges of dishonesty.

In exceptional circumstances, the Dean of Student Affairs may provide for a special ad hoc committee review of the case to assist in reaching a final decision of the penalty.

After a review of the hearing, the Dean of Student Affairs may decide upon any of the following:

1. Affirm the original verdict reached by the Judicial Board;
2. Return the case to the Judicial Board panel because new evidence might be sufficient to alter the verdict. If the original panel is not available, substitutions may be made.
3. Request a new hearing before a new panel because of a belief that the verdict could not have been reasonably reached from the evidence presented, or if procedures followed denied the student due process; and
4. Hold the Judicial Board's decision in abeyance pending additional information; or
5. Reverse the decision of the Judicial Board. The academic status of a student in the process of appealing a decision of the Judicial Board shall not be altered, nor the right to be present on campus and attend classes be suspended, except for reasons of security.

The decision to remove any student from the campus shall be made by the Dean of Student Affairs in consultation with the President and the Provost. A student appealing expulsion from the College shall be notified in writing if the appeal is denied.

SANCTIONS FOR VIOLATIONS

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

1. **Warning:** A warning, both oral and written, shall place the student on notice that the continuation or repetition of the violation may be cause for severe disciplinary action.
2. **Censure:** This action will be recorded in the student's personal file maintained by the dean of Student Affairs for a specific period of time. If a student is found guilty of violating another college regulation within the specified time period, this letter will be opened and presented to the Judicial Board during its deliberation of appropriate sanction(s) for the second (or succeeding) offense.
3. **Disciplinary Probation:** This sanction may be given in cases of serious or repeated misconduct for a stated period of time, usually one semester, but not longer than one year. Students on disciplinary probation are limited in their participation in College activities. Although they may

continue as members of College student organizations, they may not assume any official capacity.

4. Fines: Fines may be imposed by the Director of Residence Life, the Dean of Student Affairs and the Judicial Board.

5. Discretionary Sanctions: Work assignments, service to the College or community, counseling, or other related discretionary assignments may be given. These sanctions may be substituted for stronger penalties held in abeyance, or assigned in addition to other penalties. Failure to comply with the instructions will lead to implementation of the original sanctions.

6. Restitution: This is for damage or misappropriation of property. This may take the form of appropriate College service or other compensation.

7. Permission to Withdraw: This penalty may be recommended at the discretion of the Judicial Board as an option for students facing disciplinary action for serious offenses.

8. Residence Hall Suspension: This sanction may be imposed on the student for a specified period of time, after which the student is eligible to return to the residence hall.

9. Residence Hall Expulsion: Expulsion is the permanent separation of the student from the residence halls.

10. College Suspension: A College Suspension is the separation of the student from the College for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.

11. College Expulsion: A College Expulsion is the permanent separation of the student from the College. Expulsion is usually recommended in cases of extreme misconduct when the judgment is that the student shall never be allowed to re-enroll. The student is required to leave the campus within 24 hours of written notification.

12. Required Testing/Treatment: In cases of alcohol or illegal drug violation and cases, which may necessitate psychological evaluation and therapy, testing, evaluation or treatment may be required as a condition for continued enrollment or re-enrollment at the College.

More than one of the sanctions listed above may be imposed for any single violation. Records of previous offenses may be considered in determining the sanction to be recommended. Students reporting their own violations may be given special consideration in determining the penalty. Records of disciplinary hearings shall be treated in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974.

SECTION III

STUDENT SERVICES AND RESIDENCE LIFE

CAREER SERVICES 610- 526-6045, Klein Hall, 2nd Floor

Career Services offers individual counseling in the following areas: determining career interests, exploring career alternatives, goal setting, planning a job search, preparing a resume, job interviewing, and decision making strategies. Other services include group workshops in resume writing, interviewing skills, and job search strategies. The Career Library has a full complement of career literature, business directories and a computer with internet access and resume software for student use. It contains a full range of catalogues, texts, videos, computer programs, and other materials to help students make decisions about their future. Career Services also offers students and alumnae access to College Central, a computer database listing current full and part-time employment opportunities and internships.

COUNSELING SERVICES 610-526-6045, Klein Hall, 2nd Floor

Counseling is available in Klein Hall, 2nd floor. Weekday hours are Monday through Friday 8:30 am until 5:30 p.m. To make an appointment with a counselor, please call (610) 526-6045 or come directly to Klein Hall. The counselor will work around your class schedule with evening appointments available upon request. Services provided include personal and academic counseling. The counseling service assists students as they adjust to college experiences. Counseling is confidential and short term on issues such as improving relations, making decisions and problem solving. Referral sources are provided for situations that involve longer-term therapy. Workshops of student interest include topics on stress management, self-esteem, family planning, and study strategies.

DINING SERVICES 610- 526-6262, Klein Dining Hall, 1st Floor

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

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

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

A Smart Market Cart is available on the first floor of the Academic Center. Its hours of operation are Monday through Friday 8:00 am – 9:00 am, 11:00 am – 1:00 pm, 5:00 pm – 7:00 pm. It is closed on Fridays. The Smart Cart offers beverages, salads, sandwiches, snacks and desserts all on a cash basis.

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

1. Resident students must show their Harcum College ID with the valid semester sticker to gain access to the Klein Hall dining room.
2. Commuter students must purchase a meal card or pay at the door per meal to gain access to the Klein Hall dining room.
3. Diners are not permitted to leave the dining hall with food.
4. Appropriate language and voice tone and volume contribute to a pleasant dining atmosphere and are expected of diners at all times.
5. Shoes and shirts must be worn for health and safety concerns.
6. Pajamas are not permissible in the dining hall.
7. Horseplay, running, and playing ball are not permissible in the dining hall.
8. For the safety of everyone, please do not throw food or other objects in the dining rooms.
9. Meal plan privileges are non-transferable. Both parties involved in misuse may be subject to disciplinary action.
10. All trays, silverware, glassware, and paper should be taken to the appropriate area.
11. Diners are expected to clean up after themselves and report any food spills to dining services staff.
12. While backpacks and other book bags are allowed in the dining rooms, Dining Services reserves the right to inspect them when you leave the building.
13. Ample food is available to each student but care should be taken not to waste food.

Each semester residential students will receive a sticker to attach to their College ID indicating that they are eligible to enter and eat in the dining hall. Stickers can be obtained from the Director of Residence Life or the Office of Student Affairs pending confirmation that the student's bill is satisfied. Residents are expected to show their ID with valid semester sticker to dining services staff to gain entry to the dining hall.

Diners who engage in conduct that is inconsistent with College dining hall policies and procedures and in the sole judgment of the College results in an unpleasant dining experience for all diners will be subject to disciplinary action.

Sanctions for violating dining hall policies and procedures may include but are not limited to:

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

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

DISABILITY SERVICES 610-526-6036, Klein Hall, 2nd Floor

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act- ADA - of 1992, Harcum College will provide appropriate and reasonable accommodations which allow equal access to its educational programs in accordance with the policy below.

POLICY FOR STUDENT DISABILITY SERVICES

Disability Documentation Required:

Students are required to provide appropriate documentation of their disabilities that is no more than three years old. The College will make every effort to implement reasonable accommodations whenever they are requested. However, accommodations will *not* be implemented retroactively.

In general, all documentation should be typed on letterhead stationery (physician's prescription pad notes are not acceptable) and should include the following information:

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

Learning Disability Documentation:

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

- a clearly stated diagnosis of a learning disability
- a statement that the learning disability is a substantial limitation to learning
- a description of strengths and weaknesses (functional limitations)
- all test and subtest scores (scaled, standard, and percentile) from a cognitive evaluation (WAIS-III) completed within three years of enrollment at Harcum College
- all test and subtest scores (grade equivalent, standard and percentile) from recent reading (decoding and comprehension), math (computation and application), spelling, and written language achievement tests (Woodcock-Johnson III, WIAT, or other appropriately normed tests) completed within three years of enrollment at Harcum College.

- recommendations for accommodations appropriate for college students with learning disabilities, based on the student's functional limitations in an academic environment

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

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

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

Psychiatric, Neurological, or Medical Disability Documentation:

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

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

Mobility, Visual, and Hearing Impairments

Documentation may be required from a qualified professional, depending on the disability and accommodations requested. See general Disability Documentation Required section of this policy.

Disclosure and Confidentiality

Student disclosure of a disability is voluntary. Harcum College considers disability-related information as confidential material, and it will not become a part of a student's academic record at the College. This information will be released only under the following conditions:

- if required by law
- with the student's written consent
- on a need-to-know basis

Appealing Accommodations Decisions

Students who follow the College's procedures for requesting accommodations and that believe the Coordinator of Disability Services or an instructor has denied them a reasonable

accommodation may appeal the denial. Appeals should be made in writing using an accommodation appeals form within ten (10) workdays of the disputed decision to ensure a timely resolution and should be directed to the Coordinator of Disability Services.

PROCEDURES

Requesting Services and Accommodations

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

PROCEDURES FOR REQUESTING ACOMMODATIONS:

- Meet with the Coordinator of Disability Services to identify reasonable accommodations and to prepare accommodation memos for faculty members once documentation is received by Harcum College.
- Meet with each instructor at the beginning of the semester and present the accommodation memo. Discuss how the accommodations will be arranged, especially testing accommodations and note-takers for lectures. Accommodation memos for some students (those who are blind, deaf, or have unusual physical, medical, or psychological conditions) may be sent to instructors on behalf of the students.
- Faculty sign and return accommodation forms to the Coordinator of Disability Services.

DETERMINING ACCOMMODATIONS

Harcum College provides reasonable accommodations on a case-by-case basis for otherwise qualified students who disclose a disability that causes significant functional limitations in a college setting. The accommodations are intended to compensate for the effects of a disability and provide the student with an equal opportunity to participate. They do not guarantee success. The College is not required to make an accommodation that substantially alters essential elements of a course or program. The Coordinator of Disability Services determines appropriate accommodations in conjunction with the student and other College professionals as appropriate, based on the following considerations:

- Current substantial functional limitations caused by the condition in a college setting, as indicated by the documentation
- Student's description of need
- Course and program requirements

A variety of services for students with disabilities are available, including academic support; academic, career, transfer, and supportive counseling; support group meetings and assistive technology. It is the student's responsibility to utilize these services as needed.

- Classroom accommodations may include the following: tape recorder or note-taker; assistive computer technology or adaptive equipment; sign language interpreters; alternative formats for print; and course substitutions, when appropriate.
- Testing accommodations may include the following: extended-time; distraction-reduced room; readers and scribes; and computers and assistive technology, spell checkers, and calculators when appropriate.
- On campus residential accommodations.

A prior history of accommodations does not mean that Harcum College will provide similar accommodations. Consideration of a student's current functioning is essential in evaluating eligibility for accommodations.

IMPLEMENTING ACCOMMODATIONS

Implementing accommodations is the shared responsibility of students, professors, and other professional staff members. A collaborative effort will ensure that students have equal access to Harcum College's educational programs, services, and activities. Instructors are encouraged to inform students to request accommodations in a timely manner by including the following statement on their syllabi:

If you have a documented disability for which you are or may be requesting reasonable academic adjustments, you are encouraged to contact the Office of Disability Services in Klein Hall Room 204, at (610) 525-6036.

PROCEDURES FOR IMPLEMENTING ACCOMMODATIONS:

- a. Students who need sign language interpreters, assistive technology, or other adaptive equipment are encouraged to make their requests known at least three weeks before the beginning of the semester. Requests made less than three weeks before the first day of class may result in delayed implementation or the inability to provide the accommodation. The limited number of qualified sign language interpreters may also affect the College's ability to accommodate a student.

Sign language interpreting services may be canceled if students exceed the number of allowed absences as indicated on the course syllabus. In courses without attendance requirements, interpreting services may be canceled after two weeks of absences. It is strongly recommended that students contact the Coordinator of Disability Services if absences will exceed this limit. Students are required to notify their interpreters as soon as possible when they anticipate an absence from class.

The Coordinator of Disability Services will inform students before the cancellation of interpreting services.

- b. Students who need testing accommodations or accommodations associated with laboratory classes are encouraged to remind their professors one week before the day of

the test or laboratory assignments. If tests need to be administered in Klein Hall room 204, students are responsible for making appointments with the Coordinator of Disability Services one week in advance of the test. Without an appointment, there is no guarantee that the test can be administered.

- c. Professors who need assistance administering accommodated tests may send the tests, with the relevant information as described in the accommodation memos, to the Coordinator of Disability Services, room 204 in Klein Hall. Tests that require readers, tape recording, scribes, or an alternative format must be sent to the Coordinator of Disability Services as soon as possible. Accommodations for unannounced tests are the responsibility of the professor.
- d. Instructors will assist in arranging for note-takers for lectures by making an announcement in class, and then speaking privately to the volunteer.
- e. Students who need text in alternative format (Braille, taped texts, e-text) should make their needs known to the Coordinator of Disability Services at least six weeks before the beginning of the semester. Requests made less than six weeks before the first day of class may delay the accommodation or prevent its implementation.
- f. Students who need alternative classroom furniture and / or campus residence accommodations should contact the Coordinator of Disability Services at least four weeks prior to the first day of class. Requests made less than four weeks prior to the first day of class may delay the implementation of the accommodation(s). The Coordinator will contact the Dean of the Faculty for classroom furniture accommodations and the Director of Residence Life for residence hall accommodations.

APPEALING ACCOMMODATIONS DECISIONS

Students may appeal the denial of a reasonable accommodation(s) in writing using an Accommodation Appeals Form within ten (10) workdays of the dispute according to the following procedure:

- Students may appeal the Coordinator of Disability Services denial of accommodations to the Dean of Student Affairs.
- Students who are denied accommodations by an instructor should contact the Coordinator of Disability Services within five working days.

If the Coordinator of Disability Services cannot arrange the accommodations with the instructor, the student may appeal the denial to the Dean of Academic Affairs. To request an appeal, a student must submit an Accommodations Appeal Form in writing to the Dean of the Faculty, 3rd floor, Academic Center

Grant Funded Programs 610-526-6064, Academic Center Rm. 219

Student Support Services and Act 101 are Grant Funded programs at Harcum that provide educational support funded by state and federal grants that helps students develop academic and

personal skills, comprehensive career plans, greater cultural awareness, and tools for lifelong learning. Services include professional and peer tutoring, leadership opportunities, scholarships for second year students, and courses in adjustment to college and career development. To determine eligibility for this support program, please contact the Grant Funded Program office.

HEALTH CENTER 610-526-6090, Klein Hall, 1st Floor

The Health Center is open from 9 am - 4 pm Monday through Friday for all Harcum students. A registered nurse staffs the Health Center, and there is no charge to see the nurse. Medications are dispensed under the orders of the college physician. Over the counter medications are dispensed free of charge; prescription medications carry a small fee. Students are evaluated and referred to the college physician as needed, with a discounted fee for doctor's visits payable through the Business Office at a later date.

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

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

All Harcum students are required to have health insurance. If a student is not covered under another plan (parent, individual, etc.) the student is required to purchase the Harcum insurance plan available through the Bursar's Office @ 610-526-6018.

All students (full and part time) are required to complete medical forms prior to their start of classes at Harcum. Medical forms include a medical history form, a physical examination form completed by the student's physician and the student's immunization records. Students' immunizations records must include dates of childhood immunizations and updates. A TB test (PPD), within 12 months of student's start of enrollment is required. This test is available through the Health Center for a \$10.00 fee. A Tetanus immunization (within 10 years) is also required. In compliance with PA state law, resident students must provide proof of meningitis vaccine prior to moving into the residence hall. All Allied Health students (NUR, PTA, DA, DH, MLT) must provide proof of immunization for Hepatitis B (3 shot series) and this must be obtained through the student's physician or the College physician. The College physician is Dr. Pacropis. His office is located at 320 King of Prussia Road, Radnor Plaza Suite 120. Radnor, Pa 19087. Students can call his office at 610-688-8801 to arrange an appointment.

Students must submit all health forms to the Health Center, Klein Hall prior to their start of classes at Harcum. Veterinary technology students will require pre-exposure rabies vaccine, which is available through the Health Center at cost, administered by the college physician. Arrangements are made through the Veterinary Technology program.

New students with medical problems or special needs must contact the Health Center to assess individual concerns and offer any appropriate assistance and services. All students are encouraged to contact the Health Center with any changes in their medical condition.

INTERNATIONAL STUDENT SERVICES 610-526-6070, Academic Center, lower level

A full range of services are provided to international students through the English Language Academy which include tutoring, special orientation, visa support, host families and special trips. Students who wish to strengthen their English language skills can register for Harcum's English Language Academy.

TRANSFER SERVICES 610- 526-6045, Klein Hall, 2nd Floor

Transfer services include assistance in transferring to a four-year institution after completion of an Associate degree. Guidance is available in the college selection process, application procedures and college essay writing. A College Transfer Fair is held in the fall and spring semesters. A Transfer Library which houses college catalogs, college videos, applications, as well as a computer with a college database, is also available to students.

TUTORING AND LEARNING ACCOMMODATIONS 610- 526-6038,

**AEA CENTER - Academic Enrichment & Advisement Center
Academic Center, Room 217-219**

The Center provides professional and peer tutoring in many subject areas, including math, English, and science. Professional tutors also assist students in improving their study and test-taking skills, reading techniques, and time management. Tutors are available throughout the day and early evening.

CAMPUS ACTIVITIES 610-526-6028, Klein Hall, 2nd Floor

The Office of Campus Activities oversees all student organizations, provides student leadership opportunities, plans off campus trips, coordinates on campus social, educational and cultural events, and creates and distributes the semester calendar of campus wide activities and programs.

Freedom of Speech and Campus Activities:

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

1. Publicity: Any and all signs, posters or banners placed in the Academic Center must be approved by the Office of Campus Activities and be in compliance with College policy or they will be removed.
2. Scheduling: The College encourages students to hold meetings and sponsor activities. To ensure the orderly scheduling of facilities and activities, students must follow the procedures established by the Office of Campus Activities. Copies of the procedures are available in the Office of Campus Activities.

ATHLETICS

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

FITNESS AND WELLNESS

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

The Fitness Center is equipped with 8 pieces of exercise machines that enable participants to exercise all the major muscle groups. Additionally, free weights in the form of barbells range in weight from 3 pounds to 50 pounds. The Fitness Center also includes a treadmill, elliptical trainer, and a stationary bike for cardiovascular benefits. Exercise balls and mats are provided for stomach workouts and for stretching, respectively.

STUDENT LEADERSHIP OPPORTUNITIES

C.O.R.E. - Creating Opportunities for Reaching Excellence is an umbrella organization for campus-wide student leadership consisting of Peer Mentors, Student Ambassadors and Resident Advisors. C.O.R.E. members act as orientation leaders and as representatives of the College at other campus wide events such as Family Day and Commencement.

Peer Mentors orient first year ACT 101 and SSS students to the services and activities of the Grant Funded Programs office. They meet weekly with the Gant Funded Programs office professional staff to create special events for students and to develop skills in student outreach. Enthusiastic Act 101 and SSS students with a satisfactory GPA are encouraged to apply for this position. Peer Mentor compensation includes half room and board and federal work study dollars if eligible.

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

Student Ambassadors are students employed by the Admissions Office. Ambassadors provide guided tours and information to prospective Harcum students as well complete tasks assigned by the Admission Office staff. Student Ambassador compensation includes half room and board remission per semester and federal college work study dollars, if eligible.

STUDENT ORGANIZATIONS AND CLUBS

There are over 15 different student organizations at Harcum which are grouped under the following categories:

- Academic/Professional
- Honor Societies

- Special Interest
- Governance

These organizations fall under the jurisdiction of the Office of Campus Activities. Any group of students wanting to form a new student organization must be recognized by the Office of Campus Activities. Please see the Director of Campus Activities to obtain information on how to start an organization and to receive the Student Organization Manual.

ACADEMIC/PROFESSIONAL ORGANIZATIONS

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

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

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

Medical Lab Technicians/Allied Health Science club maintains informational poster presentations for Allied Health and MLT students including case studies and updates on developments in their fields.

Student Nurses' Association of Pennsylvania - SNAP is a student run organization that represents over 1800 students from more than 50 nursing schools within Pennsylvania.

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

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

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

Physical Therapist Assistant Club members hold fundraisers and plan events that educate, inform and advise people who are interested in the career of Physical Therapist Assistant.

HONOR SOCIETIES

Harcum has two honorary organizations - **Phi Theta Kappa and Lambda Nu**. Selection for membership in these organizations is considered one of the highest honors a student can receive. Students are chosen for Phi Theta Kappa for their outstanding qualities of leadership, character and citizenship within the Harcum community. Lambda Nu A.I.M. program students are eligible for the Chi Alpha Epsilon Honor Society if they have earned a cumulative grade point average of 3.0 or higher for two consecutive full-time semesters.

SPECIAL INTEREST GROUPS

Ebony Club is an organization dedicated to the cultural, academic and community needs of all multi-cultural students within the Harcum community. Its goals are to foster unity and academic excellence in students while encouraging full participation in the college. Meetings are regularly scheduled and all students are welcomed to join.

GOVERNANCE

The **Student Government Association SGA** is the official Harcum College governmental organization that represents the student body and is designed to promote the mission of Harcum College and reinforce high standards of conduct and service in accordance with the powers granted by the College. It is responsible for appointing student members to all college standing committees and represents student concerns to the College administration. Elections to the SGA take place in the fall and spring. Membership consists of the SGA President, SGA Vice President, Secretary/Treasurer, Senior Class President and Vice President, Junior Class President and Vice President, and Commuter Representative. The advisor to the Student Government Association is the Director of Campus Activities. For more information please call 610-526-6028.

SERVICE LEARNING, 610 526-6032, Klein Hall, 2nd Floor

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

RESIDENCE LIFE

610 526-6080, Pennswood Hall, 1st floor

The goal of the Residence Life staff is to provide housing to resident students that are compatible with their lifestyles, while being consistent with the mission of the College. The objectives of the Residence Life staff are to enhance the living-learning environment of a diverse community, provide opportunities for individual growth and development, and promote a strong sense of community spirit and responsibility for one another in the residence halls.

STAFF

The Director of Residence Life oversees the entire residence life program. The Director assists students with all aspects of residential living, including roommate issues, maintenance,

housekeeping and security concerns, and encourages an atmosphere of total wellness. The Director of Residence Life resides in the residence halls and has an office in the halls

Resident Directors (RD) are part time employees who reside in the residence hall and have offices in the halls. The RD staff works closely with both the Director of Residence Life and the Resident Advisors (RA). The RD operates on a rotating “on-call” duty schedule, which is shared with all other Resident Directors, and the Director of Residence Life. On-call hours are 5 pm – 9 am Monday-Friday and 24 hours throughout the weekend and when the College is closed.

Resident Advisors (RAs) are matriculated Harcum students who work together to provide programming and assistance to the residents in their hall units. RAs are on duty in the residence halls after 6 pm, Monday - Friday and throughout the weekend.

The College Work Study Desk Monitors are students who provide front desk coverage in the residence halls. Their hours are posted in the front lobby of Pennswood Hall.

FACILITIES AND EQUIPMENT

Recreational Equipment: Board games, videos, VCRs, and other recreational equipment are also available through the staff office for student use.

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

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

Room Furnishings: The College supplies each resident with a bed, dresser, mirror, desk, desk chair, and window mini blind.

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

Vending Machines: For easy convenience, vending machines are located in the residence hall. Any adjustments or inquiries (i.e., lost funds) should be brought to the attention of the company providing the machines.

Cable Television – Comcast Cable is the cable service provider for Harcum College. Representatives are on campus at the beginning of each semester for students who are interested in receiving cable TV service in their residence hall rooms. Students must contract individually for service and are responsible for all bills and for collecting from their roommates any costs shared for this service. The College will not get involved in any roommate financial disputes arising over Cable television bills.

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

POLICIES AND PROCEDURES

Community Living Policies

1. Academic Atmosphere - The residence halls provide a “living-learning” environment conducive to studying. Students are provided with 24-hour access to study lounges and quiet hour regulations.

2. Quiet Hours - In order to preserve an environment conducive to academic life, quiet hours are in effect from:

10:00 pm - 8:00 am Sunday through Thursday

Midnight - 8:00 am Friday and Saturday

Twenty-four hour quiet is imposed throughout the residence halls during final examinations. Courtesy hours are in effect from 8:00 am to 9:00 pm, Sunday through Thursday, and 8:00 am - 12:00 am, Friday through Sunday. These designated times require residents to maintain a reasonable level of quiet and consideration for their neighbors. Residence hall staff members reserve the right to confiscate sports, stereo and any other equipment when its usage interferes with the designated quiet and courtesy hour policies.

3. Right to Enter - The College reserves the right to enter rooms under the following circumstances:

- When a staff member has reasonable grounds to believe that some condition exists, which constitutes a clear and present danger to the health, safety, or security of the occupants of a room, or to the residential community?
- When a staff member has reason to believe that a specific violation of a College policy, local, state, or federal law is taking place;
- When a staff member has reasonable grounds to believe that an unauthorized person is living or staying in a room;
- During check-in and check-out procedures; before the start of every break
- To make maintenance checks and repairs.

4. Stereos, Radios, and TVs - These may be used as long as they do not disturb residents, residence hall staff or neighbors. They may be confiscated if they cause complaints. Unless approved by the Office of Residence Life, they may not be used in public areas including hallways. Students are encouraged to use headphones.

5. Changing Rooms or Roommates - Learning to live with others is part of the residential experience. Students are encouraged to try to live with their assigned roommates. Changes are permitted during the designated period if all persons involved agree to the change. In all cases, the Director of Residence Life must authorize such changes. Changing roommates without the approval of the Director of Residence Life will result in discipline action.

6. Room Lottery - Returning students have the opportunity to select a room through the housing lottery after paying a room deposit fee. Although certain rooms are allocated for incoming students, every effort will be made to satisfy a student's desire for a particular room or roommate.

7. Withdrawal from Residence - The College may request that a student vacate the residence hall. Whereas residence hall facilities may not be adequate or appropriate for some physical or medical conditions of, or developed by a student, and whereas some medical care and physical conditions may more appropriately and adequately be provided in the student's home or other residence, the College reserves the right to refuse, or to remove from its residential facilities, any student for whom, in the sole judgment of the College, the College facilities would not be appropriate.

RULES AND REGULATIONS

1. Occupancy Terms - Students signing the Conditions of Occupancy agree to occupy the residence hall room on or after the date specified. Students must vacate their rooms within 24 hours of their last exam or, for graduates, by 5:00 pm on Commencement day. Failure to do so may result in a daily fine of \$25.00. Upon vacating the premises, each student is responsible for returning the room to its original condition, returning keys and swipe cards and having the room inventory sheet checked by a member of the residence life staff.

2. Check In/Out of Rooms – All resident students must be cleared by the Bursar's Office before checking into the residence hall. Upon occupancy, the resident student will receive instructions for checking in and out of the room. Any damage that occurs during occupancy will be charged to the resident(s).

3. Room Furniture - Bed frames and other room furniture may not be removed from the rooms without the written permission of the Director of Residence Life. Failure to comply will result in a fine.

4. Lounge Furniture - Lounge furniture may not be removed from the lounge. Failure to comply with this policy will result in disciplinary action.

5. Housekeeping - Residents are expected to keep their rooms and private baths clean. Trash is to be placed in plastic bags and disposed of in the trash rooms in Pennswood Hall and in the middle stairwell bins provided in Klein Hall. The housekeeping staff cleans public areas and common bathrooms.

6. Maintenance Requests - Requests for maintenance and/or housekeeping may be obtained outside the Residence Life office. If there is an emergency, please notify the Office of Residence Life. If there is an emergency after 5:00 pm during the week or on the weekends, notify Public Safety and the residence staff on duty. If a normal request is not taken care of within ten working days, please contact the Office of Residence Life.

7. Personal Property – The College is not liable for any loss or damage to students’ personal property whether fire, theft or through any other cause results in the loss or damage to students’ personal property while on campus. Students are encouraged to purchase personal property or homeowner’s or renter’s insurance if their personal property, while on campus, is not covered under the parents homeowner’s/renter’s policy

8. Room Keys - Each resident will receive a room key and a swipe card at the beginning of the academic year. The charges to replace a lost key to an existing lock and to change the existing lock are \$15.00 and \$70.00, respectively. A resident not returning a key upon leaving residence will forfeit \$25.00 of the security deposit fee.

9. Room Damage/Key Deposits - All resident students must maintain a \$200.00 security deposit fee. Any residence hall room or common area damage is deducted from this amount. Approximately 30 days after commencement or after leaving the residence halls for any reason, the balance of this deposit will be automatically refunded to the home address of the student. It is not necessary to request a refund of the deposit. Residents of a specific room are held individually or jointly responsible for any non-authorized change to their room or damage to it. **In case of damage to adjoining public areas, residents may be assessed for damages if the individuals responsible cannot be identified.** Students who see or who have any knowledge of damage to personal or college property are expected to report such information to the residence life staff. Accidental damage must be reported immediately to the residence life staff. Failure to do so will be a violation of the policy.

9. Pets - No pets of any kind are permitted in the residence halls. A fine of \$25.00 will be made for any pet found in a residence hall room, and the pet will be taken to the SPCA. Aquarium fish and guide dogs for the visually impaired are the only exception to the policy.

RESIDENCE HALL SECURITY POLICIES

1. Residence Hall Visitation Hours - The visitation policy is designed to promote an atmosphere of respect for others and security within the residence halls. Resident students are responsible for the behavior of all guests and for informing them of the rules and regulations of the College. Non-resident students, as well as off-campus guests, are subject to all the residence hall policies.

Visiting Hours:

Sunday through Thursday: 8:00 to Midnight

Friday and Saturday: 8:00 am to 2:00 am

Overnight Weekend Visitation Friday, 6:00 pm to Sunday, 10:00 am

While the College does not prohibit overnight weekend visitation, it does **insist** that a roommate secure verbal permission from their roommate(s) **before** the guest stays over. Students are responsible for their guests’ behavior and actions at all times.

Regulations for Visitation

a) All guests **must** enter and leave through the front doors of the residence hall, show proper identification and sign in and out with the Front Desk Monitor. Guests must leave proper

identification (picture ID) at the front desk until they leave the residence halls. Students **may not** sign in guests for other students. The student must accompany his/her guests at all times. Students are expected to notify the Front Desk Monitor, Resident Director or Resident Advisor on duty if he/she sees unescorted guests in the residence hall.

b) Each resident is limited to **two** guests at any one time. Guests may not stay for more than two consecutive nights within a 14 day period. The 14 day period begins on the first night of the two day visitation period.

c) Overnight guests must be registered by 10:00 p.m. with the Front Desk Monitor and the Residence Life Staff on duty. If the guest does not register, she/he will be required to leave the residence hall immediately. Visitors unable to give the name of the person(s) they wish to see will be denied entrance.

d) It is required that children under the age of 16 receive approval from the Director of Residence Life for overnight visitation.

5. Keys, Locks and Swipe Cards - Room keys and swipe cards may not be duplicated or loaned to any other student or non-student. Students may add no additional locks to their rooms that would prevent access by a College or residence hall staff member. Violators will be fined and subject to disciplinary action.

6. Sales and Solicitation - All fundraising events, meetings and solicitations that take place in the residence halls must be approved by the Director of Residence Life.

7. Vacations - Residence halls are closed to students during vacations. Students who are required to stay on campus because of their academic programs or cannot leave the campus during vacations must obtain written permission from the Director of Residence Life to remain in the halls. Reservations for housing accommodations during breaks must be made with the Director of Residence Life three weeks prior to each break. Those students remaining on campus may be reassigned to other rooms for security purposes. A student who receives permission to stay on campus during a vacation period for non-academic reasons may be charged a per day fee.

FIRE SAFETY REGULATIONS

1. Electrical Appliances - Resistor-type electrical appliances are prohibited by Lower Merion Township because they can cause accidental fires. Electrical appliances not permitted include hot plates and space heaters. Any appliance with an open heating unit is prohibited. One cubic foot refrigerator and one microwave of no more than 600 watts are permitted per room. Students can be fined for misuse and illegal appliances may be confiscated.

2. Safe Practices for the Use of Electrical Appliances – Appliances which draw electricity (TVs, stereos, refrigerators, hair dryers) must be plugged directly into the electrical outlet and unplugged when not in use. One multiple plug or heavy-duty extension cord is permitted per room, but no large appliance may be used with it. A power strip with a fuse is suggested to be used to protect belongings from a power surge. Electrical outlets, fuse boxes, and telephone current boxes may never be tampered with by a student.

3. Fire Equipment/False Alarms - Tampering with fire alarms or sounding false alarms is prohibited by law. **Anyone doing so will be subject to severe disciplinary action; including but not limited to suspension from the residence halls.** The penalty for infraction by the local fire department can be up to \$300. If the fine is levied, the individual responsible must pay the fine. **If that individual cannot be identified, the cost will be shared by the entire residential community.**

4. General Fire Safety - All stairway doors must be kept closed. At the first sign of fire, students must activate alarm boxes in the corridors.

5. Fire Drill/Fire Safety Procedures - No student may ignore a false alarm or a fire drill. For safety, students are to follow these instructions:

- a) Quickly and silently leave the building by the nearest exit.*
- b) Wear appropriate available outdoor clothing.
- c) Stay in line in the corridors and on the stairs, as directed by the person in charge.
- d) Quietly stand in line, away from the driveways, until a member of the fire department or Harcum staff issues the order to return to the building.

* In the event of a fire, a student who does not exit the building is subject to arrest for interfering with the fire department. **Failure to evacuate will result in disciplinary action.**

6. Candles - The use of candles or any other open flamed device, including burning of potpourri or incense is prohibited in the residence hall. Residence Life staff reserves the right to confiscate any of these items.

CONDITIONS OF OCCUPANCY

Upon receipt of a room assignment in the Harcum College residence halls students must sign the Conditions of Occupancy which defines the guidelines, rules, regulations, and standards of conduct that residents are expected to abide by when living in Harcum College residence halls.

HARCUM COLLEGE CONDITIONS OF OCCUPANCY

Residents are expected to actively participate in the mission of the Residence Life Department, and in addition, are expected to adhere to the following guidelines, rules, regulations, and standards of conduct. Failure to adhere to these guidelines, rules, regulations, and standards of conduct will result in disciplinary action. In cases of local, state and federal law violations the College will contact the appropriate authorities as deemed necessary.

GENERAL

1. Residents shall keep all common areas orderly and leave them in suitable condition for the next user.
2. Furnishings shall not be removed from designated locations.
3. Residents shall be courteous of others in regard to noise. This means radios, televisions, and stereos shall be kept at low volume. Headphones shall be used with stereos.

4. Common areas shall be used for their designated purposes.
5. Residents shall cooperate with all College personnel. This includes, but is not limited to the Director of Residence Life, Resident Directors, Resident Advisors, Maintenance, Housekeeping, and Public Safety Staff.

FINANCIAL

1. The contractual period for a room is for the fall, spring and/or summer semesters. Each resident shall be liable for payment in full for this period, except under extraordinary circumstances determined by the Director of Residence Life and/or the Dean of Student Affairs.
2. Fees for the room cover only those time periods when the College is in session.
3. Students identified as responsible for vandalism, missing items, or fined for infractions of the residence hall regulations must pay in full and upon receipt of any charges.
4. The College shall retain a security deposit of \$200.00. The residents shall share the cost of damage not attributed to a specific individual(s). Students shall be billed for any charges beyond the \$200.00 deposit.
5. The College is not responsible for damage or loss of any personal property of a resident, either in the halls or on their grounds. It is recommended that students purchase property insurance for his/her personal belongings if they are not covered under their parent/guardians homeowner's insurance policy.

FIRE, SAFETY, HEALTH, AND SECURITY

1. Fire and safety equipment are to be used for emergencies only.
2. The possession of firearms, fireworks, candles, or the storage of volatile or flammable materials is prohibited.
3. Cooking appliances are prohibited in the residence hall, with the exception of microwaves.
4. Residents and visitors must vacate the building immediately when a fire alarm sounds.
5. Swipe cards to the building are for the residents' use only and not to be given to non-residents.
6. Lost room keys and swipe cards must be reported promptly to the Office of Residence Life.
7. Doors may not be propped open at any time.
8. Throwing objects out of windows is prohibited.
9. Pets are not allowed in the residence halls, with the exception of fish, no tanks larger than 20 gallons. Guide dogs for sightless persons are the only exception to this policy. Visiting pets are not permitted.
10. Students shall carry their College ID at all times.
11. All students must submit all required health forms in order to live in the residence hall.
12. Smoking is prohibited inside of all buildings located at Harcum College. Those in violation will be subject to disciplinary sanctions.

VANDALISM

1. Students involved in vandalism may be fined, and subject to the College's disciplinary procedures.
2. The Director of Residence Life and the Director of Facilities shall determine what constitutes vandalism.

ALCOHOL

1. The State of Pennsylvania prohibits the consumption of alcohol by anyone under the age of 21.
2. Residents must comply with the residence hall alcohol policy. Failure to comply will result in disciplinary action.

DRUGS

1. According to State and College regulations, the use, possession, and/or distribution of illegal substances are prohibited. The abuse/misuse of controlled substances is prohibited.
2. Residents shall be disciplined for violation of this policy. Students may be fined, banned from the residence hall, and/or expelled from school.

GAMBLING

1. According to State and College regulations, any form of gambling is prohibited.

VISITATION

1. All nonresidents will be held accountable for all rules and regulations outlined in Conditions of Occupancy, and the Student Code of Conduct as outlined in the Official Harcum College Student Handbook.
2. All nonresidents must sign in with the desk monitor and/or security officer, and leave proper identification (picture ID) until time of departure.
3. Residents may have, at any one time, more than two guests. Guests may not stay for more than two consecutive nights within a 14 day period. The 14 day period begins on the first night of the two day visitation period.
4. Residents are financially responsible for any damages or violations caused by their guest(s).
5. Residents and nonresidents violating any conditions of occupancy may lose all visitation including overnight privileges.

MAINTENANCE

1. All maintenance problems shall be reported in writing to the Office of Residence Life.

HOUSEKEEPING

1. The cleaning of rooms and suite bathrooms is the responsibility of the occupants.
2. Residents are financially responsible for unusual cleaning from inappropriate behavior as determined by the Office of Residence Life.

PHONES

1. The College provides local phone service and voicemail.

I understand that Harcum College:

1. May revoke a room agreement by giving not less than a one day notice for any of the following reasons:
 - a. Abuse, theft, removal or destruction of residence hall property
 - b. Possession or use of firearms, fireworks, ammunition, explosives of any kind, flammable materials or deadly weapons of any nature, in or near the residence hall
 - c. Illegal use of fire equipment in the residence hall
 - d. Illegal use, possession and/or distribution or sale of alcohol, narcotics, dangerous drugs or hallucinogenic substances in or near the residence hall
 - e. Assault of a resident, guest or college personnel in or near the residence hall
 - f. Repetitive disruptive behavior as determined by the Director of Residence Life

IN SUCH CASES, THERE WILL BE NO RETURN OF ROOM AND BOARD FEES.

2. Reserves the right to refuse the reapplication of residents for college housing based on the behaviors listed above.
3. May require a medical and/or psychiatric evaluation of a resident if there are specific behaviors that would warrant concern regarding the safety of the student as well as other residents. This evaluation would be a stipulation for the student to remain a resident and would be done at the student's expense.
4. Reserves the right to enter student rooms to make repairs and in cases of clear emergencies, as well as to conduct investigations, inspections and/or seizures in order to secure and protect the policies of the College. The College recognizes its responsibility to respect the rights of its residents not to have their privacy unreasonably disturbed.
5. Reserves the right to make room assignment and resident hall changes in situations that warrant such actions. The Director of Residence Life may make necessary changes at any time during the year.
6. Reserves the right to add or amend College disciplinary rules as stated in the Official Harcum College Student Handbook or elsewhere.

I have carefully read and agree to abide by the Conditions of Occupancy stated herein and the rules and regulations of Harcum College as stated in the Student Handbook. I acknowledge that failure to abide by these rules, regulations, and standards of conduct will result in College disciplinary action.

Print Name: _____

Signature: _____ **Date:** _____

SECTION IV

ACADEMIC LIFE

ACADEMIC PROGRAMS

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

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

Associate in Science: Allied Health Sciences, Animal Center Management, Business Administration, Criminal Justice, Emergency Management, Expanded Functions Dental Assistant, Dental Assistant, Dental Hygiene, Fashion Design, Healthcare Practice Management, Interior Design, Medical/Laboratory Technician, Leadership Studies, Legal Studies, Neurodiagnostic Technology, Nursing, Physical Therapist Assistant, Therapeutic Recreation and Veterinary Technology.

Credit Certificates: Dental Assistant.

Non-Credit Certificates: Animal-Assisted Therapy and Education.

ACADEMIC ADVISING SERVICES

Students are assigned to a Program Director in their major department. The Program Director will approve all course selections and advise students on program requirements. Call your Program Director for more information.

PROGRAM CHANGE

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

ACADEMIC WARNINGS

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

ATTENDANCE POLICY

Students are expected to attend regularly all scheduled classes and laboratories. A student shall not be permitted to miss more than the equivalent of one week of class in a course during a semester. Students should notify their instructors of the courses they will miss prior to the absence(s), if possible. Students are responsible for all work missed due to absence from class. Each professor will determine his or her own penalty for violation of this attendance policy and publish it in the course syllabus at the beginning of each semester. When a student fails to

comply with the policy, the professor has the right to assign a grade consistent with his or her policy as stated in the syllabus. The policy for missed tests or examinations is also determined by the individual instructor.

COURSE ADD/DROP

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

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

COURSE WITHDRAWAL

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

GRADE POINT AVERAGE

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

Quality Points Table

A =4	C=2
A=3.7	C-=1.7
B+=3.3	D+=1.3
B=3	D=1
B-=2.7	D-=.7
C+=2.3	F=0

Example: COURSE CREDITS ATTEMPTED GRADE QUALITY POINT

FALL

English 101 3	A	$3 \times 4 = 12$
Math 100 3	B	$3 \times 3 = 9$
Bus 213 3	F	$3 \times 0 = 0$
History 128 3	C	$3 \times 2 = 6$
Psychology 111 3	B	<u>$3 \times 3 = 9$</u>

Total	15	36
Semester GPA: 2.40	(36 divided by 15)	
Cumulative GPA: 2.40	(36 divided by 15)	

COURSE CREDITS ATTEMPTED GRADE QUALITY POINTS

SPRING

English 102 3 B	3x3=	9
Math 113 3 A	3x4=	12
Business 213 3 B*	3x3=	9
History 129 3 C	3x2=	6
Sociology 109 3 D	<u>3x1=</u>	<u>3</u>

Total	15	39
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Semester GPA: 2.60	(39 divided by 15)
Cumulative GPA: 2.77	(75 divided by 27)

*Repeated Course: Credits included in Semester GPA, but excluded from Cumulative GPA.

NOTES:

- Most courses in sequence require a grade of “C” or better to move on to the next course. Consult the college catalog for program specific regulations. Failed courses may be repeated one time only. The new grade will take the place of the “F” in the GPA, but will remain on the transcript.
- No credit is given for a course in which the student has less than the minimum passing grade of a “D-”. If the failed course is required for graduation (see program requirements) it must be repeated.

PROBATION

Satisfactory progress will be determined by the cumulative grade point average (GPA). A step-up system is used to permit a student’s gradual progress to meet the 2.0 GPA requirement for graduation. See example:

REQUIRED GPA TABLE

CREDITS ATTEMPTED	CUMULATIVE GPA REQUIRED
1-15	1.00
16-30	1.50
31-45	1.75
46 & above	2.00

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

LIMITED LOAD

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

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

SUSPENSION

Suspension involves forced withdrawal from courses and residence with the privilege of returning at the discretion of the Dean of the Faculty and the Dean of Students.

ACADEMIC DISMISSAL

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

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

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

If the student returns to the first curriculum or any curriculum requiring the failed courses, the original “F” grades and attempted credits will be restored, resulting in a downward revision of the cumulative GPA. In addition to maintaining good academic standing, each financial aid recipient must make academic progress according to financial aid guidelines. Copies of these standards are available in the Financial Aid Office, are outlined in this catalog and are mailed to each financial aid recipient.

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

WITHDRAWAL FROM HARCUM

When a student withdraws from the College, written notice to this effect must be submitted to the Dean of the Faculty by the student, or student’s parent or guardian and the Withdrawal from Harcum form must be completed. The date when the Dean of the Faculty receives the written notice is the official date of withdrawal. Students must also complete an exit interview with a member of the Student Development counseling staff. No verbal statement made to any official of the College administration is acceptable as a notice of withdrawal. **No oral statement made to any official of the College administration is acceptable as a notice of withdrawal.**

HARCUM REINSTATEMENT

A student who is academically dismissed may apply to the Dean of Faculty for readmission, usually after a full semester away from Harcum College. If a student has difficulty in one

program and transfers to a different program, a revision of the cumulative GPA may be possible (e.g. if the student has a grade of F in courses that are not required in the new program, the F will be changed to an F*, and the credits for those courses will be subtracted from the total attempted credits, resulting in a higher GPA).

If the student returns to the first curriculum or any curriculum requiring the failed courses, the original F grades and attempted credits will be restored, resulting in a downward revision of the cumulative GPA. In addition to maintaining good academic standing, each financial aid recipient must make academic progress according to financial aid guidelines. Copies of these standards are available in the Financial Aid Office, are outlined in the College catalog, and are mailed to each financial aid recipient.

ACADEMIC HONORS

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

Graduation with Honors - GPA 3.5 and higher.

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

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

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

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

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

TRANSFER CREDITS

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

CHALLENGE EXAMINATIONS

Challenge examinations provide the matriculated student with an opportunity to earn credit by passing a course's final exam, without taking the course. Challenge examinations are developed, administered and graded by Harcum College faculty.

Harcum College reserves the right to determine which courses may be challenged. A student may not challenge a course that she/he had failed either at Harcum or another college or university. A student may not challenge a course for which partial credit has been earned.

Challenge Examination Procedure

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

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

GRADUATION REQUIREMENTS

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

1. An Associate Degree student must have earned a minimum of 62 credit hours. Some programs require more than this minimum. The exact requirements for each program are indicated in the current catalog.
2. For the Associate Degree, a minimum of 30 credits must have been earned at Harcum and must include attendance at Harcum the last full semester.
3. For all degrees, a minimum grade point average of 2.0 is required. Basic Skills Standards (as outlined in the current catalog) must also be fulfilled. These credits for developmental courses do not count toward graduation.
4. All financial obligations to the College must be paid in full before a student may participate in the graduation exercises. The diploma and transcript of grades also will be withheld until the student meets his/her financial obligations.

*As of fall 2001, the Physical Education requirement has been dropped from certain programs.

COMMENCEMENT

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

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

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

All other exceptions must have written approval of the program director and the Dean of the Faculty.

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

ACADEMIC CONDUCT AND VIOLATIONS

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

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

A student whose academic progress and/or social conduct are deemed by the College to be unsatisfactory may be asked not to return for the second year of studies. The right to invite students to return is reserved by the College and is at the sole discretion of the College.

Examination Procedures

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

Written Work

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

The following must be observed:

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

Laboratory/Studio Work

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

Procedure for Academic Violations

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

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

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

PENALTIES FOR VIOLATIONS OF ACADEMIC MISCONDUCT

Penalties for violations are as follows and cumulative:

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

APPEAL

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

ACADEMIC GRIEVANCE

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

ACADEMIC GRIEVANCE PROCEDURES

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

GRADE APPEAL

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

TUTORING AND LEARNING ACCOMMODATIONS

The Academic Enrichment and Advisement Center (AEA) provides tutoring services, testing accommodations, and academic advising to assist students.

The AEA Center consists of rooms 217-219A in the Academic Center Building.

Tutors can also assist students in improving their study and test-taking skills, reading techniques, and time management. Tutors are available throughout the day and early evening.

Tutoring & Learning Skills

The Center's professional and peer tutors provide one-on-one and small group tutoring in many subject areas, including math, English, and science. Professional tutors can also assist students in improving their study and test-taking skills, reading techniques, and time management. Tutors are available throughout the day and early evening.

Computer Tutorials

Computer-based resources in the Center's lab provide other opportunities for students to gain more clarity on academic concepts presented in the classroom. Students choose from course-based CD-ROMs, a networked computer tutorial that offers a broader range of content areas, including essay writing, problem solving, and reading techniques.

Accommodations and Testing

Harcum students who have a disability may request accommodation services through the Disabilities Services Office in Klein Hall. Students requesting accommodations must provide current documentation of their disability. Accommodations can include:

- Proctored testing with extended time
- Tape cassettes and tape recorders
- Calculators
- Note takers
- Kurzweil 3000 and other software

For more information see the Disability Services in Section III of this handbook or call (610) 526-6036 or (610)-526-6032

Academic Advising

Academic Advising and processing of academic paperwork and transfer credits take place in the

Program Director's office. Many academic questions can be answered there, such as availability of courses, choice of courses, and academic options you have while at Harcum. Academic Advising paperwork includes course withdrawals, add/drop of courses, and course waivers. Contact your Program Director for more details.

THE SCHOOL OF CONTINUING STUDIES 610-526-6100

Are you ready to make a career change? Are you looking to improve your marketable job skills? Have you deferred starting college? Whatever your reasons for considering college at this time, you should explore Harcum College's School of Continuing Studies. Harcum College's School of Continuing Studies is designed to provide a solution to anyone looking to further his/her professional career. The school is designed to be a bridge between where students are today and where they want to be tomorrow. The curriculum is designed to provide the business professional with the skills he or she needs to remain competitive in the marketplace.

COLLEGE GOVERNANCE

Standing committees are organized to facilitate the work of the College. Committee recommendations are referred to the Faculty Affairs Committee, the Program Director's Council, and the Faculty Senate. Action by these committees is not binding on the President or the Board of Trustees.

Judicial Board

The Board consists of faculty, administrators and students who are responsible for adjudicating student disciplinary hearings related to violations of the Student Code of Conduct.

Harcum Advisement Council Harcum Advisement Council advises the President on policy decisions. The Council consists of faculty, staff and administrators

2007 - 2008 ACADEMIC CALENDAR

Pre-registration	Mon. - Fri.	April 2 - 13
Open registration	Mon. - Fri.	April 16 - Sept. 14
New student orientation	Wednesday	June 27
New student orientation	Wednesday	August 9
Labor Day Holiday	Monday	September 3
Resident students move in	Tuesday	September 4
Welcome Back Days	Tues. - Wed.	September 4 -5
Classes begin at 8:30 a.m.	Wednesday	September 5
All payments due	Wednesday	September 5
Add/Drop period ends	Friday	September 14
Fall recess/no classes	Fri. - Mon.	October 5 -8
Incomplete grades due	Friday	October 19
Last day to withdraw with a "W"	Friday	November 2
Pre-registration for Spring	Mon. - Fri.	Oct. 29 - Nov. 9
Open registration	Mon. - Fri	Nov. 12 - Jan. 25
Residence halls close at 6 p.m.	Tuesday	November 20
Thanksgiving recess begins at 6 p.m.	Tuesday	November 20
Classes resume at 8:30 a.m.	Monday	November 26
Last day of classes	Tuesday	December 18
Grades due by noon	Wednesday	December 19
Residence halls close at 6 p.m.	Wednesday	December 19
Spring Semester 2008		
Pre-registration	Mon.- Fri.	Oct. 29 - Nov. 9
Open registration	Mon. - Fri	Nov. 12 - Jan. 25
Resident students move in	Tuesday	January 15
New student orientation	Tuesday	January 15
Classes begin at 8:30 a.m.	Wednesday	January 16
All payments due	Wednesday	January 16
Add/Drop period ends	Friday	January 25
Incomplete grades due	Friday	February 29
Last day to withdraw with a "W"	Friday	March 21
Spring recess	Mon. - Fri.	March 23 - 28

Classes resume at 8:30 a.m.	Monday	March 31
Pre-registration for Fall	Mon. - Fri.	March 31 - April 11
Open registration	Mon. - Fri.	April 14 - Sept. 2
Last day of classes	Tuesday	May 6
Residence halls close (nongraduates)	Wednesday	May 7
Grades due	Thursday	May 8
Commencement	Saturday	May 17

SUMMER 2006 ACADEMIC CALENDAR

Session 10 weeks (3S)

Last day to register	Wednesday, May 17
First day of classes	Wednesday, May 17
Drop/Add period ends	Friday, May 26
Memorial Day Holiday	Monday, May 29
Last day to withdraw with a "W"	Tuesday, June 20
Independence Day Holiday	Mon. & Tues., July 3 & 4
Last day of classes	Tuesday, July 25

Session I (5T)

Last day to register	Wednesday, May 17
First day of classes	Wednesday, May 17
Memorial Day Holiday	Monday, May 29
Drop/Add period ends	Wednesday, May 31
Last day to withdraw with a "W"	Friday, June 9
Last day of classes	Friday, June 30

Session II (6T)

Last day to register	Wednesday, July 5
First day of classes	Wednesday, July 5
Drop/Add period ends	Wednesday, July 12
Last day to withdraw with a "W"	Friday, July 21
Last day of classes	Friday, August 11

2006-2007 Academic Calendar

Fall Semester 2006

New student orientation	Wednesday	June 28
Registration continues	Monday	August 7
New student orientation	Wednesday	August 23
Labor Day Holiday	Monday	September 4
Resident students move in	Tuesday	September 5
Welcome Back Days	Tues-Wed.	September 5-6
Classes begin at 8:30 a.m.	Wednesday	September 6
All payments due	Wednesday	September 6
Add/Drop period ends	Friday	September 15
Fall recess/no classes	Fri.-Mon.	October 6-9
Incomplete grades due	Friday	October 20
Family Day	Saturday	October 21
Last day to withdraw with a "W"	Friday	November 3
Pre-registration for Spring	Mon.-Fri.	Oct. 3-Nov. 10
Open Registration	Monday	Nov. 13-Jan. 26
Residence halls close @ 6:00 p.m.	Tuesday	November 21
Thanksgiving recess begins @ 6:00 p.m.	Tuesday	November 21
Residence Halls close @ 6:00 p.m.	Tuesday	November 21
Classes resume at 8:30 a.m.	Monday	November 27
Last day of classes	Tuesday	December 19
Grades due by noon	Wednesday	December 20
Residence halls close @ 6:00 p.m.	Wednesday	December 20

Spring Semester 2007

Pre-registration	Mon.-Fri.	Oct. 3-Nov. 10
Open registration	Monday	Nov. 13-Jan. 26
Resident students report	Tuesday	January 16
New student orientation	Tuesday	January 16
Classes begin at 8:30 a.m.	Wednesday	January 17
All payments due	Wednesday	January 17
Add/Drop period ends	Friday	January 26
Incomplete grades due	Friday	March 2
Last day to withdraw with a "W"	Friday	March 16
Spring recess	Mon.-Fri.	March 19-23
Classes resume at 8:30 a.m.	Monday	March 26
Pre-registration for Fall	Mon.-Fri.	April 2-13
Open registration	Mon.-Fri.	April 16- Sept. 14
Last day of classes	Tuesday	May 8
Residence halls close (nongraduates)	Wednesday	May 9
Grades due	Thursday	May 10
Commencement	Saturday	May 19

SUMMER 2007 ACADEMIC CALENDAR

Session 10 weeks (3S)

Last day to register	Wednesday, May 16
First day of classes	Wednesday, May 16
Drop/Add period ends	Wednesday, May 30
Memorial Day Holiday	Monday, May 28
Last day to withdraw with a "W"	Tuesday, June 19
Independence Day Holiday	Wednesday, July 4
Last day of classes	Tuesday, July 24

Session I (5T)

Last day to register	Wednesday, May 16
First day of classes	Wednesday, May 16
Memorial Day Holiday	Monday, May 28
Drop/Add period ends	Friday, May 25
Last day to withdraw with a "W"	Friday, June 8
Last day of classes	Friday, June 29

Session II (6T)

Last day to register	Tuesday, July 3
First day of classes	Tuesday, July 3
Drop/Add period ends	Tuesday, July 10
Last day to withdraw with a "W"	Friday, July 20
Last day of classes	Friday, August 10

2007-2008 Academic Calendar

Fall Semester 2007

Pre-registration		Mon.-Fri.	April 2-13
Open registration		Mon.-Fri.	April 16- Sept. 14
New student orientation		Wednesday	June 27
New student orientation		Wednesday	August 22
Labor Day Holiday		Monday	September 3
Resident students move in		Tuesday	September 4
Welcome Back Days		Tues.-Wed.	September 4-5
Classes begin at 8:30 a.m.		Wednesday	September 5
All payments due		Wednesday	September 5
Add/Drop period ends		Friday	September 14
Fall recess/no classes		Fri.-Mon.	October 5-8
Incomplete grades due	F	riday	October 19
Last day to withdraw with a "W"		Friday	November 2
Pre-registration for Spring		Mon.-Fri.	Oct. 29-Nov. 9
Open registration		Mon.-Fri.	Nov. 12-Jan. 25
Thanksgiving recess begins at 6:00 p.m.		Tuesday	November 20
Residence halls close @ 6:00 p.m.		Tuesday	November 20
Classes resume at 8:30 a.m.		Monday	November 26
Last day of classes		Tuesday	December 18
Residence halls close @ 6:00 p.m.		Wednesday	December 19
Grades due by noon		Wednesday	December 19

Spring Semester 2008

Pre-registration		Mon.-Fri.	Oct. 29-Nov. 9
Open registration		Mon.-Fri.	Nov.12-Jan. 25
Resident students move in		Tuesday	January 15
New student orientation		Tuesday	January 15
Classes begin at 8:30 a.m.		Wednesday	January 16
All payments due		Wednesday	January 16
Add/Drop period ends		Friday	January 25
Incomplete grades due		Friday	February 29
Last day to withdraw with a "W"		Friday	March 21
Spring recess		Mon.-Fri.	March 23-28
Classes resume at 8:30 a.m.		Monday	March 31
Pre-registration for Fall		Mon.-Fri.	March 31-April 11
Open registration		Mon.-Fri.	April 14-Sept. 12
Last day of classes		Tuesday	May 6
Residence halls close (nongraduates)		Wednesday	May 7
Grades due		Thursday	May 8
Commencement		Saturday	May 17