



Dear Student,

We are pleased to introduce the 2004-2006 edition of Harcum College's Student Handbook. This publication provides important information about the scope of student life at Harcum College, the array of services provided to assist you in your academic work, living experience, and College policies, regulations and procedures. We hope you will take a moment now to review the Handbook and to refer to it when you have specific questions in the future. We rely upon you to be well informed about programs, important offices of the College, and standards of student conduct.

To all new students and to those returning, welcome. We trust and hope that the Harcum experience will be rewarding for you.

Sincerely,

The Student Affairs Staff

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 colleges in America, Harcum aims at providing every student with the opportunity not only for a rewarding career, but also for a fulfilling life.

Harcum College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (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.

STUDENT AFFAIRS MISSION STATEMENT

The Office of Student Affairs is composed of a professional team dedicated to developing students to their fullest potential through a holistic, proactive, and individualized approach. The team provides a wide range of academic support services and student life programs to women and men of diverse ages and backgrounds that:

1. promote academic and career success
2. encourage and motivate students to become involved in the college experience
3. provide leadership, community service, and multicultural opportunities
4. recognize student leaders and community service volunteers
5. develop skills for community living and learning

Amendments:

Harcum College reserves the right to revise or supplement college policies and regulations at any time. Should any such amendments occur during the academic year, students will be duly notified.

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HARCUM
HARCUM COLLEGE

General Information



SECTION I: GENERAL INFORMATION FOR ALL STUDENTS

AccESS (Accommodations and Educational Support Services) FOR STUDENTS WITH DISABILITIES (610) 526-6036

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 Affairs.

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 AccESS Coordinator to initiate the services. Early contact with the Coordinator of AccESS is essential. Guidelines for documentation and information on services may be obtained from the AccESS Coordinator.

BOOKSTORE (610) 526-6041, Academic Center, Ground Level

The Bookstore sells textbooks, school supplies, sweatshirts, stuffed animals, essential toiletries, and novelties. Students may pay cash or use Visa/MasterCard. With a Harcum I.D., the Bookstore offers a personal check cashing service for checks up to \$25.00. Hours are Monday through Friday, 9:00 am-5:00 pm. The College, however, advises students to open a checking account at a local bank.

COLLEGE BULLETIN BOARDS (610) 526-6028

Use of college bulletin boards located in the Academic Center falls under the Office of Student Life. Any and all information posted (except that of an academic nature) must be approved by the Office of Student Life or it will be removed. 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.

FINANCIAL AID (610) 526-6155, MELVILLE HALL, SECOND FLOOR

The office is open Monday through Friday, 9:00 am to 5:00 pm. Services of the office include: administration of all student financial aid programs, grants, scholarships, loans, on campus employment and financial aid counseling.

Students must complete the Free Application for Federal Student Aid (FASFA) by April 15th to apply for all federal, state and institutional aid, including loans.

Special note: 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.

STANDARDS OF ACADEMIC PROGRESS FOR FEDERAL & INSTITUTIONAL AID

In order to continue receiving financial aid, a student must maintain satisfactory academic progress toward completion of their program of study. The student must be moving toward the goal of graduation.

Specifically, the student must successfully complete the number of attempted credits as shown below:

| | |
|---|-----|
| Percentage of Attempted Credits to be earned: | |
| 1 year Certificate | 67% |
| 2 year Associate Degree | 67% |
| 3 year Vet Tech. Degree | 75% |

In addition to completing a certain number of attempted credits, all students are required to achieve the cumulative grade point average as listed below if they are to continue to receive institutional and federal financial aid.

| Credits Attempted | Required CUM GPA |
|--------------------------|-------------------------|
| 1-15 | 1.00 |
| 16-30 | 1.50 |
| 31-45 | 1.75 |
| 46and above | 2.00 |

Attempted credits will include all courses taken by the student. Credits earned will include all courses in which a student earns a passing grade. Earned credits for a course cannot be counted more than once. Credits attempted and earned in the summer will be treated the same as credits attempted and earned during the academic year.

If the **maximum number** of semesters is exceeded, then the student would lose eligibility for federal and institutional aid as shown below:

| NORMAL NUMBER OF SEMESTERS TO COMPLETE | | MAXIMUM NUMBER OF SEMESTERS OF AID |
|---|---|---|
| 1 year Certificate | 2 | 3 |
| 2 year Associate Degree | 4 | 6 |
| 3 year Vet Tech Degree | 6 | 8 |

If a student transfers to another program, then the student is subject to the maximum time frame for that new program without regard to the time spent pursuing the previous program degree. The maximum time frame requirement will be pro-rated accordingly for part-time students.

Students who attend beyond two academic years must have a 2.0 cumulative grade point average at the end of the second year to receive financial aid for completion of the program.

The maximum time frame for completion of an undergraduate program cannot exceed 150 percent of the published program length for a full-time student. For a student in an Associate degree program, the minimum number of credits for graduation is 62. Therefore, the student would have a maximum time frame of 93 attempted credits to complete the program before the student would lose eligibility for federal and institutional aid. For a student in the Veterinary Technology program, students have a maximum time frame of 145 attempted credits before the student would lose eligibility for federal and institutional aid.

Academic Progress for each student will be measured once per academic year in May. If a student does not meet these standards of academic progress, then that student will be put on probation and not considered for federal or institutional funds.

Appeals to the above regulations may be based on either the death of a relative, a serious personal illness/injury or other extenuating circumstances. The student must be able to demonstrate that the illness/injury or extenuating circumstance had a direct impact on the student's academic performance. In addition, if a student does make satisfactory progress during the probationary period, then the student may appeal for reinstatement of eligibility for Title IV funds for one semester.

The student must put her/his request for an appeal in writing and submit it to Harcum's Financial Aid Office. The student may be asked to provide supporting documentation of the situation. Appeals, when granted, are for one semester only and the student must comply with any and all conditions attached to the waiver of the academic policy.

STANDARDS OF ACADEMIC PROGRESS FOR THE PHEAA STATE GRANT PROGRAM

A full time student must successfully complete at least 24 credits for every two semesters of PHEAA State Grant assistance received. (A student may appeal this directly to PHEAA). A part-time student must successfully complete at least 12 credits for every two semesters of PHEAA State Grant assistance received.

FOOD SERVICES (610) 525-6262 (main number) Klein Hall

The dining hall is open to all students. Resident students must present their valid I.D.s at all meals. Commuter students and guests must pay for each meal.

Dining Hours:

Monday-Friday

| | | |
|-----------|--|--------|
| Breakfast | 7:30 am to 9:00 am | \$3.25 |
| Lunch | 11:30 am to 1:30 pm | \$4.00 |
| Dinner | 5:00 pm to 7:00 pm (Friday until 6:00 pm) | \$5.50 |

Saturday and Sunday

| | | |
|--------|---------------------|--------|
| Brunch | 10:00 am to 1:30 pm | \$4.00 |
| Dinner | 5:00 pm to 6:00 pm | \$5.50 |

Meal Plans: Can be purchased through Dining Services.

Contact Eric Robinson at (610) 525-6262. 11 meals for \$40.00

Resident students are reminded that their meals have been paid for in their yearly room and board fee. Refunds will not be given for any missed meals. Special diets may be provided if requested by the Director of the Health Center. Students may not bring food from elsewhere into the dining room. No plastic food or drink containers will be allowed into the dining hall. Bare feet are not permitted in the dining room. Students are requested to dress appropriately at special dinners. Utensils and dishes must not be removed or misused while in the dining room. Unless approved by the Director of Food Services, all food and beverages must be consumed in the dining hall.

FOOD MACHINES (610) 525-6262

Drinks, snacks, fruits, and sandwiches 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 on campus such as bake sales, candy sales, etc., must receive the prior approval from the Office of Student Life (except those that take place in the Residence Halls). 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 Student Life. 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 and wear a student I.D. card while taking classes at Harcum College. I.D. cards must be validated each semester through the Office of Campus Safety. I.D. cards are required to borrow books from the Library, to use the athletic facilities, to cash checks at the campus bookstore, to enter the dining hall and to enter the residence hall. To replace a stolen or lost I.D. card, students must contact the Office of Campus Safety. Replaced I.D. cards are processed for a \$20.00 fee.

LIBRARY (610) 526-6066, Academic Center, First Floor

Harcum College's library is conveniently located in the Academic Center and houses a full range of library services for both students and faculty. The library staff consists of four professional librarians and three paraprofessionals. A professional librarian is available at all times for reference and research assistance. In addition, professional librarians are available for bibliographic instruction. Interlibrary Loan allows students and faculty 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 circulate overnight, and audio-visual materials circulate for one day. Periodicals do not circulate. Books, reserve items and audio-visual materials, which are not returned on time, are subject to a \$5.00 overdue

processing charge.

Eating, drinking and smoking are forbidden in the Library. Students wishing to study in groups are asked to use the Janoff room located on the second floor, which also houses the library's juvenile collection.

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

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

MAILBOX/POST OFFICE (610) 526-6041, Academic Center, Ground Level

The Post Office is located on the Ground Lower Level of the Academic Center. All students, commuters and residents, are assigned college mailboxes. Incoming and college mail are 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.

STUDENT E-MAIL POLICY

The Harcum College campus community is increasingly dependent upon electronic communication among faculty, staff and students. Because of its convenience, cost effectiveness and speed, e-mail has replaced much of the paper correspondence of the past at Harcum College. While students have had access to campus e-mail for some time, this policy is intended to ensure that students have access to and effectively utilizes this efficient form of campus communication.

PARKING

All students who intend to keep a car or park one regularly on campus must register their automobile with the Director of Campus Safety located in Klein Hall. All cars must be parked facing inward. The parking permit sticker must be placed on the rear window right hand side so that it can be seen easily. Parking permits cost \$80.00 per year and can be purchased in the Director of Campus Safety Office in Klein Hall. Student parking is restricted to spaces that are not designated as FACULTY, STAFF, VISITOR or HANDICAPPED.

Students taking less than 9 credits can purchase a permit for \$40.00 per year.

Penalties for student infractions of parking regulations are as follows:

- 1st offense: Warning notice affixed
- 2nd offense: \$25.00 fine
- 3rd offense: Vehicle towed away at owner's expense

Flagrant offenders will be denied parking on campus. Vehicles with unpaid citations will be considered as un-stickered and will be towed off 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.

The main entrance to the campus is located on Montgomery Avenue. There is an additional entrance to the campus from Morris Avenue and Pennswood Road. Both gates close at 9:30 pm nightly. **ALL CARS ENTERING THE CAMPUS WHEN THERE IS A SAFETY OFFICER IN THE PUBLIC SAFETY GUARDHOUSE MUST STOP TO IDENTIFY THEMSELVES; THIS INCLUDES HARCUM STUDENTS AND THEIR GUESTS.**

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. Each student is 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, etc., 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 extreme weather conditions or other emergencies, the Provost of the College may declare the College closed early for the day. For closing information, students may dial the main number (610) 525-4100, check the College website (www.harcum.edu) or tune in to KYW-1060 AM radio. Announcements begin as early as 4:30 AM and are repeated twice an hour. The College's school closing numbers are 300 for day classes and 2300 for evening 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 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 9:00 a.m.-5:00 p.m.) by dialing the main number and

pressing “O”. 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 their own voicemail account. This service plan includes unlimited local calls all other calls must be made using a calling card or placed collect. For a listing of local exchanges, please our visit our website at: www.harcum.edu/student_services/residence_life/phone_list.html. For questions or problems regarding phone service, you may contact the facilities office at 610-526-6181.



College Policies and Procedures



SECTION II—COLLEGE POLICIES AND PROCEDURES (NON-ACADEMIC)

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

A. COLLEGE RESPONSIBILITIES

The College accepts its responsibilities to provide: an atmosphere conducive to learning and living; reasonable protection from physical harm, including a safe campus and facilities for emergency treatment of injury and disease; access to available educational facilities under proper supervision; security in the knowledge that qualified students may pursue an academic program without interruption throughout the year; the right to confidential non-academic guidance, and encouragement of self identity, provided one does not infringe on the rights of others; free expression of grievances through appropriate channels; and a high standard of curricula. In a national emergency or an emergency situation, the College will offer best efforts to continue classes, programs and services as long as public safety and security are preserved.

B. STUDENT RESPONSIBILITIES

The College's policies regarding academic life and residential living are sufficiently flexible to allow for self-responsibility and decision-making. The rules and regulations outlined in the Student Code of Conduct and College Governance reflect self-management and reasonable control of conduct. The mature student plans her/his life to allow sufficient time to discharge academic obligations, to balance these concerns with social and recreational activities and to preserve her/his health. The mature student recognizes that community living involves standards and limits to assure meeting the needs of all students and personnel. The student, by act of registration, accepts the existing rules of the community and recognizes the authority of Harcum to maintain these rules through the exercise of its stated powers. Within the framework of College operation, there is provision for responsible criticism and suggestions for community betterment.

However, any action that interferes with the College operation, interrupts campus business, causes damage to property belonging to the College community or any of its members, or threatens to do so,

will be interpreted as an infringement on the guaranteed rights of students.

The College will take whatever action is needed to preserve a normal operation and the freedom to teach and learn. Such action may include counseling/disciplinary measures such as community service, suspension and dismissal from the residence hall or College.

C. POLICIES AND REGULATIONS

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 www.harcum.edu/student-services.

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 shall provide this information either by mail or hand delivery. Specific details on these laws are available from the Director of Campus Safety, Klein Hall, Room 105, Ground Level.

The College encourages all students and employees to be responsible for their own security and the security of others. The College encourages accurate and prompt reporting of all crimes to the Public Safety force and to the appropriate police agencies, including the Lower Merion Township Police.

EQUAL OPPORTUNITY POLICY

Harcum College is an equal opportunity institution and, as such, does not discriminate in its programs, activities, admissions or employment practices with regard to race, color, creed, national origin, gender, sexual orientation, handicap, age, disability or any other legally protected classification. The College insists on a policy of nondiscrimination in all matters of admissions, registration, evaluation of academic performance, employment practices, and all other relationships.

The College also acts in compliance with the Civil Rights Act of 1964, as amended; the Educational Rights Amendment Act of 1972; the Rehabilitation Act of 1973; the Family Educational Rights and Privacy Act of 1974; the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989; the College and University Security Information Act of 1988; and the Americans with Disabilities Act of 1990. For further information, contact the Office of Human Resources, Harcum College, Melville Hall, 750 Montgomery Avenue, Bryn Mawr, PA 19010-3476, (610) 526-6011.

ETHNIC INTIMIDATION

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

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

BIAS-RELATED INCIDENTS

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

In this light, actions in violation of College policy are more serious when these actions are motivated by a bias against the personal characteristics of other individuals. When bias-driven violations of College policy are committed and it can be shown that these violations had the purpose or effect of substantially interfering with an individual's academic or work performance, or created an intimidating, hostile or demeaning educational or employment environment, the violator may be subject to additional sanctions beyond those otherwise imposed for the same violation.

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

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

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

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.

SEXUAL ASSAULT POLICY

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

1. Sexual Assault includes any of the following:

- 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 the Center for Student Affairs and Counseling and promptly notified of available support services on and off campus, and alternative remedies. In an appropriate case, such remedies may include a change in academic and living situations if such changes are reasonably available.

Formal Complaints: Students who wish to file formal complaints of sexual assault will do so through the Office of Student 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.

SEXUAL HARASSMENT POLICY

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

Harassment is prohibited in the employment context by Section 703 of Title VII (Civil Rights Act of 1964), and in the education context by Title IX of the Educational Amendments of 1972. Sexual harassment in any form will not be tolerated at the College, whether it be in a faculty/student, faculty/faculty, supervisor/employee, student/student, worker/co-worker,

or any other relationship, including relationships between individuals affiliated with the College and individuals outside the College who have dealings with the College. Each member of the College has a responsibility to ensure the College is free from all forms of sexual harassment.

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

1. Definition of Sexual Harassment:

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

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

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

2. Consensual Relationships:

Faculty-Student/Staff-Student Relationships

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

treated as a violation of College policy.

3. Response and Procedures

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

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

b. Confidential Counseling for Sexual Harassment: is available from the counselors in the Center for Student Affairs and Counseling. This service is available to assist individuals prior to or concurrent with making a formal complaint of sexual harassment. Discussions with counselors are not considered official reports to the College and will remain confidential with the counselor. 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 a 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 Director of Human Resources.

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

(a) Informal Mediation Process

At the complainant's option, the administrator to whom the incident was reported can:

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

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

proceeding damaged it.

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

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

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

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

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

The President reserves the right to modify all sanctions imposed.

(d) 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 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.

(e) Revisions:

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

PIRACY

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

Chapter 39. Theft and Related Offenses

3933, Unlawful use of computer.

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

SMOKING POLICY

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

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

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

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

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

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

The College will make every effort to train the Harcum community in its

enforcement and compliance with the smoking policy as follows:

- Employees will be counseled when appropriate college personnel observe them smoking in prohibited areas of the campus. If an employee continues to smoke on premises after three (3) counseling sessions, she/he will meet with the department head or the appropriate supervisor to discuss a course of action.
- Students not complying with the smoking policy will be referred to the Dean of Student Affairs for possible disciplinary action.
- If a visitor insists on smoking, a security officer will be notified. The security officer will reinforce the College smoking policy to the visitor and offer to escort the visitor off the campus if she/he does not comply.

STUDENT EDUCATIONAL AND PRIVACY RIGHTS

Family Educational Rights and Privacy Act

Each year Harcum College is required to give notice of the various rights accorded to parents and students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have the right to be notified and informed. In accordance with FERPA, you 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 Dean of Student Affairs annually, on or before October 15.

Forms for this purpose are available in the Student Affairs 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.

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 full-time undergraduate students;
- (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% 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 school 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 the Harcum Advisement Council by the office of Student Affairs.
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

SUBSTANCE ABUSE

Alcoholic 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.

1. Students and their guests under the age of 21 are not permitted to possess or consume alcoholic beverages. The College prohibits the lawful possession or consumption of alcoholic beverages, in moderation, by legal-aged students and their legal-aged guests in Pennswood Hall (where all of the residents of such rooms are of legal age). However, students under the

age of 21 are not permitted to allow alcoholic beverages in their rooms; students of legal age are not permitted to possess or consume alcoholic beverages in rooms of underage students. Klein Hall is an alcohol-free building. The college reserves the right to see ID.

First Offense: The student will be required to meet with a college counselor, complete two hours of community service, and pay a \$25.00 fine.

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

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

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

Note: Anyone not fulfilling his/her community service hours by the designated time, will be assigned a fine of \$20.00 per community service hour that has not been served.

Illegal Drugs

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

STUDENTS WHO VIOLATE EITHER THE POLICY ON ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS WILL BE SUBJECT TO ANY OF THE FOLLOWING OR A COMBINATION OF SEVERAL SANCTIONS DEPENDING UPON THE JUDICIAL BOARD'S ASSESSMENT OF THE SEVERITY OF THE VIOLATIONS:

- Fines as published

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

The Anti Drug Abuse Act of 1988 states that students who receive federal financial aid (work study, PELL, and loans) could lose their aid and eligibility for further aid if they manufacture, distribute or possess illegal substances.

For substance abuse treatment information contact the counseling center, Klein Hall, 2nd floor, 610 526-6032.

AN ACT

Providing for notifications in connection with the purchase, consumption, possession and transportation of alcoholic beverages by certain students enrolled in institutions of higher education, for enforcement and for a civil penalty.

D. STUDENT CODE OF CONDUCT

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises or which adversely affects the College Community and the peaceful pursuit of its objectives. 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 wrongdoing 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 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 in the Township of Lower Merion, will be reviewed and adjudicated by the Dean of Student Affairs or her designee. Any student has the right to appeal and may request a hearing before the College Judicial Board.

MISCONDUCT SUBJECT TO DISCIPLINARY ACTION

1. **Physical assault or attempted physical assault** upon the person of any student, employee, or officer of the College or anyone visiting or passing through the College campus.
2. **Utterance of 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.
3. **Theft or attempted 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.
4. **Destruction or vandalism** of the real or personal property of the College, its students, employees, officers or organizations or that of any individual or organization visiting or passing through the College campus.
5. **Commission of any act which results in the infliction or harm** to any person or damage to College property or the property of others by willful and deliberate means or through negligence.
6. **Use or possession of hazardous items/substances** such as: fireworks, firearms, knives, explosives, weapons, hazardous substances, or any item which has been modified or adapted so that it can be used as a weapon.
7. **Misuse or abuse of fire safety rules/equipment** such as: setting unauthorized fires, tampering with fire safety and/or fire-fighting equipment, or starting false fire alarms by any means of communication.
8. **Use, sale, exchange or possession of alcoholic beverages** violates College policies and local, state or federal laws.
9. **Use, sale, exchange, or possession of non-prescribed drugs, illegal drugs and drug paraphernalia** violates College policies and local, state or federal laws.
10. **Conduct which is disorderly, lewd, or indecent**; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by the College.
11. **Acts of dishonesty**, except for academic dishonesty as outlined under Academic Conduct and Violations, including, but not limited, to the

following:

- a. Furnishing false information about any College official, faculty member, student, or office
 - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification
 - c. Tampering with the election of any College recognized student organization.
12. **Sexual Harassment**, as defined by the sexual harassment policy in this handbook.
13. **Sexual Assault**, as defined by the College's policy in this handbook regarding sexual assault.
14. **Racial, ethnic, sexual orientation, or religious harassment, or intimidation** as defined in the handbook section on ethnic intimidation and the Equal Opportunity Policy.
15. **Unauthorized possession, duplication, or use of keys** to any premises or unauthorized entry or use of College premises.
16. **Violation of federal, state, or local law** on College premises or at College sponsored or supervised activities.
17. **Abuse of the Judicial System**, including 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 her designee, or the Judicial Board.
 - g. Influencing or attempting to influence another person to commit an abuse of the judicial system.
18. **Failure to comply with the directions of College officials or law enforcement officers** acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
19. **Tampering** with doors, emergency phones, or setting off alarms.
20. **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.

21. **Violation of published college policies, rules, or regulations** (e.g., residence hall visitation policy).

22. **Participation 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; 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.

23. **Intentional obstruction** of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions

24. **Theft or other abuse of computer time**, including but 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

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.

E. 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.

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.

RESIDENTIAL JUDICIAL MATTERS

The Director of Residence Life will assist the Judicial Board in adjudicating minor offense violations such as: 1) noise disruptions; 2) visitation violations; 3) lock-outs; 4) first alcohol violation; 5) removal of room/lounge furniture; 6) pets; and 7) misuse/abuse of equipment in lounges. Repeated occurrence of any of the above violations may be referred to the Dean of Student Affairs for further disciplinary action.

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:

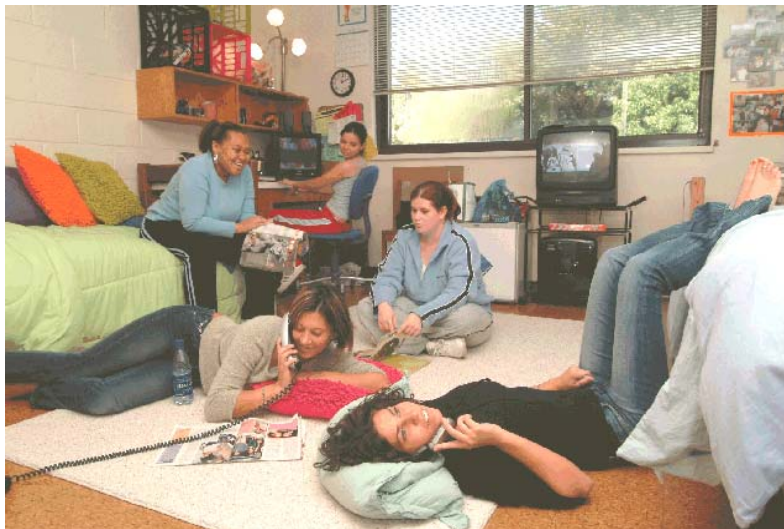
- 1. Warning:** A warning, both oral and written, shall place the student on notice that the continuation or repetition of the violation may be cause for severe disciplinary action.
- 2. Censure:** This action will be recorded in the student's personal file for a specific period of time. If a student 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.



Student Services and Student Life



SECTION III: STUDENT SERVICES AND STUDENT LIFE

A. STUDENT SERVICES

AIM PROGRAM (Achieving Individual Motivation for Success) (610) 526-6145, Klein Hall, 2nd Floor

The AIM Program is an educational support program 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 AIM office.

CAREER SERVICES (610) 526-6032, 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. Career Services also offers students and alumnae access to College Central, a computer database listing current full and part-time employment opportunities and internships.

THE WELLNESS CENTER (610) 526-6032, Klein Hall, First Floor

The Harcum College Wellness Center, through outreach programming, information dissemination, peer education, consultation and influencing campus climate, provides students with an awareness of current issues that affect personal growth and development. The Wellness Center is located in Klein Hall. It is staffed with professional counselors, student interns and student workers. The Harcum Wellness Center offers a variety of print, audio and video resources that focus on overall health and wellness, substance abuse, self-esteem, and personal development.

COUNSELING SERVICES (610) 526-6032, Klein Hall, 2nd Floor

Counseling Services are available in the Center for Student Affairs and Counseling located in Klein Hall, 2nd floor. Weekday hours are Monday through Thursday until 6:00 p.m. and Friday until 5:00 p.m. To make an appointment with a counselor, please call (610) 526-6032 or come directly to the Center. The counselors will work around your class schedule with

evening appointments available upon request.

The staff provides personal and academic counseling and career and transfer services. The counseling services assist students as they adjust to college experiences. Counseling is confidential and short term on issues such as improving relations, making decisions and problem solving. The counselors serve as a referral source for situations that involve longer-term therapy. Workshops of student interest include topics on stress management, self-esteem, family planning and study strategies. A Career/Transfer Library housed in the Counseling Center contains a full range of catalogues, texts, videos, computer programs, and other materials to help students make decisions about their future.

HEALTH CENTER (610) 526-6090, Klein Hall, First Floor

The Health Center is open from 9 a.m. to 4 p.m. 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 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. 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 a medical history form and have a physical examination done by their doctor. The medical forms submitted must contain dates of childhood immunizations and updates. TB testing (PPD), within 12 months 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 must be obtained through the student's physician or the college physician. Please call Dr. Pacropis's office to arrange @ 610-688-8801. All yellow health forms must be submitted to the Health Center, Klein Hall prior to the start of class.

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 Veterinarian 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**

A full range of services are provided: 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) 526-6032, 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. An annual College Transfer Fair is also sponsored through this office. 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

Academic Enrichment & Advisement Center (AEA) (610) 526-6038
Room 217-219, Academic Center

The Center provides professional and peer 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. For further information, contact the Director of Tutoring, E.

Dale Murrow, in room 219A at (610) 526-6038.

B. STUDENT LIFE

STUDENT ACTIVITIES, (610) 526-6028, Klein Hall, 2nd Floor

The Office of Student Life oversees student center facilities, all student organizations, provides leadership opportunities, plans off campus trips, coordinates on campus social, educational and cultural events, implements the New Student Orientation Program, and dispenses the semester calendar.

Freedom of Speech and Student 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 Student Life or they will be removed.
2. Scheduling: The College encourages students to hold meetings, give speeches, and sponsor activities. To ensure the orderly scheduling of facilities and activities, students must follow routine procedures established by the Office of Student Life. Copies of the procedures are available in the Office of Student Life.

Athletics

All Harcum College students are encouraged to participate in intercollegiate, club 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 upon presentation of a valid Harcum identification card. Prior to the use of the exercise equipment, however, each student must complete a waiver form releasing the College from any responsibilities should an accident occur. Commuter students will be allowed access to

Klein Hall through the front door.

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. Harcum 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.

The fitness center will be available for faculty use from 11:30 am to 1:00 pm, Monday through Thursday. Students will have access to the fitness center in the evening hours during the week from Monday through Thursday. Weekend hours may vary and will be posted in the lobby of Klein Hall by Friday prior to the weekend. The gymnasium, located in Klein Hall, can only be used during supervised times. The hockey/softball field is located between the Academic Center and Pennswood Hall.

In addition, Harcum College offers students the opportunity to participate in various holistic activities. Yoga classes are offered in Pennswood Hall and are available for participation by all students. Likewise, Tae Bo, Pilates and Modern Dance are offered in the Dance Studio, located in Klein Hall. The Harcum Running Club congregates both fall and spring semesters. One does not need to be an experienced runner or a superior athlete to participate and enjoy the benefits of exercise.

The YMCA of Ardmore offers Harcum students the chance to utilize their facilities at a decreased rate for those students who enjoy swimming, weight training, and a variety of aerobic activities.

Through this holistic approach, Harcum College hopes to encourage students to take responsibility for their health and mental well being by promoting positive health and wellness opportunities. Harcum College also hopes to provide the opportunity to fulfill human needs such as belonging, achieving and socializing.

Leadership Opportunities

AIM Peer Mentors orient first year AIM students to the services and activities of the AIM program. They meet weekly with the AIM professional staff to create special events for new students and to develop skills in student outreach. Enthusiastic AIM participants with a satisfactory GPA are encouraged to apply for this position. Call (610) 526-6145 for an application.

Community Service opportunities are provided to students throughout the year. There is the ability to volunteer with the many community agencies in the area. Students serve children and adults with special needs by working with various organizations including: day care programs, hearing and visually impaired programs, literacy programs, the Ronald McDonald House, homeless shelters, and many more. Participation is open to all Harcum students. Please call (610) 526-6047.

Resident Advisors are full-time resident students who are part of the Residence Life team. RAs provide service, assistance, and information to the residents in their hall units. They also work to enforce College policy and take disciplinary action when necessary.

Student Ambassador positions are open to all students who are interested in providing guided tours and information to prospective Harcum students. The Office of Admissions coordinates these positions. Call the Admissions Office at (610) 526-6050.

The Student Government Association is the official Harcum governmental organization that represents the student body and is designed to enhance the environmental and personal well being of all students. Elections are held in the Fall and Spring. All students are welcome to attend weekly meetings. Call (610) 526-6028 for more information.

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

Students are encouraged to participate in student organizations. To find out how to join a specific organization, call the Office of Student Life at (610) 526-6028.

A. 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

This 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)

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 (Harcum Association for the Education of Young Children) is an official local chapter of the DVAEYC (Delaware Valley Association for the Education of Young Children) and, with that, part of our national organization NAEYC (National Association for the Education of Young Children). The member's 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.

B. Honor Societies

Harcum has three honorary organizations - The Harcum Club, Phi Theta Kappa, and Chi Alpha Epsilon. Selection for membership in these organizations is considered one of the highest honors a student can receive. Students are chosen for the Harcum Club and Phi Theta Kappa for their outstanding qualities of leadership, character and citizenship within the Harcum community. 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.

C. Special Interest Groups

Ebony Club is a multi-cultural organization dedicated to the cultural, academic and community needs of African-American and all minority 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.

D. Student 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 Student Government Association 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 Student Life

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 Student Life. In the past students have volunteered for Bryn Mawr Hospital, the Philadelphia School District, and many others also student participate in service activities like Habitat for Humanity.

RESIDENCE LIFE, (610) 526-6080, Klein Hall, Second Floor.

Personnel

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.

The Director of Residence Life oversees the entire Residence Life area, assists students with all aspects of residential living, including roommate issues, maintenance, housekeeping and security concerns, and encourages an atmosphere of total wellness. The Assistant Director lives in the residence hall and assists students with personal problems by providing appropriate referrals.

The Resident Director (RD) resides in the residence hall and works closely with both the Director of Residence Life and the Administrative Assistant. The RD is concerned with creating an amicable environment within the residence hall. 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 after 6 p.m., Monday-Friday and throughout the weekend.)

The Administrative Assistant of Residence Life is an integral member of the Residence Life team. Her primary responsibilities are acting as liaison with the student population and the outside vendors as well as the Facilities Department; managing overall office operations, including accounts payable/receivable, word processing; supervising office staff.

Resident Advisors (RAs) are matriculated Harcum students who work

together to provide programming and assistance to the residents in their hall units. A staff member is on duty in the residence hall after 6 p.m., Monday - Friday and throughout the weekend.

The College Work Study Desk Monitors are students who provide front desk coverage in the residence hall daily. Her/his hours are posted in the front lobby of Pennswood Hall.

Facilities and Equipment in Residence Life

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 during designated hours.

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.

Refrigerators: Small refrigerators are available for student rental. Arrangements can be made through the Office of Residence Life.

Room Furnishings: The College supplies the following for each resident:

| | | |
|--------------------|------------|--------|
| Bed | Dresser | Mirror |
| Desk | Desk Chair | |
| Window Mini Blinds | | |

Telephones: Each resident room is provided with local phone service.

Vacuums: Vacuum cleaners are available in the residence halls. They are signed out by a Residence Life staff member. A valid Harcum I.D. is needed in order to borrow a vacuum.

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.

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 hours policy.

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, or 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, 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. 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. Failure to do so 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 space on or after the date specified. A student must vacate it 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/swipe cards and having the room inventory sheet checked by the Residence Life Staff.

2. Check In/Out of Rooms – All resident students must be cleared by the Bursars 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 student(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 moved into a resident's room. Failure to comply will result in a fine assessment. It is considered theft of College property if furniture is moved from one building to another.

5. Housekeeping - Residents are expected to keep their rooms and private baths clean. Vacuum cleaners and toilet paper may be obtained from the Resident Advisor on duty at the designated times. Trash is to be placed in plastic bags and disposed of in the trash chutes 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. Room Keys - Each resident will receive a room key and/a swipe 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 room deposit fee.

8. Room Damage/Key Deposits - All resident students must maintain a \$200.00 room/key 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.

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. Each resident is limited to **two** guests. Non-resident students, as well as off-campus guests, are subject to all the residence hall policies.

VISITING HOURS:

| | |
|---------------------------------|------------------------|
| Sunday through Thursday: | 8:00 am 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. 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) 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.
- c) It is required that children under the age of 16 receive approval from the Director of Residence Life for overnight visitation.

Public Safety Officers are scheduled to be on campus at all times. All vehicles are subject to possible inspection. Visitors unable to give the name of the person(s) they wish to see will be denied entrance.

5. Keys/Swipe cards and Locks - Room keys/swipe cards may not be duplicated or loaned to any other student or non-student. College officials may add no additional locks, etc. that would prevent access to a residence hall. Violators will be fined and subject to disciplinary actions.

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 Assistant Director of Residence Life to remain in the halls. Reservations for housing accommodations during breaks must be made with the Assistant 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 will be charged \$10.00 per day.

Fire Safety Regulations

1. Electrical Appliances - Resistor-type electrical appliances are prohibited by Lower Merion Township because they can cause accidental fires. Students can be fined for misuse, and illegal appliances may be confiscated. 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 are permitted per room.

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.** 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) Take a flashlight after dark.
- d) Stay in line in the corridors and on the stairs, as directed by the person in charge.
- e) 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.

* 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.



Academic Life



SECTION IV: ACADEMIC LIFE

A. **ACADEMIC POLICIES, REGULATIONS AND PROCEDURES 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, Legal Studies, Muscle Therapy and Integrated Health Care, Muscle Therapy Dual Enrollment, Nursing, Physical Therapist Assistant 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 or the Director of Advisement, (610) 526-6077, for more information.

PROGRAM CHANGE

Program Change - Change of program must be approved by the appropriate Program Director.

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, 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: (a) The Center for Student Affairs and Counseling; (b) the student file; and (c) the student's Program Director.

Upon receipt of this notice, the student is to report to the Center for Student Affairs and Counseling 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.

COURSE ADD/DROP

During the first two weeks of class, students are allowed to drop and add courses.

COURSE WITHDRAWAL

Students may withdraw from a course at any time in the semester prior to completing the final exam or project in the class. Withdrawal forms are available in the Program Directors and the Director of Advisement's office, and on the Harcum website. A student who withdraws from a course before the midterm automatically will receive a W grade. A student who withdraws from a course after the midterm will receive a WF if the student is failing at the time of withdrawal, or WP if the student is passing at the time of withdrawal. W, WP & WF will not be computed in the student's average.

*Any change in course load may affect a student's financial aid. Contact the Financial Aid Office for further 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 | 3x4= | 12 |
| Math 100 | 3 | B | 3x3= | 9 |
| Bus 213 | 3 | F | 3x0= | 0 |
| History 128 | 3 | C | 3x2= | 6 |
| Psychology 111 | <u>3</u> | B | 3x3= | <u>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 | <u>3</u> | D | 3x1= | <u>3</u> |
| Total | 15 | | | 39 |

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.

1. 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.

2. 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:

A student will be placed on probation following a semester with an earned GPA below the required cumulative GPA according to the total number of credits the student has attempted. See below:

REQUIRED GPA TABLE

| <u>CREDITS ATTEMPTED :</u> | <u>REQUIRED CUMULATIVE GPA:</u> |
|----------------------------|---------------------------------|
| 1-15 | 1.00 |
| 16-30 | 1.50 |
| 31-45 | 1.75 |
| 46 & above | 2.00 |

LIMITED LOAD:

Students with a GPA less than a 2.0 must register for 13 credits or less if they are full-time status, and 6 credits or less if they are part-time status.

ACADEMIC DISMISSAL:

Forced withdrawal from courses and residence.

1. Any student who is on academic probation for two consecutive semesters is subject to academic dismissal.
2. Any student who receives a grade of F in three core or program specific courses in any one semester is subject to academic dismissal (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 Director of Advisement or the Dean of the Faculty by the student, parents, or guardian by completing the Withdrawal From Harcum Form. The date when the College receives the written notice is the official date of withdrawal. Students must also complete an exit interview at the Office of Student Affairs. **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, or who withdraws from the College, may apply to the Dean of Faculty for readmission, usually after a full semester away from the 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 an 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 progress according to financial aid guidelines. Copies of these standards are available in the Financial Aid Office and are mailed to each 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

Credits earned at other institutions may be accepted toward graduation requirements at Harcum. The student may transfer up to 30 credits if the equivalent courses are required in the Harcum program. The Director of Advisement is responsible for determining which credits are transferable. Transfer credits accepted by Harcum toward degree requirements will not be counted toward the cumulative quality-point average. Only courses with a grade of "C" or better may be eligible for transfer.

ADVANCED PLACEMENT

See the Transfer Credit Counselor for more information.

COLLEGE-LEVEL EXAMINATION PROGRAM

CLEP CREDITS

1. Student obtains CLEP registration form and list of testing sites from www.collegeboard.com.
2. Student completes Registration Form, designating that CLEP scores should be sent to Harcum College and submits the Registration Form and payment directly to the chosen test center.
3. CLEP scores are normally available two weeks after administration of the test.
4. Harcum College will award transfer credit(s) to students receiving a minimum score of 420 on any General Examination and/or a score in at least the 50th percentile on a Subject Examination. If a student does not meet these score requirements, the student will be required to take the course.
5. If a student meets Harcum's score requirements on the CLEP examination, no letter grade(s) will be awarded and no letter grade (s) will be computed in the GPA.
6. If a student does not meet Harcum's score requirements, no indication of the student's performance will appear on the transcript.

IMPORTANT: Each school has its own CLEP policies. Some do not accept CLEP credits for transfer. If you plan to transfer your CLEP credits to another college, you are responsible for contacting that college to determine its CLEP policies.

PLEASE NOTE: While Harcum College is one of 2,800 institutions nationwide awarding credit through CLEP examinations, Harcum is not a testing site. Local CLEP testing sites are as follows:

| | |
|-----------------------------------|-----------------------------|
| Bucks County Community College | Pennsylvania University |
| Cabrini College | Saint Joseph's University |
| Delaware County Community College | Thomas Jefferson University |
| Drexel University | West Chester University |
| Gwynedd Mercy College | Weidner University |
| LaSalle University | |

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 courses may be challenged. The student is then referred to 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 your responsibility to check with the school where you are transferring to determine the policy on transfer credits.

The School of Continuing Studies 610-526-6100

For Your Career Success

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 their 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.

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, which include two physical education credits and one Harcum Colloquium credit. Some programs require more than this minimum. The exact requirements for each program are indicated elsewhere in the Harcum College Catalog. A Harcum student who completes all credits toward a degree program in the evening is not required to earn two physical education credits. As of Fall 1997, students who hold a Bachelor's or Master's Degree are not required to earn the Harcum Colloquium credit.
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 Harcum College Catalog) must also be fulfilled.
4. The completion of specific course requirements in the student's

chosen curriculum must be achieved. Exceptions must have the written approval of the Dean of the Faculty.

5. 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 all financial obligations. All graduating students are assessed a graduation fee regardless of whether they participate in commencement exercises.

*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 Registrar during the semester preceding the one of expected graduation. Failure to consult the Registrar could result in not graduating. Candidates for the Associate Degree are expected to attend the commencement exercises to graduate officially (Diplomas also are awarded in August and December).

B. 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 Executive Dean of the College. The penalties for such violations are cumulative. A second violation will result in failure of the course; the third, expulsion from the college 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 Provost. 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 is 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.

1. Examination Procedures

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

2. 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.

3. Laboratory/Studio Work

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

4. 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.

The 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 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.

ACADEMIC APPEAL

The student can appeal grading by the faculty members up to within two weeks of the following semester. The student then must, in writing, document why she/he considers the grade to be unfair and present it to the faculty member who will respond within ten days. The student must present supporting evidence, i.e., tests, papers and other supporting documents, to the faculty member. If this appeal is denied, the student then can appeal to the Dean of the Faculty in writing, who will respond within ten working days. If still denied, the appeal can be taken to the President of the College.

TUTORING AND LEARNING ACCOMMODATIONS

The Academic Enrichment and Advisement Center 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 another opportunity for students to gain more clarity on academic concepts presented in the classroom. Students choose from course-based CD-ROMs, or PLATO, 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 are disabled may request accommodation services through the Academic Support Coordinator in room 219A. Students requesting accommodations must provide evidence that up-to-date documentation has been filed with the appropriate offices.

Accommodations include:

- Proctored testing with extended time
- Tape cassettes and tape recorders
- Calculators
- Computers
- Note takers
- Kurtzweil Reader

For more information, call (610) 526-6038

Academic Advising

Academic Advising and processing of academic paperwork and transfer credits take place in the Director of Advisement's office. Many academic questions can be answered here, 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 (610) 526-6077 for more details.

C. COLLEGE GOVERNANCE

Standing committees are organized to facilitate the work of the College. Committee recommendations are referred to the Harcum Advisement Council. Action by the Harcum Advisement Council is not binding on the President or the Board of Trustees.

The Governance Committees are:

Curriculum Committee

Comprised of faculty and administrators, the committee is concerned with curriculum matters.

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, published by the Federal and State laws, and College policies, rules and regulations.

Harcum Advisement Council:

Harcum Advisement Council advises the President and Board of Trustees on policy decisions. The Council consists of faculty, administrators, and two students from the Student Government Association.

ACADEMIC CALENDAR

FALL SEMESTER 2004

| | | |
|---|-----------|----------|
| Registration Begins | Monday | Aug 9 |
| New Resident Students Report | Friday | Sept 3 |
| Labor Day Holiday | Monday | Sept 6 |
| Returning resident students report | Tuesday | Sept 7 |
| Orientation-Entering Students | Tuesday | Sept 7 |
| Classes begin at 8:30 a.m. | Wednesday | Sept 8 |
| Add/Drop Period Ends | Friday | Sept 17 |
| Fall recess/no classes | Fri-Mon | Oct 8-11 |
| Incomplete Grades Due | Friday | Oct 22 |
| Last Day to Withdraw with a "W" | Friday | Nov 5 |
| Pre-Registration for Spring | Mon-Fri | Nov 1-12 |
| Thanksgiving Recess Begins at 5:50 p.m. | Tuesday | Nov 23 |
| Classes Resume at 8:30 a.m. | Monday | Nov 29 |
| Last Day of Classes | Tuesday | Dec 21 |
| Grades due by noon | Wednesday | Dec 22 |

SPRING SEMESTER 2005

| | | |
|------------------------------------|------------|-----------|
| Registration Begins | Monday | Jan 3 |
| New Resident Students Report | Monday | Jan 17 |
| Returning Resident Students Report | Tuesday | Jan 18 |
| Orientation-Entering Students | Tuesday | Jan 18 |
| Classes Begin at 8:30 a.m. | Wednesday | Jan 19 |
| Add/Drop Period Ends | Friday | Jan 28 |
| Incomplete Grades Due | Friday | March 4 |
| Last Day to Withdraw with a "W" | Friday | March 18 |
| Spring Recess | Mon-Fri | Mar 21-25 |
| Classes Resume at 8:30 a.m. | Monday | March 28 |
| Pre-Registration for Fall | Monday-Fri | Apr 4-15 |
| Last Day of Classes | Tuesday | May 10 |
| Commencement | Saturday | May 21 |

FALL SEMESTER 2005

| | | |
|---|------------|-----------------|
| Registration begins | Monday | Aug. 8 |
| New resident students report | Friday | Sept. 2 |
| Returning resident students report | Tuesday | Sept. 6 |
| Labor Day Holiday | Monday | Sept. 5 |
| Orientation-Entering students | Tuesday | Sept. 6 |
| Classes begin at 8:30 a.m. | Wednesday | Sept. 7 |
| Add/Drop period ends | Friday | Sept. 16 |
| Fall recess/no classes | Fri.-Mon. | Oct. 7-10 |
| Incomplete grades due | Friday | Oct. 21 |
| Last day to withdraw with a "W" | Friday | Nov. 4 |
| Pre-registration for Spring | Mon-Friday | Oct. 31-Nov. 11 |
| Thanksgiving recess begins at 5:50 p.m. | Tuesday | Nov. 22 |
| Classes resume at 8:30 a.m. | Monday | Nov. 28 |
| Last day of classes | Tuesday | Dec. 20 |
| Grades due by noon | Wednesday | Dec. 21 |

SPRING SEMESTER 2006

| | | |
|------------------------------------|------------|------------|
| Registration begins | Monday | Jan. 2 |
| New resident students report | Monday | Jan. 16 |
| Returning resident students report | Tuesday | Jan. 17 |
| Orientation-Entering students | Tuesday | Jan. 17 |
| Classes begin at 8:30 a.m. | Wednesday | Jan. 18 |
| Add/Drop period ends | Friday | Jan. 27 |
| Incomplete grades due | Friday | Mar. 3 |
| Last day to withdraw with a "W" | Friday | Mar. 17 |
| Spring recess | Mon-Friday | Mar. 20-24 |
| Classes resume at 8:30 a.m. | Monday | Mar. 27 |
| Pre-registration for Fall | Mon-Friday | Apr. 3-14 |
| Last day of classes | Tuesday | May 9 |
| Commencement | Saturday | May 20 |



Alma Mater

Harcum we hail thee,
We pledge to thee
Our heart's devotion,
Our loyalty.
To thee who dost guide,
Dost guide us on our way,
We unfurl the purple,
Our sign loyalty;
Oh, Harcum, we sing to thee.

Our alma mater,
We sing to thee
Thy worth we treasure,
Fond memory.
Oh, for ideals so great,
Ambitions held so high
That follow on
In the pathway of light
Our torch of truth and right.

Harcum College Phone Directory

*ALL CAMPUS EXTENSIONS BEGIN WITH THE 526 EXCHANGE,
UNLESS OTHERWISE NOTED.*

| | | | |
|--|------|-----------------------------|-----------|
| ACADEMIC AFFAIRS | 6040 | PHYSICAL THERAPY LAB | 6059 |
| ACADEMIC ADVISEMENT & ENRICHMENT CENTER | 6038 | POST OFFICE | 6041 |
| ACCOUNTS PAYABLE | 6019 | PRESIDENT'S OFFICE | 6024 |
| ADMISSIONS | 6050 | PUBLIC RELATIONS | 6146 |
| AIM PROGRAM | 6149 | REGISTRAR | 6007 |
| ALUMNI RELATIONS | 6196 | RESIDENCE LIFE | 6081 |
| AUDIO/VISUAL | 6152 | SODEXHO FOOD SERVICES | 6262 |
| BOOKSTORE | 6041 | SODEXHO FAX NUMBER | 6079 |
| BURSAR | 6016 | SCIENCE/ANIMAL MATH | 6043 |
| BUSINESS OFFICE | 6018 | PUBLIC SAFETY | 6099 |
| CAREER SERVICES | 6032 | STUDENT ACTIVITIES | 6028 |
| CENTER FOR STUDENT AFFAIRS & COUNSELING | 6032 | STUDENT AFFAIRS | 6032 |
| TUTORING | 6038 | SWITCHBOARD | "O" |
| CHILD STUDY PROGRAM | 6053 | TRANSFER SERVICES | 6032 |
| COMPUTER LAB | 6071 | UPWARD BUND | 6056 |
| CONTINUING EDUCATION | 6100 | VET. TECH. PROGRAM | 6055 |
| DEAN OF STUDENT AFFAIRS | 6045 | VET. SERVICE BUILDING | 6108 |
| DENTAL PROGRAMS | 6019 | WELLNESS CENTER | 6004 |
| ***** | | | |
| DEVELOPMENT OFFICE | 6060 | PENNSWOOD HALL | |
| ENGLISH LANGUAGE ACADEMY | 6116 | FRONT DESK | 520-3592 |
| FACULTY SECRETARY | 6039 | 1ST WEST | 520-3587 |
| FINANCIAL AID | 6155 | 2ND EAST | 520-3588 |
| FINE & APPLIED ARTS | 6051 | 2ND CENTRAL | 520-88/89 |
| HEALTH CENTER | 6090 | 52ND WEST | 520-3589 |
| HEALTH SCIENCES PROG. | 6059 | 3RD EAST | 520-3590 |
| HOUSEKEEPING | 6012 | 3RD CENTRAL | 520-90/91 |
| HUMANITIES | 6067 | 3RD WEST | 520-3591 |
| INTERIOR DESIGN | 6095 | | |
| ***** | | | |
| INTERNATIONAL | 6141 | MAIN NUMBER: (610) 525-4100 | |
| LEARNING CENTER | | | |
| LIBRARY | 6066 | | |

