



# 2010 - 2012 STUDENT HANDBOOK



**HARRISON  
COLLEGE**

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**AMENDMENTS TO HANDBOOK**

The College reserves the right to amend this handbook and change or delete any existing rule, policy, or procedure or add new rules, policies, and procedures at any time and without prior notice.

## **INTRODUCTION**

This handbook and the college catalog clearly establish Harrison College's expectations of all students. There are program-specific handbooks for selected programs that provide important information in addition to the items contained within this handbook. We ask you, our students, to familiarize yourself with the handbook(s) and catalog. Keep them in a convenient place for future reference. There are reference sections that offer you the support and information necessary to meet our expectations for your success.

Employers value graduates from Harrison College because they possess the professionalism, commitment, experiences and career management skills to be successful in their chosen industry. A Harrison College education includes a career focused curriculum, academic and career coaching, a career development class and a diverse set of internship/externship opportunities.

As you begin or continue at Harrison College, we encourage you to take ownership of your own success. Immerse yourself in your academic pursuits. We are here to support you along the way.

## **MISSION STATEMENT**

Building on a legacy of service since 1902, we are advocates of education, dedicated to excellence in higher learning. We collaborate with students, staff, faculty, and our community to deliver student-centered education and prepare students for careers that positively impact society, both locally and globally.

### **EXCELLENCE**

We are committed to a climate of high quality, relevant classroom content delivered by creative faculty equipped with strong credentials and demonstrated industry expertise. This commitment is enhanced by our dedication to hiring exemplary administrative staff and providing support systems that advance the educational process. As a result of this educational experience, we expect our graduates to enhance their careers and embrace lifelong learning.

### **SERVICE**

We value a personal, responsive, and attentive learning environment that exceeds student expectations. Our convenient, adaptable delivery methods enable students to balance life and college. We continually improve services to all members of the College community through assessment and feedback mechanisms.

### **COMPLIANCE**

We accept our responsibility to be held accountable to all our constituents. Accordingly, we operate with integrity and fairness to ensure full compliance with accrediting standards and regulatory bodies.

### **GUIDING OBJECTIVES**

- Our students gain requisite knowledge and skills through general education within career-focused curricula.
- Our graduates achieve career goals and demonstrate a commitment to lifelong learning.
- Our graduates demonstrate strong character and integrity in their life and work, and add value to the world in which they live.

## **ACCREDITATION**

Accrediting Council for Independent Colleges and Schools  
750 First Street NE, Suite 980  
Washington DC 20002-4241  
(202) 336-6780

Harrison College Campuses are accredited by the Accrediting Council for Independent Colleges and Schools to award Certificates, Diplomas, Associate of Applied Science, Associate of Science, and Bachelor of Science degrees. The award level varies by campus.

An up-to-date listing of program offerings for each campus is provided in the Harrison College Catalog, under the section titled Program Availability by Campus Location.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions is also recognized by the Council for Higher Education Accreditation. Please see the Harrison College catalog for information on programmatic accreditation.

**The Indiana Harrison College locations are also regulated by:**

The Indiana Commission on Proprietary Education  
302 West Washington Street, Room 201  
Indianapolis, IN 46204  
In-State Toll-Free Number: 1-800-227-5695 or (317) 232-1320

**The Ohio Harrison College location is also regulated by:**

Ohio State Board of Career Colleges and Schools  
35 East Gay Street, Suite 403 – Columbus, OH 43215-3138  
(614) 466-2752

**CONTACT INFORMATION**

**Anderson Campus**  
140 East 53rd Street  
Anderson, Indiana 46013  
(765) 644-7514

**The Chef's Academy**  
644 East Washington Street  
Indianapolis, IN 46204  
(317) 656-4899

**Columbus, Indiana Campus**  
2222 Poshard Drive  
Columbus, Indiana 47203  
(812) 379-9000

**Columbus, Ohio Campus**  
3880 Jackpot Road  
Grove City, OH 43123  
(614) 539-8800

**Elkhart Campus**  
56075 Parkway Avenue  
Elkhart, Indiana 46516  
(574) 522-0397

**Evansville Campus**  
4601 Theater Drive  
Evansville, Indiana 47715  
(812) 476-6000

**Fort Wayne Campus**  
6413 North Clinton Street  
Fort Wayne, Indiana 46825  
(260) 471-7667

**Harrison College Online  
Division**  
603 East Washington Street  
Suite 1000  
Indianapolis, IN 46204  
(317) 217-6815

**Indianapolis Downtown Campus**  
550 East Washington Street  
Indianapolis, Indiana 46204  
(317) 264-5656

**Indianapolis East Campus**  
8150 Brookville Road  
Indianapolis, Indiana 46239  
(317) 375-8000

**Indianapolis Northwest  
Campus**  
6300 Technology Center Drive  
Indianapolis, Indiana 46278  
(317) 873-6500

**Lafayette Campus**  
4705 Meijer Court  
Lafayette, Indiana 47905  
(765) 447-9550

**Marion Campus**  
830 North Miller Avenue  
Marion, Indiana 46952  
(765) 662-7497

**Muncie Campus**  
411 West Riggins Road  
Muncie, Indiana 47303  
(765) 288-8681

**Terre Haute Campus**  
1378 South State Road 46  
Terre Haute, Indiana 47803  
(812) 877-2100

## CALENDAR

Registration dates vary by campus. Each local campus will announce dates for registration. Calendars are subject to change.

### 2010 - 12 Harrison College Calendar

**2010**

**June 28**

July 5  
September 6  
September 18

**Summer Term Begins**

Independence Day (no classes)  
Labor Day (no classes)

**Summer Term Ends**

**September 27**

October 11  
classes)  
November 25-26  
December 18

**Fall Term Begins**

Columbus Day Observed (no  
Thanksgiving Holiday (no classes)

**Fall Term Ends**

**2011**

**January 3**

January 17  
February 21  
March 26

**Winter Term Begins**

Martin Luther King Day (no classes)  
Presidents' Day (no classes)

**Winter Term Ends**

**April 4**

April 22  
May 30  
June 18

**Spring Term Begins**

Good Friday (no classes)  
Memorial Day (no classes)

**Spring Term Ends**

**June 27**

July 4  
September 5  
September 17

**Summer Term Begins**

Independence Day (no classes)  
Labor Day (no classes)

**Summer Term Ends**

**September 26**

October 10  
classes)  
November 24-25  
December 17

**Fall Term Begins**

Columbus Day Observed (no  
Thanksgiving Holiday (no classes)

**Fall Term Ends**

**2012**

**January 9**

January 16  
February 20  
March 31

**Winter Term Begins**

Martin Luther King Day (no classes)  
Presidents' Day (no classes)  
Winter Term Ends

**April 9**

May 28  
June 23

**Spring Term Begins**

Memorial Day (no classes)

**Spring Term Ends**

**July 2**

July 4  
September 3  
September 22

**Summer Term Begins**

Independence Day (no classes)  
Labor Day (no classes)

**Summer Term Ends**

**October 1**

October 8  
classes)  
November 22 - 23  
December 22

**Fall Term Begins**

Columbus Day Observed (no  
Thanksgiving Holiday (no classes)

**Fall Term Ends**

### 2010 - 12 Chef's Academy Calendar

**2010**

**August 2**

September 6  
October 9  
October 11  
classes)

**Summer Term Begins**

Labor Day (no classes)  
**Summer Term Ends**  
Columbus Day Observed (no

**October 12**

November 25-26  
December 18

**Fall Term Begins**

Thanksgiving Holiday (no classes)  
**Fall Term Ends**

**2011**

**January 3**

January 17  
February 21  
March 12

**Winter Term I Begins**

Martin Luther King Day (no classes)  
Presidents' Day (no classes)  
Winter Term I Ends

**March 14**

April 22  
May 21

**Winter Term II Begins**

Good Friday (no classes)  
**Winter Term II Ends**

**May 23**

May 30  
July 4  
July 30

**Spring Term Begins**

Memorial Day (no classes)  
Independence Day (no classes)  
**Spring Term Ends**

**August 8**

September 5  
October 10  
classes)  
October 15

**Summer Term Begins**

Labor Day (no classes)  
Columbus Day Observed (no

**Summer Term Ends**

**October 17**

November 24 - 25  
December 23

**Fall Term Begins**

Thanksgiving Holiday (no classes)  
**Fall Term Ends**

**2012**

**January 3**

January 16  
February 20  
March 10

**Winter Term Begins**

Martin Luther King Day (no classes)  
Presidents' Day (no classes)  
**Winter Term Ends**

**March 12**

April 6  
May 19

**Winter Term II Begins**

Good Friday (no classes)  
**Winter Term II Ends**

**May 21**

May 28  
July 4  
July 28

**Spring Term Begins**

Memorial Day (no classes)  
Independence Day (no classes)  
**Spring Term Ends**

**August 6**

September 3  
October 8  
classes)  
October 13

**Summer Term Begins**

Labor Day (no classes)  
Columbus Day Observed (no

**Summer Term Ends**

**October 15**

November 22-23  
December 22

**Fall Term Begins**

Thanksgiving Holiday (no classes)  
**Fall Term Ends**

## STUDENT EMAIL AND PORTAL

Students are assigned an email account with a user name and password. Electronic correspondence from the college to the students will be sent to the student's Harrison College email account. Students are expected to regularly use this account.

Students can check attendance, class schedule, financial aid, grades and conduct a degree audit through the Harrison College Student Portal accessible at <https://myharrison.harrison.edu/>.

Below is a quick overview of the Student Portal Homepage.

The screenshot shows the myHarrison Student & Faculty Interactive Portal homepage. The header includes the Harrison College logo and the text "myHarrison Student & Faculty Interactive Portal". A "Click logout when finished" button is in the top right. A navigation bar on the left lists: Campus Info, Academics, My Profile, My Finances, My Financial Aid, and External Links. The main content area is divided into "My Calendar" and "News". The "My Calendar" section shows a calendar for June 2009 with a callout: "Click on a specific day to view your calendar". The "News" section features a large announcement: "NEW HARRISON COLLEGE BOOKSTORE ONLINE TO LAUNCH JUNE 2009" with a callout: "View helpful campus announcements in this news section". On the right side, there is a "Message Center" with callouts: "View any holds, alerts, or appointments you may have" and "Quick access to any advisors you may have".

## GENERAL INFORMATION AND POLICIES

### ADVISING

**Academic:** A student is encouraged to seek academic advising from faculty members, the Dean, or Campus President—not only during registration periods but also during the academic year when challenges and questions arise.

**Admissions:** A prospective student of the College is interviewed by an Admissions Representative to make sure his/her career objectives can be served by the College's academic resources. Any individual whose objectives cannot be served by the programs of the College is advised to seek other educational institutions that offer programs more aligned to his/her field of interest.

**Employment:** Each student approaching completion of his/her program meets with the Director of Career Services who helps determine his/her employment goals. The Career Services Office provides employment assistance to each qualified student. The college cannot guarantee students will receive an offer of employment.

**Financial Assistance:** A student may seek advice from the campus Director of Financial Aid or Financial Aid Analyst.

**Personal:** Each student is encouraged to seek advice from any member of the staff or faculty when facing challenges of a personal nature that are having a negative effect on the student's academic performance. When appropriate, a student may be referred to outside agencies or professionals.

## CHILDREN AND GUESTS

In order to ensure a professional educational environment and safety, children and guests are not permitted in the classrooms, laboratories or the Learning Resource Center. Guests may attend classes and participate in college activities only with the permission of the Dean or Campus President and the faculty member responsible for the class meeting(s) involved.

## DRESS CODE

One of the educational aims of Harrison College is to instill in students the awareness of a good business image that is appropriate for any and all offices and does not conflict with the overall image of the company. Harrison College maintains a dress code. It is important for students to understand that tattoos and body piercings may be detrimental in the pursuit of employment. As such, students with visible tattoos and/or body piercings will be addressed individually. Each campus of Harrison College has professional and business casual dress days, both of which are required in the career development course. Veterinary Technology, Health Science students and students enrolled in The Chef's Academy must wear Harrison College-approved uniforms.

### Professional Dress:

**Men:** Suit/sport coat  
Shirt with tie  
Dress slacks  
Dress shoes/loafers  
(Jacket or sweater optional)

**Women:** Skirt and blouse or sweater  
Dress  
Suit/pant suit  
Dress slacks  
Dress shoes, boots or dress sandals  
(Jacket or sweater optional)

### Business Casual Dress:

**Men:** Dress shirt without tie  
Polo or golf shirt  
Crew banded collar, turtleneck or mock turtleneck  
Khakis (pressed)  
Casual shoes/loafers (no sneakers, combat boots, sandals, etc. please.)

**Women:** Dress shirt/blouse  
Polo or golf shirt  
Loafers/flats/dress sandals  
Dress slacks  
Khakis (pressed)

### Acceptable Daily Attire:

- Dress shirts, polo shirts, blouses and slacks are preferred (No baggy pants).
- Dress jeans will be acceptable (without rips or tears)
- Appropriate sweatshirts and t-shirts
- Appropriate footwear
- Dress shorts allowed during summer quarter ONLY (but no cutoffs, spandex, recreational apparel or gym shorts, baggy shorts, etc)

### Unacceptable Attire:

- Hats of any type, do-rags, head rags, sweatbands, scarves, bandannas, etc.
- Headphones or portable electronic equipment
- Sunglasses (worn indoors)
- T-shirts or sweatshirts with inappropriate advertising, or obscene, suggestive, or profane pictures or slogans
- Cutoffs, tank tops, spandex pants, halters or midriffs
- Shorts (except during summer quarter)
- Ungroomed hair/unnatural colors (blue, pink, green, etc.; sprayed on)
- Attire that inappropriately reveals undergarments.
- Any other dress or appearance deemed unprofessional or inappropriate by faculty or administrative staff

**Note: Students found in noncompliance with the above dress code will be asked to return home for appropriate attire. Absences will be reported appropriately. Attire should reflect a positive attitude toward your career objective. Student attire should not be distracting to the educational environment.**

## **DRUG AND ALCOHOL POLICY**

The College does not permit the use of alcoholic beverages or illegal drugs on the premises. Any student found in possession of, or under the influence of, alcoholic beverages or illegal drugs will be immediately dismissed from the College.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that the school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for, or on behalf of, the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

NOTICE: Harrison College may release certain directory information pertaining to its students to the public. This information may include student's name, address(es), phone number, program, dates of attendance, photographs, post-graduation employer and job title, participation in activities and recognition record, and the secondary and postsecondary educational institution attended by the student. If students prefer that any of this information not be released by Harrison College, they may make that request in writing, and Harrison College will honor it.

## **EMERGENCIES AND FIRST AID**

Routine and emergency medical care is the responsibility of the student and their personal physician. Any associated costs of such medical care are the student's responsibility. **Harrison College students, staff and faculty are to call 911 for urgent and emergency treatment.**

## **FOOD AND BEVERAGES/STUDENT LOUNGE**

A student lounge is provided for students to study between classes and consume meals. No other area is designated for these purposes. Students are reminded not to loiter in entrances or hallways. It is disruptive for students in class to be disturbed by others gathering in the halls and carrying on personal conversations. Absolutely no eating or drinking will be allowed outside of the student lounge.

## **INCLEMENT WEATHER**

Harrison College will notify local television and radio stations in the event that bad weather requires the College to cancel or delay the start of classes. Your Campus President will provide students a list of stations at which the college will list closings or delays at orientation.

## **NONDISCRIMINATION POLICY**

Harrison College does not discriminate on the basis of race, color, gender, religion, age, disability, or national origin, as defined by law in administration of its education policies, admission policies, loan programs, career services, housing, and other College-administered programs.

Harrison College admits students of any race, color, sex, religion, age, disability, or national origin, as defined by law, to all rights, privileges, and activities generally accorded or made available to students at Harrison College.

Applicants should discuss individual needs with the admissions office prior to the registration process so that special arrangements can be made as appropriate. Inquiries regarding the nondiscrimination policy should be directed to Robert Boudrot SPHR, Vice President of Human Resources, 550 East Washington Street, Indianapolis IN 46204, (317) 264-5656.

## **POSTING POLICY**

Bulletin boards are located throughout the school. These bulletin boards are supervised by members of the school staff. Notices pertaining to organizations, clubs, student activities, and outside events must be approved by a staff member prior to posting on a bulletin board. Students should not post notices or conduct personal business through the learning management system used in online courses.

## **STUDENTS WITH SELF-DISCLOSED DISABILITIES**

Harrison College strives to maintain a supportive environment which promotes the learning of all students. The following information is provided to assist those students with self-disclosed disabilities.

The College is committed to meeting its obligation to provide effective services to students with disabilities on a case-by-case analysis under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. To be considered for accommodation, the student must:

1. Notify the Campus President (in writing) of the diagnosis of disability.
2. Provide to the Campus President supporting documentation of the diagnosis in the form of a statement from a medical professional that includes recommended accommodations.
3. Provide a written accommodation request to the Campus President.

All accommodation requests and supporting documentation are routed through the office of the Vice President of Human Resources for review and determination of eligibility.

Course objectives and essential skill achievement levels cannot be waived or otherwise modified as effective accommodations. Any modifications in the manner in which a course is conducted are restricted to changes in the format of instruction or evaluation. Such modifications must not change the academic standards or basic content of the course.

## **SEXUAL HARASSMENT**

As adapted from Section 702 of Title VII of the Civil Rights Act of 1964, sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission of such conduct is made explicitly or implicitly as a term or condition of an individual's participation in an academic program or activity, (2) submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting the individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Deliberate or repeated, unsolicited verbal comments or gestures, or physical contact of a sexual nature that is unwelcome can constitute sexual harassment. This may include, but is not limited to:

1. Sexually-oriented verbal "kidding" or abuse.

2. Subtle pressure for sexual activity.
3. Physical contact such as patting, pinching, or constant brushing against another's body.
4. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual's academic status.

Sexual harassment does not refer to occasional compliments. It refers to behavior that is personally offensive and disables morale, and, therefore, interferes with the learning environment of its victims. Such conduct is typically directed against a particular individual and will persist despite the objection of the person targeted by the conduct.

Sexual harassment falls into two broad categories:

1. That in which the student suffers a tangible academic detriment in retaliation for refusing to submit to sexual demands.
2. That in which there is no tangible academic impact, but the harassing conduct creates an offensive or hostile learning environment.

**Sexual harassment is forbidden at Harrison College and will not be tolerated.**

**Procedure for Reporting:**

1. If a student believes he or she is a victim of sexual harassment at Harrison College, a complaint should be filed promptly with the Campus President of the School or any other non-involved management personnel.
2. In determining whether alleged conduct constitutes sexual harassment, the Campus President (or designated official) will conduct a thorough investigation looking at the record as a whole and at the totality of the circumstances, such as the nature of the alleged sexual advance(s) and the context in which the alleged incidents occurred.
3. Sexual harassment of a student may subject the offender to disciplinary action up to, and including, involuntary termination or dismissal.
4. Complaints will be treated confidentially and the investigative results will be filed with the Vice President of Human Resources.

**SMOKING**

Harrison College is a smoke-free facility. Smoking is prohibited inside of Harrison College facilities. Campuses maintain designated outdoor smoking areas.

**TUITION AND FEES**

Please refer to the Harrison College Catalog for a list of current tuition rates and applicable fees.

**APPLICATION FEE**

The application fee is payable with all applications for admission. This fee is not refundable. Applicants to the Associate Degree in Nursing program are also subject to additional fees as part of the application process including:

- Associate Degree nursing pre-admission test fee
- Health exam and lab tests
- Background check
- Drug screen

**TUITION DEPOSIT**

Tuition deposit is payable upon receipt of the acceptance letter. This deposit reserves the student's place in the College. The deposit is applied in full toward the tuition. Ninety (90) percent of the fee is refundable in the event the student does not begin classes.

## **TUITION**

All tuition is due and payable in full at registration. Arrangements may be made, at the discretion of the business office, for students (and/or parents of students) to sign a Financial Plan to pay a portion of tuition and fees not met by scholarship, financial aid, or other sources and arrange repayment terms for the balance.

Any payments not made by the scheduled due dates are subject to late fees. All arrangements for financial aid should be made well in advance of the beginning of the program.

A sequence of classes will be recommended to each student by an adviser. Tuition is based on the number of credit hours taken quarterly. Any student taking 12 credit hours or more is classified as a full-time student. Any student taking less than 12 credit hours is classified as a part-time student.

Harrison College reserves the right to increase tuition at any point throughout the catalog year. Students not pursuing an academic credential are considered non-degree-seeking students. Non-degree-seeking students are not eligible for financial assistance.

Tuition charges are subject to change July 1 of each year. Please refer to the Harrison College Catalog for the current tuition rates.

## **TUITION FREEZE PROGRAM**

Harrison College instituted a tuition freeze program in September 2007. Students enrolled at Harrison College who stay continuously enrolled throughout their program will not be subject to future increases in tuition. Students that petition for reentry, having been withdrawn or suspended from the College, will be charged at the tuition rate in effect during the quarter of reentry.

Students who change majors, or major in more than one program, will be charged the same tuition rate as long as they are continuously enrolled. This assumes that the program change and/or second major are within the same Program Group as outlined in the tuition section of the catalog.

The Tuition Freeze program is effective for the 2010-2011 catalog year. Harrison College reserves the right to rescind the Tuition Freeze Program in future catalog years for students not covered by the above policy.

## **ADDITIONAL CHARGES AND FEES**

Please refer to the Harrison College Catalog for specific information regarding additional charges and fees. Additional fees include, but are not limited to:

- CPR Fee (Medical Assistant and Surgical Technology students)
- Computer/Internet Lab Fee (Assessed for each course conducted in a computer lab)
- Course Test Out Fee
- Criminal Justice Forensics Lab Fee
- Fashion Merchandising Fee
- Graduation Fee
- Health Science Lab Fee (Assessed for each course taken in a lab)
- Health Science Program Pin Fee (Required of all students enrolled in Health Science programs)
- Malpractice Liability Insurance (Health Science students)
- Massage Program Fee
- Medical Assistant Program Fee
- Nursing Background Check Fee
- Nursing Competency Assessment Fee (Assessed quarterly)
- Nursing NCLEX and Indiana State Board
- Technology Fee (Assessed for each online/blended course taken)
- Surgical Technology Program Fee

- Transcript Fee (Academic transcripts are issued when all financial obligations to the College have been met.)
- Uniforms Fee
- Veterinary Technology Course Fee (Assessed for each Veterinary Technology course taken)
- Veterinary Technology Program Pin Fee

## **DEGREES, DIPLOMAS & CERTIFICATES**

Bachelor of Science degrees, Associate of Applied Science degrees, Associate of Science degrees, Diplomas and Certificates are awarded to students who meet graduation requirements for the designated program. Certificates of achievement may be awarded to students who complete individual subjects and desire evidence of completion for an employer or a sponsoring organization.

### **MULTIPLE MAJORS**

A student may decide to pursue more than one major at the same or lower degree level because many courses may be applicable to more than one program. Additional time is required to complete the required courses for a multiple major, and additional costs are incurred. Any student wishing to take advantage of this opportunity must meet with the Campus President, Registrar or Dean to complete the appropriate forms.

A student who chooses to pursue multiple majors may utilize the course requirements in one major to fulfill the elective requirements in another. Courses taken to fulfill the requirements of a second major will be included in the Satisfactory Academic Progress (SAP) calculation for the primary major.

### **REFRESHER COURSES**

Each graduate is entitled to lifetime refresher courses to review knowledge and skills in courses previously taken. Refresher courses are limited to availability of classes and to courses that are essentially the same as those originally taken. Courses that have been significantly modified and updated to utilize current technology are considered new courses, and are ineligible as refreshers. Appropriate charges for books and fees will be assessed as determined by the Campus President.

## **FINANCIAL ASSISTANCE**

Harrison College's Financial Assistance Office is available to help make students educational goals attainable. Students must file a Free Application for Federal Student Aid (FAFSA) to determine financial need. All applicants for financial aid must be United States Citizens or eligible noncitizens. Satisfactory Academic Progress (SAP) must be maintained while attending Harrison College in order to continue to receive federal or private financial aid.

Students are advised to inquire within their high schools and communities for information regarding scholarships. Please contact the Harrison College Financial Assistance Office for additional information and application forms. A list of federal and state financial assistance programs available to Harrison College students may be found in the current Harrison College catalog.

### **FINANCIAL CLEARANCE**

Tuition and fees for the quarter are due and payable in full at registration. Details of payment options may be obtained from the Financial Services Office.

All students must be financially cleared before final registration. Financial clearance is defined as:

- Payment in full for the current quarter
- A financial plan in place that is estimated to cover current costs in full
- Appropriate paperwork completed as defined by the Financial Services Office

Students choosing to finance part or all of their education through a tuition payment arrangement must maintain a current payment status.

Students who do not comply with the above requirements may not be cleared to begin classes. In extreme circumstances, students may need to temporarily interrupt their education until appropriate payment arrangements are made.

### **WITHDRAWAL FROM HARRISON COLLEGE**

Students considering withdrawal from any course should discuss any challenges with a member of the College staff before making that decision. The College is often able to provide assistance that enables students to remain in college. The Dean and Registrar will be able to advise students regarding the impact of a course withdrawal on their progress toward graduation. Often dropping a single course can delay a student's graduation by several months.

Students, who must withdraw from a course or a program of study, must notify the College in writing. At that point an exit interview with the Campus President, Dean, or Registrar is required and will be scheduled. During this meeting, the student will complete a withdrawal form and receive information regarding tuition due, refunds, or outstanding debts. Each student who withdraws from class will receive an appropriate grade as outlined in the section entitled Drop/Add Period. Upon returning, the student will be required to repeat the class and will be responsible for any additional expenses.

### **TUITION ADJUSTMENT POLICY**

Harrison College believes in a fair tuition adjustment policy. The College recognizes that situations occur over which the student has no control; however, the College has incurred a continuing cost in facility, space, personnel, and equipment for each student enrolled.

No student is charged for any quarter beyond that in which the student has attended classes. A tuition liability is established once a student has attended classes.

For any student who must withdraw or is suspended for failure to meet college standards, a withdrawal form must be completed with the Campus President, Dean, or Registrar.

Federal funds received during the term of withdrawal are refunded based on the number of days a student is in attendance, up through the 60 percent point in time of that term, per federal regulations.

Refunds shall be made within forty-five (45) days of the last day of attendance, provided the student has notified the College of his/her withdrawal. Otherwise, refunds shall be made within forty-five (45) days from the date the College determines that the student has withdrawn. In all instances, the refund will be based on and computed from the last day of attendance according to the College's attendance records. The College encourages all students who must withdraw to provide notification of intent to withdraw to the Dean or Registrar. Refunds for students who do not begin classes shall be made within forty-five (45) days of the start of the term.

If a student has paid his/her tuition in full and finds it necessary to withdraw from college during a term in which the student has attended, the above tuition adjustment policy will be followed. Any credit balance on the student's account resulting from the above tuition adjustments will be refunded. Refunds will be applied according to federal and state guidelines. Monies paid for books and personal supplies are nonrefundable. This policy applies to complete withdrawal from the College. It does not apply to withdrawal from individual courses.

### **ATTENDANCE POLICY**

At Harrison College, attendance is taken each class meeting. Students are expected to attend all classes. Regular attendance is critical to success as a student. Potential employers may review attendance records prior to interviewing and/or hiring a graduate.

Harrison College does not distinguish between excused and unexcused absences. Each class meeting missed counts as an absence. The policy and procedure for any missed assignments, quizzes, and/or exams will be determined separately by the instructors at each campus location.

Students who do not attend class regularly will be advised and may be involuntarily withdrawn from class if absenteeism continues. A student who is absent from consecutive class meetings as outlined in the following schedule will be involuntarily withdrawn from class:

<u>Class Meetings per Week</u>	<u>Maximum Consecutive Absences</u>
4	8
3	6
2	4
1	2

Online classes are considered to meet once each week. In order to be considered “present” in an online course, a student must access each course the student is taking online and post and/or reply to a discussion topic OR submit a graded activity, such as an assignment or quiz, on a weekly basis.

Students enrolled in The Chef’s Academy are bound by a separate attendance policy as published on individual course syllabi. Students enrolled in the Associate Degree in Nursing program are bound by a separate attendance policy as published in the Associate Degree in Nursing Program Handbook.

Students who are called to complete a required military obligation or those required for jury duty must present a copy of their military orders or the jury duty summons to the Dean prior to the first day of required service. Students called to such service and who present their orders or summons as required will not be withdrawn from class if they return on the scheduled date, as long as the scheduled return date does not extend the absence beyond a total of a period equal to three consecutive weeks. Students absent for up to three weeks due to required service will be permitted to make up all graded work without penalty. Individual faculty members will establish reasonable deadlines for make-up work.

Students who have been withdrawn from class as outlined above may submit a written appeal to the Campus President. Only one appeal per course per quarter is permitted. The written appeal must explain and document the extenuating circumstances behind the absenteeism and be presented to the Campus President no later than two business days after the student reaches the maximum consecutive absences as stated above. Students must resume attendance immediately after the appeal is approved.

### **ADD/DROP PERIOD AND SCHEDULE CHANGES**

Courses officially dropped during the first week of the quarter by students who continue to take classes will not appear on the student’s transcript and the student will not be charged tuition for those courses. Courses dropped during the second through seventh week of the quarter will appear on the student’s transcript with a grade of “W.” Any course dropped after the seventh week of the quarter will appear on the student’s transcript with a grade of “WF.” Fundamental courses (those numbered less than 1000) dropped after the seventh week of the quarter will appear on the student’s transcript with a grade of “WU.” Full tuition will be charged for any courses dropped after the first week of the quarter.

A student may choose to add courses to his/her schedule only during the first week of the quarter. The addition of one or more courses may cause an increase in the student’s quarterly tuition charge.

The College may cancel low enrollment sections or offer courses in only an online or blended format when an insufficient number of students register for a course during a quarter in which the course is scheduled to be offered.

Students considering withdrawal from any course should discuss any concerns with a member of the College staff before making that decision. The College is often able to provide assistance that enables students to remain in college.

Students, who must withdraw from a course or a program of study, must notify the College. An exit interview with the Campus President, Dean, or Registrar is required and will be scheduled. During this meeting, the student will complete a withdrawal form and receive information regarding tuition due, refunds, or outstanding debts. Official withdrawal paperwork will be sent to the student via certified mail. Each student who withdraws from class will receive an appropriate grade as outlined in the section titled Add/Drop Period. Upon returning, the student will be required to repeat the course and will be responsible for any additional expenses

## **FIELD TRIPS**

Field trips provide valuable learning experiences outside of the campus environment. Students are required to provide their own transportation to and from scheduled field trips. Students transporting other students to and from field trip sites are responsible for having legally required insurance. Harrison College is not responsible in the event of accidents incurred while traveling to or from a field trip location.

Participation in field trips is required. Students who do not participate in a scheduled field trip will be considered absent for that day's class meeting. Students who will not be able to participate in a scheduled field trip must see their instructor prior to the field trip to discuss alternatives to participation. Allowing alternative activities is at the individual discretion of the faculty member teaching the course. Faculty members are not obligated to provide students with alternative learning experiences.

## **ONLINE LEARNING**

Harrison College offers online courses utilizing a learning management system (LMS). A student may obtain information and register for online courses by contacting the Dean or Registrar at their campus. To ensure access to online courses and programs, a student must complete the online course based on the published schedule available at the campus.

Harrison College also offers some courses in a blended format that includes regularly scheduled face-to-face instruction on campus as well as online activities offered through the LMS. Participation in both the face-to-face instruction and completion of all required online activities is expected of students taking blended courses. Please see the Dean or Registrar for information regarding which courses are offered in a blended format on your campus.

Please see the current Harrison College Catalog for a complete list of programs offered fully online, minimum hardware requirements, software requirements and settings recommendations. Online courses have an additional nonrefundable technology fee.

## **CHANGE OF PROGRAM OR MAJOR**

Any student desiring to change his/her program of study must meet with the Campus President, Registrar or Dean to complete the appropriate documentation. The student's academic progress and course requirements will be discussed during this meeting.

A maximum of three program changes may be made during a student's attendance at Harrison College. Program completion time may be extended due to scheduling conflicts or the additional credit hours required for the new program. Any student wishing to change programs who is not making Satisfactory Academic Progress must complete a written appeal and, upon approval, will be placed on academic probation during his/her first term in a new program of study.

Students not making Satisfactory Academic Progress may not transfer to a program offering a higher credential within the same school of study.

## **CANCELATION OF CLASSES**

In the event of bad weather, local radio and TV stations will provide information regarding Harrison College closings. The Dean or Registrar will provide you with a list of stations in your area to which the College will provide closing information.

## **CLASS SCHEDULES**

Class schedules for the new quarter will be distributed to all continuing students no later than the last week of the preceding quarter. New students will receive their schedules at Graduation Preview. Schedules may include day, evening, and weekend classes. Class schedules are mailed or distributed electronically to students who are enrolled through the Online Division.

Some courses are offered only during certain quarters each academic year. Each student should plan his/her schedule accordingly. A student may have the option of taking courses at an alternate Harrison College campus if the selected course is available at the alternative campus. A student should see the Dean for a list of scheduled courses that are planned for selected terms, or if the student wishes to take a course at an alternative Harrison College campus.

The College may cancel low enrollment sections or offer courses in only an online or blended format when an insufficient number of students register for a course during a quarter in which the course is scheduled to be offered.

### **TELEPHONE CALLS**

The College telephone lines are needed for College business and are not to be used by students. Personal incoming calls and messages are discouraged. Messages will be taken and delivered only in the case of an absolute emergency.

Personal electronic devices must be turned off at all times in the classroom and other study areas of the College. Students whose electronic devices disrupt the learning environment may be asked to leave the classroom or study area.

### **CHANGE OF ADDRESS**

It is very important that the College maintains a student's correct address and telephone number at all times. If any change is made in either, please request and submit a change of address form to the Registrar or Dean.

### **STUDENT RESPONSIBILITY**

Harrison College is committed to preparing students for careers that positively impact society. To that end, students are required to be responsible for proper completion of his/her academic program, being familiar with all requirements of the College, maintaining the required grade point average, and meeting all other academic requirements. Each student is encouraged to regularly seek advice from faculty and staff members, but the final responsibility remains with the student.

Students are expected to:

- Meet deadlines.
- Attend classes regularly and on time.
- Ask questions
- Answer questions.
- Participate in both individual and collaborative learning experiences.
- Regularly access and respond to email.
- Regularly access and review the Student Portal for information and announcements regarding the College, as well as for monitoring grades.

Students have the right to learn and faculty members have the right to teach in an environment that is both productive and safe. Individuals must govern personal behavior to facilitate such an environment. Students whose conduct interferes with the academic mission of the College may be subject to disciplinary action up to, and including, suspension or expulsion from a course, a program of study or from the College.

### **ACADEMIC INTEGRITY**

Students are expected to demonstrate academic integrity at all times. Academic dishonesty is comprised of student behavior intended to gain unearned academic advantage or interfere with another student's academics by fraudulent and/or deceptive means. Examples of inappropriate student conduct that can lead to disciplinary action include, but are not limited to, the following:

**A. Taking Information:**

- Copying graded homework assignments from another person.
- Unauthorized collaborative efforts on take-home exams or graded homework.
- Looking at another student's paper during an examination.
- Unauthorized use of text materials or notes during an examination.
- Unauthorized use of cell phone, BlackBerry, or any other device to obtain notes or information during an examination.

**B. Providing Information:**

- Giving one's work to another to be copied, paraphrased, or plagiarized.
- Giving answers to another student during an examination.
- Unauthorized collaborative efforts on take-home exams or graded homework.
- Giving one's work to another to be copied, paraphrased, or plagiarized.
- After having taken an examination, passing information concerning the examination on to students who are still required to complete the exam.
- Providing a required writing assignment for another student.
- Taking an exam, writing a paper, or doing a project for another student.

**C. Plagiarizing:**

- Unauthorized copying of all or parts of an article, paper, book, published work or other proprietary source including documents from the World Wide Web and submitting all or parts of the article or paper as your own work, without proper citations or attribution.
- Submitting a paper acquired from a "research" or term paper service.
- Taking as one's own credit for ideas, statements of fact, or conclusions derived by another author.
- Claiming credit for work done by someone else.

**D. Other Examples of Inappropriate Academic Conduct:**

- Conspiring with others or trying to intimidate other individuals to engage in any form of academically dishonest conduct.
- Lying to an instructor in an attempt to improve one's grade.
- Having another student take one's exam or do one's assignment or lab experiment.
- Submitting a paper that is substantially the same for credit in two different courses without the prior approval of your instructor.
- Removing tests from any location without the instructor's approval.
- Stealing exams or other course materials from an instructor or his/her agent.
- Accessing or altering an instructor's grade book, email or other academic records.
- Accessing, changing, or using any information or data improperly obtained from a computer system to gain academic advantage for yourself or any other student.

Each student has full responsibility for both the content of academic assignments submitted for evaluation and the integrity with which all academic work submitted for evaluation has been completed. When in doubt as to the appropriateness of any action, a student must consult with instructors for clarification and guidance before taking the action.

**STUDENT CONDUCT**

Students are expected to conduct their personal lives in a context of mutual regard for the rights and privileges of others. It is further expected that students will demonstrate respect for the law and for the necessity of orderly conduct in the affairs of the community.

Any student creating a disturbance, carrying a weapon, involved in theft of College property, tampering with computers and/or computer systems, refusing to do as directed by instructors or staff, or defacing/destroying college property will be dismissed from the College. Any student dismissed for unsatisfactory conduct will not be readmitted to Harrison College.

Disregard or failure to comply with the rules, regulations and expectations established by the College may subject the offender to disciplinary action up to, and including, expulsion from the College. Harrison College reserves the right to suspend or dismiss a student or deny employment assistance to a graduate at any time if his/her conduct is detrimental to the educational aims and purpose of the institution.

### **HEALTH CARE SERVICES**

Routine and emergency medical care is the responsibility of the student their personal physician. Any associated costs of such medical care are the student's responsibility. **Harrison College Students, staff and faculty are to call 911 for urgent and emergency treatment.**

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

### **MEASURING SATISFACTORY ACADEMIC PROGRESS**

Satisfactory Academic Progress is determined by cumulative grade point average (GPA), successful course completion, and maximum time frame for completion (MTFC). A student must maintain a cumulative GPA of at least 2.00 and a course completion rate of 66.67 percent in order to be considered making SAP in a program of study.

Each student's academic standing is reviewed at the close of the first academic year in a program of study and at the close of each quarter thereafter. For purposes of calculating SAP, an academic year is considered three calendar quarters of attendance in a program of study. Failure to achieve either a cumulative GPA of at least 2.00 or a course completion rate of 66.67 percent in the program of study indicates that the student has not achieved SAP.

All courses attempted by a student while enrolled in a program of study are included when determining the student's cumulative GPA, completion rate, and MTFC. The completion rate and MTFC calculations include completed courses as well as withdrawals, incompletes, pass/fail courses, and repeated courses.

### **ACADEMIC PROBATION**

A student who has completed the first academic year whose cumulative GPA falls below 2.00, or whose course completion rate falls below 66.67 percent, must appeal to the Dean in writing to remain in the student's program of study on academic probation. A student for whom an appeal is approved will be placed on academic probation during the student's next quarter of attendance in the program of study. Students may attend a maximum of two consecutive quarters on academic probation in a program of study. Students placed on academic probation remain eligible for financial aid.

At the end of the first probationary quarter, the student's GPA and course completion rate in the program of study are calculated and reviewed. If the student's cumulative GPA is 2.00 or above and course completion rate is 66.67 percent or above, the student will be removed from academic probation.

In the event a cumulative 2.00 GPA and a course completion rate of 66.67 percent is not attained at the end of the first probationary quarter, the student may be permitted to continue in a probationary status for one additional quarter, provided:

- a) The student's quarterly GPA during the first probationary quarter is 2.00 or above if the student was placed on academic probation due to failure to meet the required GPA, or
- b) The student's quarterly course completion rate for the probationary quarter was 66.67 percent or above if the student was placed on academic probation due to a low course completion rate.

If the student's quarterly GPA is below 2.00 and/or quarterly course completion rate is below 66.67 percent, during the probationary quarter, the student will be suspended academically for a minimum of one full quarter.

A student suspended for failure to make SAP may petition the Dean in writing to reenter the school following the suspension. A student reentering a program following a suspension for failure to make SAP will be placed on academic probation for one quarter if the student has not been on academic probation the two previous quarters of attendance. At the close of the second probationary quarter, the student must have obtained the required cumulative GPA and course completion rate to remain in the program of study. A student not meeting this requirement will be suspended from the program of study.

A student who is not making SAP at the end of the student's second or subsequent academic years in a program of study is not eligible for financial assistance, and will be suspended from the program of study. Students with documented mitigating circumstances may submit a written appeal to remain enrolled on academic probation subject to the policies described above.

Students who are not making SAP must submit a written appeal to remain enrolled on academic probation and will be advised of their options for continued enrollment on a probationary or extended enrollment status or possible suspension.

Probation and dismissal actions are processed uniformly without regard to race, color, sex, religion, age, disability, and national origin, as defined by law. In the event a student disagrees with the application of these SAP standards, a written appeal may be filed with the Campus President. If the student wishes to appeal to the Campus President, the Appeal Process, as stated below, will be followed.

### **EXTENDED ENROLLMENT**

A student subject to a suspension for failure to make SAP may petition to remain enrolled in an extended enrollment status during the quarter from which the student would have been suspended. Enrollment in an extended enrollment status is permitted for one quarter only. A student in an extended enrollment status may retake previously failed courses or those from which the student has withdrawn and received a "W," "WF," or "WU" grade. Normal tuition will be charged and the expectation is that the student will reach the cumulative GPA and completion rate requirements to be considered making SAP at the end of the extended enrollment quarter.

Students attending in an extended enrollment status are not eligible for financial aid. All credits attempted by a student attending a program in an extended enrollment status are included when determining SAP in the student's program of study. After the student has successfully completed the quarter in an extended enrollment status, an appeal to reenter the program may be submitted to the Dean based on the criteria outlined in this catalog under the section titled Appeal Process. Upon approval of the Dean, the student will be placed on academic probation for one quarter, at the close of which the student will be permanently suspended from the program if the student is not making SAP.

### **MAXIMUM TIME FRAME FOR COMPLETION OF A PROGRAM**

The Maximum Time for Completion (MTFC) of a program of study is limited to 1.5 times the number of credit hours required for completion of the program. Students are not permitted to exceed the maximum time frame for completion of their programs. Students will be dismissed from a program of study when it is determined that they will not be able to complete the program without exceeding the MTFC. The credits associated with a grade of "CR T", "CR C", or "CR E" (refer to the explanation below) will be deducted from the total number of credits for the student's program of study, an adjusted MTFC will be determined.

### **AWARDED CREDIT**

Those students who are awarded transfer credit (CR T), credit for certifications (CR C), and/or credit by examination (CR E) will evidence the appropriate grade on the student transcript. Grades of "CR T", "CR E" and "CR C" are not included in a student's GPA or course completion rate calculations. Credits awarded are not included in the calculation of a student's maximum time frame for completion.

### **CHANGE OF PROGRAMS**

For a student who changes programs or pursues additional degrees, the College will evaluate the student's cumulative GPA and course completion rate following the student's last quarter in the previous program of study, even if the student has not yet reached a formal evaluation point in that program of study.

If the student is not making SAP at the end of the student's last term in the previous program of study, the student will be placed on academic probation during the student's first quarter in the new program of study and must meet the academic performance standards specified above. Students who transfer from a program of study in which they are not making SAP are generally unable to reenter that program.

A student who is not making SAP may not transfer to a degree program offered through the same school of study that awards a higher credential than that offered in the student's current program of study. The Dean may approve such a transfer for students attending programs offered through The Chef's Academy upon review of the student's written appeal if the appeal is accompanied by third-party documentation of extenuating circumstances.

Only credits taken by the student while the student is enrolled in the new program of study will be considered when determining SAP in the new program of study. Courses taken by a student while in a previous program of study will not be considered when calculating the GPA or completion percentage in the new program of study. However, those courses may fulfill the graduation requirements of the new program.

### **APPEAL PROCESS**

A student who wishes to appeal determination that he/she is not making SAP, or is failing to meet standards as determined by the College due to extenuating circumstances, may submit a written appeal to the Dean for review and resolution. The written appeal should include a detailed explanation and documentation of the following:

1. Current academic standing of the student.
2. Extenuating circumstances that led to the student's current academic status.
3. The student's plan for achieving required minimum standards of satisfactory academic progress.

The Dean will determine, through academic evaluation, if the student has the desire and the academic ability to progress satisfactorily in the program. A student who successfully appeals may be reinstated for one quarter. During the reinstated quarter, the student will be placed on academic probation or in extended enrollment and subject to the same. Otherwise, the student will be permanently dismissed from the program.

Appeals that would result in a third consecutive quarter of academic probation or a second consecutive quarter of extended enrollment will not be approved.

### **GRIEVANCE PROCEDURE**

Below is an outline of the procedures to be followed by any student seeking resolution to a concern at Harrison College:

1. Concerns should first be addressed with the person or to the department with whom the disagreement originally occurred.
2. If resolution is not achieved, a formal, written statement must be submitted to the Campus President. A meeting will be held with disagreeing parties and the Campus President.
3. If the grievance is not satisfactorily resolved with the Campus President, a written statement outlining the disagreement and current attempts to resolve it must be forwarded to the Regional President.
4. If the grievance is not satisfactorily resolved with the Regional President, a cover letter summarizing all actions taken up to this point, and all supporting documentation, must be forwarded to the Chief Operating Officer/Vice President of Operations.
5. If the grievance is not satisfactorily resolved with the Chief Operating Officer/Vice President of Operations, a cover letter summarizing all actions taken up to this point, and all supporting documentation, must be forwarded to the Provost/Chief Academic Officer.
6. If resolution is not achieved after all prior steps have been taken, a written summary of all steps taken, in addition to all supporting documentation, must be forwarded to the Office of the President of Harrison College.
7. Upon review of the facts presented by the student, staff, or faculty member and documentation of subsequent meetings submitted by the Provost/Chief Academic Officer, a decision will be rendered by the President of Harrison College. All decisions rendered by the President of Harrison College are final.

All steps outlined above must be followed to properly resolve any grievance at Harrison College. Students wishing further clarification or assistance may direct concerns, in writing, to the Indiana Commission on Proprietary Education, the Ohio State Board of Career Colleges and Schools, or the Accrediting Council for Independent Colleges and Schools. The addresses may be found in the section titled Accreditation.

## **FACULTY**

Harrison College's faculty members are committed to excellence in the classroom and to nurturing the academic and professional growth of students. Career and technical professionals with strong academic backgrounds provide the best form of classroom experience by combining practice and theory.

Students are encouraged to contact their instructors with questions or to request assistance, as needed. Most faculty members are best contacted in person or by email (i.e., firstname.lastname@harrison.edu). If a student believes that he/she has not received adequate assistance, the student should contact the campus Dean.

Students taking online courses should communicate with their online instructor through the established learning management system (LMS) rather than through the telephone or through other forms of electronic communication. Use of the LMS will provide a more efficient communication system.

## **GRADES**

Grades from the preceding quarter are available to each student at the beginning of each new quarter and become part of the student's permanent college record. The student may also access grades through the Harrison College Student Portal. Information on how to access the student portal is provided to the student at the time of enrollment.

A student who wishes to challenge a grade must contact the Campus President or Dean within two weeks of receiving the grade. Students may not challenge grades after the two-week period.

## **ASSIGNMENTS**

Outside assignments are regularly assigned to aid in mastering class material and ensure maximum progress and development. These assignments are important in determining a final grade for the student. Each student is expected to complete all assignments and submit them for review on the specified due dates. Students should expect to invest a minimum of one to two hours of time outside the classroom for each hour spent in class for each course.

## **REPEATED COURSES**

A student who previously completed a course and received a satisfactory grade (defined as "C" or higher) may request a retake of said course only when the student assumes financial responsibility for all costs and fees associated with the course.

Financial aid funds will not be allocated to cover the cost of repeated courses, where the student requests to retake the course and has previously successfully completed the course. This policy does not apply to courses taken at the College before a period of withdrawal for which the course objectives have substantially changed.

Returning students may be required to repeat previously passed courses if the course objectives, software or instructional equipment used in the course has substantially changed.

The Associate Degree in Nursing program operates under a separate policy. Please refer to the Associate Degree in Nursing Program Handbook for the policy statement relating to repeated courses.

## **PREREQUISITE AND CO-REQUISITE COURSES**

Many Harrison College courses require the successful completion of other courses before a student may take in the course. Mastery of the objectives of these prerequisite courses has been deemed as necessary for success in the course by Harrison College faculty members through the curriculum development process.

Courses identified in the current Catalog as prerequisites for a course must be successfully completed before a student may take a course requiring prerequisites. If the prerequisite course is a core course in a student's program of study, the student must earn a grade of "C" or higher in the prerequisite course before the student may take the

course for which the core course is a prerequisite. If the prerequisite course is graded on a Pass/Fail basis, a grade of “P” (Passing) is required. If the prerequisite course is designated as a Fundamentals course, (a course numbered less than 1000), a grade of “S” (Satisfactory) is required.

If the prerequisite course is not a core course in the student’s program of study, a passing grade is required in the core course before the student may take the course requiring the prerequisite course. Students who are registered in courses in an upcoming term that require a prerequisite course for which they are currently enrolled will be unregistered from those courses if they do not successfully complete the course.

Some Harrison College courses require co-requisites, courses that must be completed either before or during the same term. There are courses that are co-requisites of each other, meaning that they must be taken during the same term unless the student has already earned or received credit for one of the courses. Students who are withdrawn from a course that is a co-requisite for another course the student is taking during the same term must also be withdrawn from the course requiring the co-requisite unless the student has attended the course requiring the co-requisite after the close of the seventh week of the term.

Selected courses may have multiple prerequisite or co-requisite courses. Students must successfully complete all prerequisite courses identified in the catalog before taking a course with multiple prerequisite courses. Students must enroll in or have completed all courses listed in the catalog as co-requisite courses in order to take a course requiring multiple co-requisite courses.

### **GRADE POINT AVERAGE (GPA)**

Harrison College awards credit on a quarter credit hour basis and employs a four-point grading system as follows:

#### **Grading Scale**

<b><u>Letter Grade</u></b>	<b><u>Description</u></b>	<b><u>Percentage</u></b>	<b><u>Quality Points</u></b>
A		95-100	4.00
A-		90-94	3.80
B+		87-89	3.50
B		83-86	3.00
B-		80-82	2.80
C+		77-79	2.50
C		73-76	2.00
C-		70-72	1.80
D+		68-69	1.50
D		67	1.00
D-		65-66	0.80
F	Below	65	0.00
CR C	Credit for Certification		0.00
CR E	Credit by Examination		0.00
CR T	Transfer Credit from Accredited Institutions		0.00
I	Incomplete		0.00
P/F	Pass/Fail		0.00
W	Withdrawal		0.00
WF	Withdrawal/Fail		0.00

#### **Fundamentals Courses**

<b><u>Letter Grade</u></b>	<b><u>Description</u></b>	<b><u>Percentage</u></b>	<b><u>Quality Points</u></b>
S	Satisfactory		0.00
U	Unsatisfactory		0.00
WU	Withdrawal/Unsatisfactory		0.00

\*\* Indicates Retaken Course

R\* Indicates Retaken Override

## GRADE COMPUTATION

A complete record of academic accomplishments and attendance is maintained for each student. The GPA is computed by multiplying the grade point value for each course by the credit hours assigned to that course, adding the products and then dividing the amount by the total credit hours carried. Example:

### Grade

A	4 Credit Hours x 4.00 Grade Points =	16.0	
C	<u>2</u> Credit Hours x 2.00 Grade Points =	<u>4.0</u>	
	<b>6</b>	<b>20.0</b>	20.0/6 = 3.33 GPA

Each quarter, academic honors are given to students meeting certain grade requirements. The Dean's List requirements may be found in the section titled Dean's List and Graduation Honors. Instructors may also give various awards and certificates of achievement for individual classes.

The GPA excludes passing grades earned in pass/fail courses as well as all grades earned in fundamental courses ("S" and "U"), withdrawals prior to the end of the seventh week of the term ("W"), withdrawal from fundamental courses (numbered less than 1000) beyond Week Seven of the term ("WU"), incomplete grades ("I"), the lower grade(s) for repeated courses, test-out credits ("CR E"), credits for certification ("CR C"), and credits accepted for transfer from other accredited institutions ("CR T").

A grade of "I," which may be granted due to extenuating circumstances, indicates satisfactory work but all course requirements were not met. "I" grades may only be assigned upon the written approval of both the course instructor and the Dean. All incomplete grades must be resolved within one week after the beginning of the next quarter. If the grade is not resolved by the end of the first week of the following quarter, the incomplete grade automatically becomes the otherwise earned grade.

A student who receives a failing grade, or withdraws from a course may extend the length of time it takes to complete his/her program of study. Students are expected to make up the deficiency by repeating the course during the next quarter it is offered.

## GRADUATION REQUIREMENTS

Before a Harrison College student is considered a graduate, the student must submit a completed application for graduation. The application is available from the Registrar or Dean and must be submitted to the Registrar or Dean by the end of Week 3 of the quarter the student expects to graduate.

In order to graduate from a program of study, a student must:

- Achieve a minimum cumulative GPA of 2.00. Students enrolled in the Associate Degree in Nursing Program must achieve a minimum cumulative GPA of 2.50.
- Satisfactorily complete all core subjects and pass all other courses in the program.
- Fulfill all financial obligations to the College.
- Complete all required graduate interviews and/or surveys with Financial Aid, Career Services, Dean and/or Campus President.

## TRANSCRIPTS

Official transcripts of a student's academic record are released by the College upon written authorization by the student and submission of the transcript fee. Two business days are necessary to prepare a transcript, for any time period after 1991. Three to five business days are necessary to prepare a transcript for attendance prior to 1991. Transcripts are issued only when all financial obligations to the College have been met.

## **DEAN'S LIST**

The Dean's List is published at the beginning of each quarter. It includes students in all programs of study who complete six or more quarter credit hours during the previous quarter while maintaining a quarterly GPA of 3.75 or above.

## **GRADUATION HONORS**

A student who earns a cumulative GPA above 3.50 in a program of study is an honors graduate and will receive suitable recognition in official publications and at graduation.

Highest Honors Graduate: Cumulative program GPA of 3.76 to 4.00

Honors Graduate: Cumulative program GPA of 3.50 to 3.75

A student who graduates with a total GPA of 3.50 or higher is a graduate of distinction and will be recognized as such in official publications and at graduation.

Highest Distinction: Cumulative total GPA of 3.76 to 4.00

Distinction: Cumulative total GPA of 3.50 to 3.75

## **STUDENT SERVICES**

Each campus has a student services director. This person is there to help each student be academically successful. Harrison College has partnered with Student Resource Services® to help students overcome some of life's struggles. This service is completely free to students. Please see the Student Services Coordinator or Dean to secure a user name and password.

### **STUDENT RESOURCE SERVICES®**

Student Resource Services® provides confidential and professional guidance for any concern that may affect you personally or your performance at school. We know that no one leaves their life challenges at the door when they arrive at college. Student Resource Services® is available to assist students when challenges or concerns arise.

### **What are some of the common reasons that students call Student Resource Services®?**

- Stress from school, home or a job
- Worries about not having enough money
- Relationship issues with a spouse, boyfriend or girlfriend, parents, or children
- Drug or alcohol problems that affect you or a loved one
- Worries about children, or finding good child care
- Test anxiety
- Housing or transportation problems
- No problem is too large or too small

A specialist can be reached by telephone 24 hours a day, including holidays and weekends. The services have been prepaid by Harrison College, so there is no cost to students who use these services.

Student Resource Services® may be reached by telephone at 1-866-640-4777 or online at [www.StudentLifeTools.com](http://www.StudentLifeTools.com)

### **INTERNSHIP/EXTERNSHIP**

In the job market, having in-field experience before graduation is a great advantage. The Internship/Externship courses provide actual on-the-job experience as a continuation of the student's education. A student participating in an internship or externship obtains experience in an actual work environment where the student will receive a better understanding of his/her chosen career.

The experience is required in the School of Health Sciences, The Chef's Academy, School of Veterinary Technology and in the Fashion Merchandising program. Any student in a degree program that does not have an internship/externship as a requirement for graduation is encouraged to participate in the internship course as an elective, and it is recommended for any student who has obtained a "B" average or higher. Because the internship/externship is educational, compensation should not be expected.

Externship for clinical practicum experience is required for each student enrolled in a program through the School of Health Sciences. A Health Science extern works only in health care-related facilities and must not receive pay for externship hours worked.

A student enrolled in a program through The Chef's Academy is required to successfully complete both an internship and externship.

Veterinary Technology students are required to complete an externship in the final quarter of their program. The student in collaboration with the School of Veterinary Technology Program Coordinator will identify an approved site no later than Week 7 of the quarter prior to the externship.

### **RE-ADMITTANCE POLICY**

A student who discontinues their education at any point during his/her program of study may request reentry into the College. Steps to reentry include the following:

1. Contact the Program Chair, Registrar, Dean, or Student Services representative.
2. Complete an application for readmission and submit application with a \$50 reentry fee.
3. Meet with the Dean to review academic standing. The student's Satisfactory Academic Progress and financial standing will be assessed to determine eligibility for reentry. Students previously suspended due to insufficient academic progress will be required to complete the steps outlined under the section titled Appeal Process.

The College may not accept students for reentry where outstanding financial obligations exist or where discontinuance was due to the violation of Harrison College policy. Additional coursework may be required upon reentry into the College as a result of changes in the curriculum.

### **REGISTRATION**

Students must register for classes each quarter. During the times scheduled for class registration, each student should contact his/her academic advisor to set a class schedule for the coming quarter and contact his/her financial aid advisor to make financial arrangements for the payment of tuition and fees.

### **TRANSFER OF CREDIT**

Harrison College may award credit to students who have completed previous college course work, passed examinations for credit, and/or who have earned selected certifications. The College does not award credit for experiential or life learning except for documented military experiences as recommended by the American Council on Education.

A student may receive no more than 75 percent of the total credits for the program in which he/she is enrolled through transfer credit, credit by examination, and/or credit for certification. Credits earned in another Harrison College program of study or at another Harrison College campus are not considered as transfer credit under this calculation.

### **TRANSFER CREDIT**

Harrison College considers credits for transfer from accredited colleges. College credits are considered for transfer provided that: 1) the courses are similar in objectives and content to those courses offered by the College; 2) the courses can be applied toward graduation requirements; 3) the letter grade (or equivalent) for the course is "C" or higher (provided the "C" grade is defined as "average" or higher); 4) the official transcript is on file showing the completed grade and, if requested, the course description; and 5) the credits have been earned within the last 10 years.

Students wishing to receive transfer credit for Harrison College courses with prefixes beginning with CA, INS, ITS, MAA, MAS, MLT, NUR, PA, SUR, or VET may be required to successfully complete an individual performance evaluation conducted by a qualified faculty member before receiving transfer credit. Any special circumstances will be submitted to the Registrar or Dean for consideration. All decisions rendered by the Registrar or Dean regarding transfer of credit will be final.

Credits accepted for transfer will be indicated by a grade of “CR T” on the student’s transcript and will not be included in the student’s GPA. A student whose previous credits do not meet the above qualifications may attempt to earn credit by examination.

### **CREDIT FOR CERTIFICATIONS**

Harrison College may award credit for courses upon verification of successful completion of specific certification exams. A list of acceptable certifications and the courses for which credit may be earned are available in the Dean’s office. Credit earned through verification of appropriate certifications will result in the recording of a “CR C” on the student transcript. Courses for which a student earns credit through certification will not be included in the student’s GPA.

### **CREDIT BY EXAMINATION**

A student may attempt to earn credit by examination for selected courses offered by the College. A student should contact the Dean for information regarding which courses are available. Not all courses are available for credit by examination. The test score required for credit varies by course. Each student should consult the Dean or Registrar for information regarding the required score for each examination.

Any student desiring to earn credit by examination must arrange to take the exam with an approved proctor for the specified course. The Course Test Out fee must be paid prior to taking the exam.

A student may attempt to test for credit only once per course. A student may not test out of a class after unsatisfactorily completing or withdrawing from the course. The exam must be taken prior to the fourth day of the quarter to permit rescheduling of the student’s classes during the add/drop period.

Credit is granted for the courses in which a student successfully earns credit by examination and results in the recording of a “CR E” on the student’s transcript. Courses in which a student earns credit by examination will not be included in the student’s GPA.

A student may not test out of a class after unsatisfactorily completing or withdrawing from the course. The exam must be taken prior to the fourth day of the quarter to permit rescheduling of the student’s classes during the drop/add period.

Credit is granted for the courses in which a student successfully earns credit by examination and results in the recording of a “CR E” on the student’s transcript. Courses in which a student earns credit by examination will not be included in the student’s GPA.

### **CREDIT TRANSFERS TO OTHER COLLEGES**

It is the responsibility of the student to inquire about the policies and procedures for transfer of credit at the receiving institution. Harrison College will assist by providing documentation of grades earned for any student in good financial standing when requested by the receiving institution.

### **BOOKS AND SUPPLEMENTARY MATERIALS**

The College bookstore is offered as a convenient service to the students. Students are not required to purchase their books or supplies at the bookstore or from the College. If a student elects to purchase books other than at the College bookstore, it is recommended he/she first contact the Registrar or Dean for a list of the required textbooks. If Title IV funds are needed for the purchase of books, the student must contact the financial aid department.

## **LEARNING RESOURCE CENTER**

The Learning Resource Centers (LRCs) are committed to supporting the mission of Harrison College by providing user-centered resources and services necessary to produce excellent higher learning outcomes. The mission of the Learning Resource Centers is accomplished by the following goals:

- Provide a welcoming environment for on-site and virtual users focusing on student, faculty, and staff informational needs.
- Develop and maintain up-to-date collections and LRC technologies which support the programs and curriculum of Harrison College.
- Deliver formal and informal instruction that fosters self-reliant and critical users of information leading to success in career and quality of life.
- Build mutually beneficial partnerships with other libraries, library consortia, other educational institutions, and Harrison College staff and operating units.
- Improve user services through ongoing student and faculty assessments, marketing efforts and LRC strategic planning.

### **Hours:**

- Hours will be determined by each campus LRC.
- Hours may vary during the summer quarter and during break week between quarters.
- The LRC will observe the same holidays and the same emergency closings as the college.

### **Loan periods:**

- Student library privileges are valid as long as he/she is enrolled in classes at Harrison College.
- Alumni and potential students are allowed LRC privileges at the discretion of the campus librarian.
- Reference materials and current issues of periodicals do not circulate unless approved by the librarian.
- All other materials will be circulated for a period of 14 days.
- Items may be renewed two times if they are not on reserve for another person.

### **Circulation limits:**

- The maximum number of items a student may have checked out at one time cannot exceed ten.
- The maximum number of overdue items allowed before checking out another item cannot exceed one.
- The maximum number of renewals for one item cannot exceed two without librarian approval. Renewals cannot be placed on an item that is reserved for another patron.

### **Reserves:**

- Reserves may be placed online or at the checkout counter for circulating materials.
- Reserves may not be placed on reference materials and newspapers.
- Patrons will be notified by email when reserved materials are available.
- Reserved materials will be held for 1 week after notification has been sent. After that time, the item(s) will be returned to the shelf if not claimed.

### **Fines:**

- A one-day grace period for overdue materials will be allowed.
- Fines for overdue materials are \$.10 per day.
- The maximum fine for any returned materials will not exceed the cost of the item or \$20.00, whichever is less.
- No fines are assessed on Sundays, scheduled closed days (holidays) emergency closings or any other day the LRC is closed.
- Fines will accrue during weeks between quarters even though classes are not in session.
- Any item more than 30 days overdue will be considered lost.
- An LRC user accumulating fines and fees totaling more than \$10.00 will need to pay the entire amount before checking out additional LRC materials.

**Fees for lost and damaged materials:**

- Fees for a lost or damaged item will equal the replacement cost of the item plus a \$5.00 processing fee. Overdue fines are waived for lost and damaged materials.
- Full refunds will be given for items lost, paid for and later found and returned to the LRC within a six-month time period from the last due date.

**Overdue materials:**

- Items not returned by the due date will generate an Overdue Notice sent to the email address of the LRC user.
- Items overdue more than 30 days will be considered lost. At that time, a bill will be sent by regular mail notifying the LRC user of the replacement cost.
- If the item is returned in good condition within 30 business days from the billing date, the replacement cost and processing fee will be waived. However, any applicable fines will need to be paid.
- Failure to return and pay for items borrowed 30 days after the due date will result in all LRC debts being applied to the student financial account.

**Faculty and staff privileges:**

- Loan periods are the same as students.
- Fines and fees are assessed the same as students.
- Circulation limits are the same as students.
- Checkout of reference materials and current magazines will be allowed for a 24-hour time period when used for instructional purposes outside the LRC.
- Faculty and staff library privileges are valid only as long as they are employed at Harrison College.

**Conduct:**

- Behavior that disturbs other patrons will not be tolerated.
- Students and staff are expected to respect others by keeping conversations at low levels.
- Harassment of any kind toward other library patrons or staff is not permitted.
- The person in charge of the LRC will give a warning to remind patrons of appropriate library behavior. If an LRC user continues to be disruptive, he/she may be asked to leave the LRC.
- LRC staff has the right to call security or police as necessary.
- No food or drinks other than water are allowed in the library. Water must be in a secured container with a lid.
- Cell phone conversations must be held outside the library to minimize disruptions to others.
- The LRC is not responsible for loss, theft, or damage to users' personal items.

## **CAMPUS SAFETY AND SECURITY**

The links below provide an extensive look at Harrison College's policies and campus crime statistics. If you have further questions, please contact the Campus President at your campus.

<http://www.harrison.edu/student-services/campus-safety.aspx>

## **CAREER SERVICES**

Harrison College's Career Services Office works to connect each student with prospective employers through a variety of resources to include networking and referral. It also provides each student with a complete range of support services, including career exploration, resume and cover letter writing, interviewing workshops, occupational resource materials, goal setting, and professional guest presenters. Additional information about the career services office can be found on the Learning Resource Center at [www.harrison.edu/lrc](http://www.harrison.edu/lrc). Once on the LRC homepage, select the appropriate campus and then find the career services area.

Lifetime employment assistance is available to all Harrison College graduates. However, such employment assistance can only be rendered in a meaningful manner when total cooperation exists between the graduate and Harrison College's Career Services Office. Therefore, the student must:

1. Demonstrate personal integrity, adult sense of responsibility, and high ethical standards. Harrison College assists our graduates in finding opportunities with outstanding organizations and leaders in the professions for which we prepare students, and we will not violate their trust in and respect for our college by recommending a student who does not demonstrate these personal qualifications.
2. Make independent attempts to secure employment and not to rely solely on the Career Services Office to “place” the graduate in a position. The Career Services Office can offer advice and meaningful guidance. Employment after graduation cannot be guaranteed. Securing employment is the graduate’s responsibility.
3. Accept the responsibility of “marketing himself or herself” effectively to an employer.
4. Provide true and accurate background information in the development of a resume and preparation for interviewing.
5. Keep the Career Services Office advised of any changes in employment or contact information for at least one year following graduation. Graduate employment data is used to benchmark successes each year with our graduates and also to identify opportunities to improve our programs or better educate our community employers. Graduates who secure employment through their own efforts are expected to notify the Career Services Office so records can be updated to verify Harrison College graduate employment statistics to our accrediting agency.

A student with prior misdemeanor or felony convictions may experience limitations and/or denial of externships, employment opportunities, and professional licensure. In addition, each student is advised that in order to comply with clinical requirements of various affiliating agencies or as required by other employment inquiries, submission to criminal background checks and/or drug screening may be required.

## **ALUMNI ASSOCIATION**

The Harrison College Alumni Association (HCAA) is dedicated to developing mutually beneficial relationships between Harrison College and its graduates. Its purpose is to:

1. Support the mission of Harrison College by adding value to the degree, diploma, or certificate that has been earned, promoting continuing education to alumni, and finding ways for alumni to give back to the college
2. Keep its alumni informed on Alumni Association business as well as Harrison College news.
3. Promote active membership participation.

The Harrison College Alumni Association is free to join. Please visit [www.harrisonalumni.org](http://www.harrisonalumni.org) or contact [alumni@harrison.edu](mailto:alumni@harrison.edu) for more information and to access our online application.

Your success is of vital importance to Harrison College. We hope you will stay connected and turn to us for help with your future career development needs, whether that’s advice on how to navigate the current job market or taking your education to the next level with a bachelor or graduate degree. Remember, you will always be a part of the Harrison College family!

## **INFORMATION SECURITY ACCEPTABLE USE POLICY**

Computer information systems and networks are an integral part of the educational process at Harrison College. Acceptable Use policies have been established for the benefit of Harrison College students. Students are expected to use Harrison College information services and networks responsibly.

Access to computers, printers, email and the Internet is provided for the benefit of Harrison College educational process. Students will connect to a variety of appropriate information resources around the world for academic purposes. To ensure that all users are responsible and productive Internet users and to protect the College and student body’s interests, the following summary of student guidelines has been established for using the Harrison College information systems and networks. (For a full Acceptable Use Policy document, please contact the Dean or Campus President.)

1. Students shall use Harrison College’s information systems and networks to conduct appropriate school-related activities such as using software and hardware for specific academic activities, Internet research and communication with classmates, faculty and staff thorough email.

2. Students are responsible for all computer transactions that are made with his/her user ID and password. Consequently, passwords should be kept secure and must not be shared with others. Students should log out of or lock workstations when finished using the system or when leaving a workstation for an extended period.
3. Students are to use the Harrison College information systems and networks for school-related activities. Students must not use the Harrison College information systems for purposes that are illegal, unethical or harmful to Harrison College. Students must refrain from sending or forwarding chain emails, conducting personal business or transmitting or otherwise distributing offensive, harassing or fraudulent content. Students are responsible for the content of all text, audio, or image(s) that the student accesses or distributes.
4. Students must comply with copyrights and license agreements. It is not permissible to use the Harrison College information systems and network to reproduce, distribute or otherwise fail to observe and comply with licensing agreements and copyrights.
5. Students must refrain from downloading or installing software that has not been approved by the Harrison College Information Services department to any computer on the Harrison College network.
6. Students shall not knowingly introduce a computer virus into College computers. Computer viruses are programs designed to make unauthorized changes to programs and data and can be extremely harmful to the educational process.
7. Please avoid eating or drinking near Harrison College information system hardware to avoid causing accidental damage to Harrison College hardware or software. Students found to have damaged Harrison College property may be held financially responsible for damage caused to system hardware through carelessness or intentional inappropriate activity.

All messages created, sent, or retrieved over the Internet are the property of the College and *may be regarded as public information*. Harrison College reserves the right to access the contents of any messages sent over its facilities if the College believes, in its sole judgment, that it has a business need to do so. All communications, including text, audio, and images, may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Violations of the Harrison College Information Security Acceptable Use Policy may result in disciplinary action in accordance with College policy, or local, state, and Federal laws. Failure to observe these guidelines may result in disciplinary action by the College depending upon the type and severity of the violation, whether it causes any liability or loss to the College, and/or the presence of any repeated violation(s).

### **COPYRIGHT STATEMENT**

Duplicating, distributing, uploading, or downloading of copyrighted material without the copyright owner's permission is prohibited. Copyrighted materials include, but are not limited to, peer-to-peer file sharing, software, written works, printed or recorded music, movies, and works of art.

Disciplinary actions for a student who engages in illegal downloading or unauthorized distribution of copyrighted materials using the Harrison College information technology system include removal of the copyrighted material and suspension of network access.

Penalties for copyright infringement include civil and criminal penalties. For penalty details, see Title 17 of the United States Code, Sections 504 and 505 (<http://www.copyright.gov/title17/circ92.pdf>). For more information concerning copyright, the U.S. Copyright Office answers frequently asked questions at <http://www.copyright.gov/help/faq>.