2014-2015 Student Handbook
INTRODUCTION

The Student Handbook and Harrison College Catalog clearly establish Harrison College’s responsibilities toward and expectations for all students. Students who attend programs offered through The Chef’s Academy, the School of Health Sciences or the School of Veterinary Technology may also receive program-specific guides that provide additional information, policies and expectations specific to those programs of study. Students must become familiar with the handbook(s), guides and catalog as students are responsible for knowing and following the policies and procedures outlined in these documents.

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.

The College reserves the right to amend this Student 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. The Catalog and Student Handbook are companion documents. Students must adhere to the policies and expectations outlined with each document.
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I. **STUDENT SERVICES**

Harrison College provides a variety of services to support students as they work to accomplish career and professional goals. Most services are available both on campus and via Email, Telephone or the internet. Student affairs specialists assist students in identifying and leveraging available services.

Each student is encouraged to avail himself/herself of the Harrison College support systems in a manner, whether in-person, by phone or online, that best meets individual needs. Additional details regarding student services are available in the Harrison College Catalog and through a student affairs specialist.

A. **WELLCONNECT by STUDENT RESOURCE SERVICES®**

WellConnect by 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.

WellConnect by Student Resource Services is available to assist students when challenges or concerns arise.

Harrison College has partnered with WellConnect by Student Resource Services to help students overcome some of life's struggles. This service is completely free to students. Please contact your student affairs specialist to secure a username and password.

What are some of the common reasons that students call WellConnect by Student Resource Services?

1) Stress from school, home or a job.
2) Worries about not having enough money.
3) Relationship issues with a spouse, boyfriend or girlfriend, parents, or children.
4) Drug or alcohol problems that affect you or a loved one.
5) Worries about children, or finding good childcare.
6) Test anxiety.
7) Housing or transportation problems.
8) 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.

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**What is WellConnect by Student Resource Services?®**

WellConnect by Student Resource Services helps you cope with any personal concerns and connects you to resources as soon as possible. If you have trouble focusing in class, or feel burdened by a problem, call WellConnect by Student Resource Services to consult with a specialist to discuss the issues.

**Free**
- A service that is prepaid by the school for its students.

**Confidential**
- Information you share is strictly confidential.

**Convenient**
- A professional is available by phone 24-hours a day, every day of the year.

**Comprehensive**
- Student Resource Services® also connects you to community agencies, consumer referrals and other resources.
WellConnect by Student Resource Services may be reached by telephone at 1-972-810-3261 or online at: www.WellConnectbysrs.com.

B. CAREER SERVICES

Harrison College’s Career Services Office works to connect each student with prospective employers through a variety of resources, including networking and referral. It also provides each student with a complete range of support services, including career exploration, résumé and cover letter writing, interviewing workshops, occupational resource materials, goal setting, and professional guest presenters. The director of career services plays a significant role in assisting students and alumni in meeting their employment objectives.

Harrison College upholds the trust of employer partners and their respect for our college by only referring students/graduates who demonstrate personal integrity, an adult sense of responsibility and a professional work ethic.

Students and graduates seeking employment assistance are advised of the following important expectations.

1) Harrison College does not guarantee (expressly or implied) employment after graduation. Securing employment is the student/graduate’s sole responsibility. Therefore, the student/graduate must make independent attempts to secure employment and not rely on the Career Services staff to “place” him or her in a position.

2) The student/graduate is responsible for informing the Career Services staff of any circumstances, which may hinder the student’s job search. 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. A student with prior misdemeanor or felony convictions may experience limitations and/or denial of externships, employment opportunities and professional licensure.

3) The student/graduate should keep the Career Services staff advised of any changes in employment up to one year following graduation. Graduate employment data is used to prepare reports for accrediting bodies and regulatory agencies as well as to identify opportunities to improve our programs. Graduates who secure employment through their own efforts are expected to notify the Career Services staff so accurate records can be maintained.

4) If the student/graduate is not seeking employment assistance or is unavailable for employment (now or after graduation) or chooses not to use the Hire Harrison system, the student/graduate understands that he or she may return for career development assistance at any point in the future.

5) If the student/graduate is seeking employment assistance, he or she may select to opt out of allowing his or her résumé s to be available for employers to view in the Hire Harrison system. If a student also would prefer that Career Services not send his or her résumé to potential employers, the student must notify Career Services staff of this in writing. Failure to do so will constitute authorization for Career Services to send out the résumé on the student’s behalf.

6) Employment assistance is available to all Harrison College graduates. Career services assistance in the form of career coaching and access to Hire Harrison is available to graduates of Harrison College. Harrison College reserves the right to enter or leave new programmatic or geographic markets, which may affect employer relations activities.
C. **Library**

The Library is committed to supporting the mission of Harrison College by providing user-centered resources and services necessary to produce excellent higher learning outcomes. The Library develops and maintains up-to-date collections and Library technologies, which support the programs and curriculum of Harrison College. Welcoming campus and virtual spaces are provided that focus on student, faculty, and staff informational needs. These spaces are deliberately modular and designed to meet a variety of needs, including quiet study and reflection, tutoring and instruction, and group work. As the intellectual commons on each campus, the Library serves as a space devoted to academic inquiry and knowledge sharing.

Harrison College librarians are well trained and highly skilled in providing a user-centered level of service that encourages information and media literacy, critical thinking, and success. Through formal and informal instruction, librarians foster self-reliant and critical users of information to develop the skills they need to succeed in their coursework as well as in their careers.

1. **Library Services**
   1) Providing course relevant resources in a variety of formats including books & e-books, streaming video & audio, full text articles, tutorial courses and videos, and practice test software.
   2) Access to Librarians who are available virtually and at each campus for instruction and research assistance.
   3) Access to computers and the Internet at each location with free printing.
   4) Access to Library materials from any Harrison campus or The Chef's Academy campus, and from other libraries outside of Harrison using interlibrary loan services.
   5) The Library also provides a variety of select resources to Alumni.

2. **Library Hours**
   1) Library resources are available 24x7 via the Library website at [http://www.harrison.edu/library](http://www.harrison.edu/library).
   2) Live virtual chat assistance is available Mon-Fri and on weekends as determined by student needs. Other virtual assistance is available via the Harrison Librarian email (harrison.librarian@harrison.edu) and Twitter accounts (@HC_Librarian), as well as via text (317-426-8572).
   3) Campus and librarian availability will be determined locally. Campus Library hours are posted on the Library website [http://www.harrison.edu/library](http://www.harrison.edu/library).
   4) Campus Libraries will observe the same holidays and the same emergency closings as the College.

3. **Library Policies**
   1) Student’s library privileges are valid as long as he/she is enrolled in classes at Harrison College.
   2) Circulation policies, (checkout and renewal periods, fees, fines, etc.) are posted on the Library website [http://www.harrison.edu/library](http://www.harrison.edu/library).
3) Fees for lost and damaged materials:
   a) Items overdue more than 30 days will be considered lost.
   b) Fees for a lost or damaged item will equal the replacement cost of the item plus a $5.00 processing fee.

4. **Library Conduct**
   1) Students should abide by the Harrison College Student Code of Conduct when using the Library.
   2) Students and staff are expected to respect others by keeping conversations at low levels.
   3) Harassment of any kind toward other library patrons or staff is not permitted.
   4) Campus-specific policies are posted at each campus Library.

D. **Student Email and Portal**

Students are assigned a Harrison gmail account with a username and password. Electronic correspondence from the College to the students will be sent to the student’s Harrison College gmail account. Students must check their Harrison gmail account daily and should regularly use this account to communicate with Harrison College staff, faculty and classmates. Other features available with the gmail, among others, include:

- Calendar.
- Contacts.
- Drive access (to save files).
- YouTube.

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

Please see the Acceptable Use Policy below to determine the expectations around the use of student gmail accounts.

1. **Know U**

Harrison College offers KnowU where learners are able to experience a personal, responsive and attentive learning environment. KnowU is for all Harrison students taking campus-based, online, blended and web-enhanced classes. All students, regardless of their program or the method in which they complete courses, will have greater access to Harrison College’s support resources and services, which includes:

   1) Full access to digital instruction and learning objects for their courses, the library and their path to success – a way to help guide learners through their college experience.
   2) A virtual support avenue to direct their questions to a real person or search our Frequently Asked Questions (FAQ) bank for support.
   3) A place of community that seamlessly combines all their social networking experiences into one location.
4) To ensure knowledge and access available for KnowU features, students must complete the **Getting to KnowU Orientation** based on the published schedule available at the campus.

5) Student benefits include:
   a) Students can meet and communicate with other Harrison students – students at other campuses – not just those in their classes or in their field of study.
   b) Students can easily manage classes and stay up-to-date with their assignments.
   c) KnowU gives all Harrison students more access to support resources and services – Student Affairs, Library, Career Services and Enrollment – via chat, email and phone.
   d) Students can integrate their personal Facebook, Twitter and LinkedIn accounts creating a single place where they can stay connected to their classmates and friends.

6) **How to Login:**
   a) Visit [myknowu.harrison.edu](http://myknowu.harrison.edu).
   b) Click “Sign In”.
   c) Login using your Harrison username and password.

7) **Navigation:**
   a) Upon logging into KnowU, you will arrive on a “homepage” that greets you. You can return to this homepage anytime you are in KnowU by clicking on the Harrison College icon in the upper left corner.

8) There are three main areas of the homepage:
   a) The left column previews course information and suggested supplemental training for students.
   b) The middle column previews social networking updates.
   c) The right column previews support functions and the most current hot topics on the KnowU chat and discussion boards.

Please refer to Acceptable Use Policy and Responsible Use guidelines outline in the Information Security section of this handbook to determine the expectations around the use of KnowU.
II. **REGISTRATION AND SCHEDULING**

A. **REGISTRATION**

The College typically will register students in the appropriate courses and provide each student with a schedule during final three weeks of the previous quarter. Each student is responsible for reviewing the schedule and should reach out to a registrar should the planned course schedule need a revision. Students are encouraged to seek academic and financial aid advising during the registration process.

A student may register for no more than 18 credit hours during a single term without the approval of the dean. Any student who wishes to attempt more than 18 credit hours during a single term must submit a written request to the dean prior to the close of the Add/Drop period and, upon receiving written approval, must be present in each course during the first two weeks of the term per the terms of the attendance policy.

B. **CLASS SCHEDULES**

Class schedules for the new quarter will be available to all continuing students who are not currently on a financial or academic hold no later than the penultimate week of the preceding quarter. Incoming students who enroll prior to week eight of a term should be registered for courses for their first term by the end of week nine. Incoming students who enroll after week nine should receive schedules within 48 hours of completing the financial aid (FA) process. Enrolled students who have not yet completed the FA process will be registered for courses and receive a schedule by Friday of the week prior to the start. Schedules may include day, evening, weekend and/or online classes.

Students should consult with the registrar to request schedule changes following registration. Withdrawing from or earning low grades in courses may delay a student’s graduation date and lead to additional tuition charges and fees. Please see the “Repeated Courses” section of the Catalog for details.

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 online or at an alternate Harrison College campus if the selected course is available at the alternate campus. A student should see the student affairs specialist or registrar for a list of scheduled courses that are planned for selected terms, or if the student wishes to take a course at an alternate 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. Course substitutions must be approved by Administration.

C. **TYPES OF COURSES**

Harrison College offers courses through a variety of learning modalities including traditional on –campus instruction, experiential, blended and online learning. Not all courses are offered via all learning modalities. Not all campus locations offer all
programs of study. Students are encouraged to contact their student affairs specialist or registrar to determine the availability of programs and courses as well as the modality through which individual courses or sections of courses are offered.

1. **ON-CAMPUS INSTRUCTION**

Most, but not all Harrison College courses are available through on-campus face-to-face instruction facilitated in a classroom and/or laboratory by a qualified faculty member. Class meetings are scheduled to best meet the needs of students, efficiently use campus resources, and to fulfill regulatory requirements. Most, but not all, courses are scheduled to meet once per week.

2. **EXPERIENTIAL LEARNING**

Many Harrison College programs offer experiential learning in the form of internships, externships, clinical experiences or practicums. Please see the Harrison College catalog for specific information regarding experiential learning.

3. **ONLINE COURSES**

Harrison College offers online and blended courses utilizing a learning management system (LMS) allowing a course to be offered fully through the Internet. Online courses require students to interact with each other and with the faculty member, facilitating the course through the discussion forums contained within the LMS.

Online courses provide students with some flexibility regarding when assigned coursework may be completed during each week. It is important to note that many courses require students to post to discussion forums by established due dates during the week in order to facilitate interaction between course participants. Students enrolled in online courses must meet these deadlines in order to engage in meaningful student-to-student and student-to-instructor communication. Each online course provides information regarding the expected level and timing of participant interaction.

Students are expected to use the Internet to access each online course and to do course-related research. Use of Microsoft Word is recommended for assignments submitted to instructors as attachments within the LMS. Documents created using other software may be more difficult to attach within the LMS and may be more difficult for instructors to open. Students may be asked to resubmit assignments in Word should this occur. Please see the current Harrison College Catalog for a complete list of programs offered fully online.

Selected courses, regardless of learning modality, will require completion of a final exam or project through the LMS. Individual faculty members will provide guidance relative to this requirement.

4. **BLENDED COURSES**

Blended courses are offered via scheduled face-to-face instruction on campus paired with required online activities offered through the LMS. Blended sections of courses are typically scheduled to meet fewer hours on campus than
traditional courses, because students are required to complete a significant amount of coursework through the LMS.

A significant proportion of the learning and application of course objectives is completed 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. A student may obtain information and register for online or blended courses by contacting a student affairs specialist or registrar.

D. PREREQUISITE AND COREQUISITE COURSES

Many Harrison College courses require the successful completion of other courses before a student may take 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. Please see the Catalog for information on core courses and to determine which courses have been designated as core courses in a program of study.

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 before the student may take the subsequent 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, which have not been successfully completed.

Some Harrison College courses require corequisites; courses that must be completed either before or during the same term. Some courses are corequisites 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 corequisite for another course the student is taking during the same term must also be withdrawn from the course requiring the corequisite unless the student has attended the course requiring the corequisite after the close of the week representing the 67% point of the term.

Selected courses may have multiple prerequisite or corequisite 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 corequisite courses in order to take a course requiring multiple corequisite courses.
E. **CANCELLATION OF CLASSES**

In the event of inclement weather or another event that impacts the College's ability to offer classes, local radio and TV stations will provide information regarding Harrison College closings. A student affairs specialist will provide you with a list of stations in your area to which the College will provide closing information. Students should also look for updates on the Student Portal and KnowU as well as their Harrison or Chef’s Academy gmail accounts.

In the event of multiple class cancelations, class meetings may be rescheduled during or immediately following the term. Students are responsible for material and graded activities related to rescheduled class meetings.
III. STUDENT RESPONSIBILITIES

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 their 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 for completing program requirements and fulfilling responsibilities remains with the student.

The Harrison College faculty has established the following expectations of students:

1) Meet deadlines.
2) Attend classes regularly and on time.
3) Ask and answer questions.
4) Reach out to faculty members and classmates for information regarding subject matter and assignments missed due to an absence.
5) Participate in both individual and collaborative learning experiences.
6) Regularly access and respond to email.
7) Regularly access and review the Student Portal and KnowU for information and announcements regarding the College, as well as for monitoring grades.

A. CODE OF 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.

Learners and instructors have the right to collaborate in a productive and safe environment conducive to learning. 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.

Harrison College is committed to preparing students for careers that positively impact society. To that end, students must assume individual responsibility for proper completion of their academic program, being familiar with all requirements of the College, maintain the required grade point average and meet all other academic and behavioral expectations and requirements.

Any student creating a disturbance, recording or filming a faculty or staff member without the employee’s knowledge and consent, 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 without the approval through the Office of the Provost.
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.

The Student Code of Conduct has been written to clarify the expectations Harrison College has of our students as well as to clarify the expectations Harrison College students must have for each other.

1. **Responsibilities to One’s Self**

   1) Attend classes regularly and on time. Notify the faculty member in advance when possible, when one will not be in attendance.

   2) Prepare for each class meeting by completing all required readings, written assignments and pre-class activities.

   3) Take responsibility for one’s own success through becoming familiar with and fully utilizing Harrison College resources.

   4) Maintain academic and professional honesty and integrity.

   5) Complete and submit individual assignments by their due date.

   6) Access and review the Student Portal and KnowU regularly to monitor grades and to access information and announcements regarding the College.

2. **Responsibilities Toward Other Students and the College**

   1) Active participation in collaborative learning experiences and meeting deadlines established during this process.

   2) Conduct oneself in a professional manner.

   3) Silence personal electronic devices during class meetings as to not impede teaching and learning.

   4) Respectful and courteous interaction with other members of the campus community, including fellow students, staff, faculty and members of the community.

   5) Proper use of college property and facilities in a manner that reflects respect for the rights of others.

   6) Appropriate representation of Harrison College at off-campus activities, including externships, internships, practicum and clinical assignments as well as during participation in community events and field trips sponsored by Harrison College.

   7) Regularly access and respond to email and student posts within online discussion forums.

   8) Uphold and follow all codes of conduct and college policies including:

     a) Those established through the Catalog and Student Handbook.

     b) Those established by departmental committees for specific programs of study.

     c) Those established in the course syllabus.

     d) Those established at the local campus to facilitate an effective learning environment.

   9) Use social media considerately and responsibly as outlined in the Information Security: Acceptable Use policy included in the Student Handbook.
B. Academic Integrity

Students are expected to demonstrate academic integrity at all times. Academic dishonesty is comprised of student behavior intended to gain unfair 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:

1. Taking Information
   1) Copying graded homework assignments from another person.
   2) Unauthorized collaborative efforts on take-home exams or graded homework.
   3) Looking at another student’s paper during an examination.
   4) Unauthorized use of text materials or notes during an examination.
   5) Unauthorized use of a cell phone, BlackBerry, or any other device to obtain notes or information during an examination.

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

3. Plagiarizing
   1) 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.
   2) Submitting a paper acquired from a “research” or term paper service.
   3) Taking as one’s own credit for ideas, statements of fact, or conclusions derived by another author.
   4) Claiming credit for work done by someone else.

4. Other Examples of Inappropriate Academic Conduct
   1) Conspiring with others or trying to intimidate other individuals to engage in any form of academically dishonest conduct.
   2) Lying to an instructor in an attempt to improve one’s grade.
   3) Having another student take one’s exam or do one’s assignment or lab experiment.
   4) Submitting a paper that is substantially the same for credit in two different courses without the prior approval of your instructor.
5) Removing tests from any location without the instructor's approval.
6) Stealing exams or other course materials from an instructor or his/her agent.
7) Accessing or altering an instructor's grade book, email or other academic records.
8) 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.

A student who violates the provisions of the Academic Integrity policy is subject to disciplinary action that may include an administrative withdrawal and failing (WF) grade for the course and/or suspension from Harrison College.

C. 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 a registrar or a student affairs specialist.

D. CHILDREN AND GUESTS

In order to ensure a professional educational environment and safety, children are not permitted in the student lounge, classrooms, laboratories or the library.

Guests may attend classes and participate in college activities only with the prior permission of the dean, program chair or campus president and the faculty member responsible for the class meeting(s) involved.

E. DRUG AND ALCOHOL POLICY

The College does not permit the use of alcoholic beverages or illegal drugs on the premises or at school-sponsored functions in which students participate. Any student found in possession of, or under the influence of, alcoholic beverages or illegal drugs will be immediately dismissed from the College and/or referred to a rehabilitation facility. Any student selling drugs on Company property will be immediately dismissed from the College and referred to the appropriate legal authority for prosecution. A conviction for any offense involving the possession or sale of illegal drugs committed while a student is receiving financial aid will result in the loss of eligibility for any Title IV, HEA grant, loan or work-study assistance.
F. THE REALITIES OF DRUG AND ALCOHOL ABUSE

1. HERE ARE SOME WAYS AN ALCOHOL OR DRUG (AOD)-RELATED OFFENSE MAY AFFECT FUTURE OPPORTUNITIES:

1) Arrest records are permanent, even if the student attends a diversion class.
2) For students in nursing, allied health and some other fields — even a minor alcohol violation may impact certification or licensure.
3) For students seeking a job with the Department of Defense or other governmental agencies. Those agencies conduct security checks on applicants.
4) Being found in violation of Harrison’s alcohol and other drugs may impact your ability to participate in activities of the College, including student leadership positions, and to receive some scholarships.
5) Students may also experience:
   a) Lower salaries at less prestigious companies.
   b) Loss of driving privileges.
   c) Loss or reduction of income or savings as a result of legal representation and payment of fines and fees imposed by the court and/or loss of personal freedom through imprisonment.
   d) Even if no conviction results, the situation can be inconvenient, embarrassing and costly.
6) How does high-risk drinking impact college students?
   a) Death: 1,825 college students die each year from alcohol-related unintentional injuries, including motor vehicle crashes.
   b) Injury: 599,000 students are unintentionally injured under the influence of alcohol.
   c) Assault: More than 696,000 students are assaulted by another student who has been drinking.
   d) Sexual Abuse: More than 97,000 students are victims of alcohol-related sexual assault or date rape.
   e) Academic Problems: About 25% of college students report academic consequences of their drinking which include missing class, falling behind, doing poorly on exams or papers, and receiving lower grades overall.

Source: www.collegedrinkingprevention.gov

2. MEDICAL REALITIES

1) Health Problems/Suicide Attempts: More than 150,000 students develop an alcohol-related health problem and between 1.2 and 1.5 percent of students indicate that they tried to commit suicide within the past year due to drinking or drug use.
2) Alcohol is a central nervous system depressant:
   a) Alcohol is rapidly absorbed from the stomach and small intestine, passes into the bloodstream, and then travels throughout the body.
   b) The effects of alcohol on the body are directly related to the amount consumed.
c) When consumed rapidly and in large amounts, alcohol can cause coma and death.

d) Adverse effects of alcohol include impaired judgment, reduced reaction time, slurred speech and difficulty walking.

e) Alcohol can interact with a number of prescription and non-prescription medications in ways that can intensify the effect of the alcohol, of the medications themselves, or both.

f) Alcohol use by pregnant women can cause serious damage to the developing fetus.

3) **Excessive drinking has numerous acute (short-term) and chronic (long-term) health effects:**

   a) **Acute health consequences** of excessive drinking can include motor vehicle injuries and deaths; falls; mood changes and depression; physical and sexual violence; and alcohol poisoning.

   b) **Chronic health consequences** of excessive drinking can include permanent liver, heart and brain damage; liver cancer; high blood pressure; and alcoholism.

<table>
<thead>
<tr>
<th>Drugs</th>
<th>Trade or Other Names</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Narcotics</strong></td>
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<tr>
<td>Heroin</td>
<td>Diamorphine, Horse, Smack, Black tar, Chiva, Negra (black tar)</td>
<td>Euphoria, drowsiness, respiratory depression, constricted pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
</tr>
<tr>
<td>Morphine</td>
<td>MS-Contin, Roxanol, Oramorph SR, MSIR</td>
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<tr>
<td>Hydrocodone</td>
<td>Hydrocodone w/Acetaminophen, Vicodin, Vicoprofen, Tussionex, Lortab</td>
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<tr>
<td>Hydromorphone</td>
<td>Dilaudid</td>
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<tr>
<td>Oxycodone</td>
<td>Roxicet, Oxycodeone w/Acetaminophen, OxyContin, Endocet, Percocet, Percodan</td>
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<td></td>
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<tr>
<td>Codeine</td>
<td>Acetaminophen, Guaifenesin or Promethazine w/Codeine, Fiorinol, Fioricet, or Tylenol w/Codeine</td>
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<tr>
<td>Other Narcotics</td>
<td>Fentanyl, Demerol, Methadone, Darvon, Stadol, Talwin, Paregoric, Buprenex</td>
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<td></td>
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<tr>
<td><strong>Depressants</strong></td>
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<tr>
<td>gamma Hydroxybutyric Acid</td>
<td>GHB, Liquid Ecstasy, Liquid X, Sodium Oxybate, Xyrem</td>
<td>Slurred speech, disorientation, drunken behavior without odor of alcohol, impaired memory of events, interacts with alcohol</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td>Anxiety, insomnia, tremors, delirium, convulsions, possible death</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>Valium, Xanax, Halcion, Ativan, Restoril, Rohypnol (Roofies, R-2), Klonopin</td>
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<td></td>
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<tr>
<td>Other Depressants</td>
<td>Ambien, Sonata, Meprobamate, Chloral Hydrate, Barbiturates, Methaqualone (Quaalude)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drugs</td>
<td>Trade or Other Names</td>
<td>Possible Effects</td>
<td>Effects of Overdose</td>
<td>Withdrawal Syndrome</td>
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<td>------------------------</td>
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<tr>
<td><strong>Stimulants</strong></td>
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<tr>
<td>Cocaine</td>
<td>Coke, Flake, Snow, Crack, Coca, Blanca, Perico, Nieve, Soda</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
<td>Agitation, increased body temperature, hallucinations, convulsions, possible death</td>
<td>Apathy, long periods of sleep, irritability, depression, disorientation</td>
</tr>
<tr>
<td>Amphetamine/</td>
<td>Crank, Ice, Cristal, Krystal Meth, Speed, Adderall, Dexedrine, Desoxyn</td>
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<tr>
<td>Methamphetamine</td>
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<tr>
<td>Methylphenidate</td>
<td>Ritalin, Concerta, Focalin, Metadate</td>
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<tr>
<td><strong>Hallucinogens</strong></td>
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<tr>
<td>MDMA and Analogs</td>
<td>(Ecstasy, XTC, Adam), MDA (Love Drug), MDEA (Eve), MBDB, DOM, DOB</td>
<td>Heightened senses, teeth grinding and dehydration</td>
<td>Increased body temperature, electrolyte imbalance, cardiac arrest</td>
<td>Muscle aches, drowsiness, depression, acne</td>
</tr>
<tr>
<td>LSD</td>
<td>Acid, Microdot, Sunshine, Boomers</td>
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<tr>
<td>Phencyclidine and</td>
<td>PCP, Angel Dust, Hog, Loveboat, Ketamine (Special K), PCE, PCPy, TCP</td>
<td>Illusions and hallucinations, altered perception of time and distance</td>
<td>(LSD) Longer, more intense &quot;trip&quot; episodes</td>
<td>None</td>
</tr>
<tr>
<td>Analogs</td>
<td></td>
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<tr>
<td>Other Hallucinogens</td>
<td>Psilocybe mushrooms, Mescaline, Peyote Cactus, Ayahuasca, DMT, Fory, AMT</td>
<td>Unable to direct movement, feel pain, or remember</td>
<td>Drug seeking behavior &quot;Not regulated&quot;</td>
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<tr>
<td><strong>Cannabis</strong></td>
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<tr>
<td>Marijuana</td>
<td>Pot, Grass, Sinsemilla, Blunts, Mota, Yerba, Grifa</td>
<td>Euphoria, relaxed inhibitions, increased appetite, disorientation</td>
<td>Fatigue, paranoia, possible psychosis</td>
<td>Occasional reports of insomnia, hyperactivity, decreased appetite</td>
</tr>
<tr>
<td>Tetrahydrocannabinol</td>
<td>THC, Marinol</td>
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<tr>
<td>Hashish and Hashish Oil</td>
<td>Hash, Hash oil</td>
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<tr>
<td><strong>Anabolic Steroids</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Testosterone</td>
<td>Depo Testosterone, Sustanon, Sten, Cypt</td>
<td>Virilization, edema, testicular atrophy, gynecomastia, acne, aggressive behavior</td>
<td>Unknown</td>
<td>Possible depression</td>
</tr>
<tr>
<td>Other Anabolic Steroids</td>
<td>Parabolan, Winstrol, Equipose, Anadrol, Dianabol, Primabolin-Depo, D-Ball</td>
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<tr>
<td><strong>Inhalants</strong></td>
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<tr>
<td>Amyl and Butyl Nitrates</td>
<td>Pearls, Poppers, Rush, Locker Room</td>
<td>Flushing, hypotension, headache, impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage</td>
<td>Methemoglobinemia, vomiting, respiratory depression, loss of consciousness, possible death</td>
<td>Agitation, Trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, convulsions</td>
</tr>
<tr>
<td>Nitrous Oxide</td>
<td>Laughing gas, balloons, Whippets</td>
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<tr>
<td>Other Inhalants</td>
<td>Adhesives, spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid</td>
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</tr>
</tbody>
</table>
### G. Federal and State Laws

In addition to Harrison College sanctions, students and employees are subject to appropriate federal and state laws, which provide for fines and/or imprisonment for the unlawful possession, sale or distribution of drugs and alcohol. All Harrison College students are responsible for complying with local, state and federal laws regarding alcohol. The fines and/or imprisonment may vary according to the type and amount of substance involved, the offender's past record for such offenses, and a variety of other factors.

The following are federal penalties and sanctions for Illegal Possession of a Controlled Substance. Additional penalties are imposed for trafficking.

### H. Federal Laws

   
   1) First conviction: Up to one year imprisonment and fined at least $1,000 but not more than $100,000, or both.
   
   2) After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined at least $2,500 but not more than $250,000, or both.
   
   3) After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least $5,000 but not more than $250,000, or both.
   
   4) Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined up to $250,000, or both, if:
      
      a) First conviction and the amount of crack possessed exceeds five grams.
      
      b) Second crack conviction and the amount of crack possessed exceeds three grams.
      
      c) Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

   
   Forfeiture of personal real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment. (See special sentencing provisions re: crack.)

   
   Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
4. **21 U.S.C. 844A**
   Civil fine of up to $10,000 (pending adoption of final regulations).

5. **21 U.S.C. 853A**
   Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

6. **18 U.S.C. 922(g)**
   Ineligible to receive or purchase a firearm.

7. **Miscellaneous**
   Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

I. **Indiana State Laws**

   The following information regarding Indiana State law is current as of publication and is not intended to substitute for legal advice. For a complete listing of the current alcoholic beverage laws, consult Indiana Alcoholic Beverage Laws.

1. **Violations/Penalties – Alcohol**
   1) Class C Infraction (up to $500 fine and loss of minor's driver's license):
      a) Misrepresentation of age for the purpose of purchasing alcoholic beverages.
      b) A person under age 21 with a BAC of 0.02 to 0.07 who operates a vehicle (In addition, the license may be suspended for up to one year.)
   2) Class C Misdemeanors (imprisonment for up to 60 days and fine of up to $500):
      a) Illegal possession of alcohol by a person younger than 21 years of age whom knowingly: 1) possesses an alcoholic beverage; 2) consumes it; or 3) transports it on a public highway when not accompanied by a parent or legal guardian.
      b) To sell, barter, exchange, provide, or furnish an alcoholic beverage to a minor.
      c) A person younger than 21 years of age present in a tavern, bar, or other public place where alcoholic beverages are available (in addition, minor's license may be revoked for up to one year.)
      d) Use of falsified documents, such as fake ID.
   3) Class B Misdemeanor (imprisonment up to 180 days and fine up to $1000):
      a) Being in a public place or a place of public resort in a state of intoxication caused by the person's use of alcohol or a controlled substance.
      b) Knowingly, recklessly or intentionally furnishing alcohol to a minor (for the first offense).
4) Note: Indiana Lifeline Law:
   a) Passed in 2012, the Indiana Lifeline law protects the caller from legal consequences if they call for help when someone needs medical attention from alcohol poisoning. Visit [www.indianalifeline.org](http://www.indianalifeline.org) for more information.

5) Note: Alcohol-impaired or other drug-impaired driving:
   a) It is illegal to operate a motor vehicle while impaired-even at blood alcohol levels below 0.08%. You can be arrested with a BAC as low as 0.05. Indiana law states that anyone operating a motor vehicle within the state gives “implied consent” to submit to a chemical test of intoxication (breath, blood or urine).
   b) Failure to submit to the test may be used as evidence in court and will result in an automatic license suspension and may result in a longer driver's license suspension than if the test were administered and failed. Criminal sanctions for alcohol and other drug-impaired driving include fines and imprisonment, license suspensions, and can include mandatory education or treatment.

2. VIOLATIONS/PENALTIES – DRUGS

1) IC 35-48-4-11 Possession of marijuana, hash oil or hashish
   Sec. 11. A person who:
   (1) knowingly or intentionally possesses (pure or adulterated) marijuana, hash oil, or hashish; (2) knowingly or intentionally grows or cultivates marijuana; or (3) knowing that marijuana is growing on his premises, fails to destroy the marijuana plants; commits possession of marijuana, hash oil, or hashish, a Class A misdemeanor. However, the offense is a Class D felony (i) if the amount involved is more than thirty (30) grams of marijuana or two (2) grams of hash oil or hashish, or (ii) if the person has a prior conviction of an offense involving marijuana, hash oil or hashish.

2) IC 35-48-4-8.3 Possession of paraphernalia
   Sec. 8.3. (a) A person who possesses a raw material, an instrument, a device, or other object that the person intends to use for: (1) introducing into the person's body a controlled substance; (2) testing the strength, effectiveness, or purity of a controlled substance; or (3) enhancing the effect of a controlled substance; in violation of this chapter commits a Class A infraction for possessing paraphernalia. (b) A person who: (1) knowingly or intentionally violates subsection (a); and (2) has a previous judgment or conviction under this section; commits possession of paraphernalia, a Class D felony. (c) A person who recklessly possesses a raw material, an instrument, a device, or other object that is to be used primarily for: (1) introducing into the person's body a controlled substance; (2) testing the strength, effectiveness, or purity of a controlled substance; or (3) enhancing the effect of a controlled substance; in violation of this chapter commits reckless possession of paraphernalia, a Class A misdemeanor. However, the offense is a Class D felony if the person has a previous judgment or conviction under this section.

3) IC 35-48-4-13 Visiting or maintaining a common nuisance
   Sec. 13. (a) A person who knowingly or intentionally visits a building, structure, vehicle or other place that is used by any person to unlawfully use a controlled substance commits visiting a common nuisance, a Class B misdemeanor. (b) A person who knowingly or intentionally maintains a building, structure, vehicle, or other place that is used one (1) or more times: (1) by persons to unlawfully use controlled substances; or (2) for unlawfully: (A) manufacturing; (B) keeping; (C) offering for sale; (D) selling; (E) delivering; or (F) financing the delivery of; controlled substances, or items of drug paraphernalia as described in IC 35-48-4-8.5; commits maintaining a common nuisance, a Class D felony.
4) IC 35-48-4-10 Dealing in marijuana, hash oil or hashish  Sec. 10. (a) A person who: (1) knowingly or intentionally: (A) manufactures; (B) finances the manufacture of; (C) delivers; or (D) finances the delivery of; marijuana, hash oil, or hashish, pure or adulterated; or (2) possesses, with intent to: (A) manufacture; (B) finance the manufacture of; (C) deliver; or (D) finance the delivery of; marijuana, hash oil, or hashish, pure or adulterated; commits dealing in marijuana, hash oil, or hashish, a Class A misdemeanor, except as provided in subsection (b). (b) The offense is: (1) a Class D felony if: (A) the recipient or intended recipient is under eighteen (18) years of age; (B) the amount involved is more than thirty (30) grams but less than ten (10) pounds of marijuana or two (2) grams but less than three hundred (300) grams of hash oil or hashish; or (C) the person has a prior conviction of an offense involving marijuana, hash oil, or hashish; and (2) a Class C felony if the amount involved is ten (10) pounds or more of marijuana or three hundred (300) more grams of hash oil or hashish or the person delivered or financed the delivery of marijuana, hash oil, or hashish: (A) on a school bus; or (B) in, on, or within one thousand (1,000) feet of: (i) school property; (ii) a public park; (iii) a family housing complex; or (iv) a youth program center.

5) IC 35-48-4-6 Possession of cocaine or narcotic drug  Sec. 6. (a) A person who, without a valid prescription or order of a practitioner acting in the course of the practitioner's professional practice, knowingly or intentionally possesses cocaine (pure or adulterated), a narcotic drug (pure or adulterated) classified in schedule I or II, or methamphetamine (pure or adulterated) commits possession of cocaine, a narcotic drug, or methamphetamine, a Class D felony, except as provided in subsection (b). (b) The offense is: (1) a Class C felony if: (A) the amount of the drug involved (pure or adulterated) weighs three (3) grams or more; or (B) the person was also in possession of a firearm (as defined in IC 35-47-1-5); (2) a Class B felony if the person in possession of the cocaine, narcotic drug, or methamphetamine possesses less than three (3) grams of pure or adulterated cocaine, a narcotic drug, or methamphetamine: (A) on a school bus; or (B) in, on, or within one thousand (1,000) feet of: (i) school property; (ii) a public park; (iii) a family housing complex; or (iv) a youth program center; and (3) a Class A felony if the person possesses the cocaine, narcotic drug, or methamphetamine in an amount (pure or adulterated) weighing at least three (3) grams: (A) on a school bus; or (B) in, on, or within one thousand (1,000) feet of: (i) school property; (ii) a public park; (iii) a family housing complex; or (iv) a youth program center.

6) IC 35-48-4-5 Dealing in a counterfeit substance  Sec. 5. A person who: (1) knowingly or intentionally: (A) creates; (B) delivers; or (C) finances the delivery of; a counterfeit substance; or (2) possesses, with intent to: (A) deliver; or (B) finance the delivery of; a counterfeit substance; commits dealing in a counterfeit substance, a Class D felony.

7) IC 35-48-4-4 Dealing in a schedule V controlled substance  Sec. 4. (a) A person who: (1) knowingly or intentionally: (A) manufactures; (B) finances the manufacture of; (C) delivers; or (D) finances the delivery of; a controlled substance, pure or adulterated, classified in schedule V; or (2) possesses, with intent to: (A) manufacture; (B) finance the manufacture of; (C) deliver; or (D) finance the delivery of; a controlled substance, pure or adulterated, classified in schedule V; commits dealing in a schedule V controlled substance, a Class D felony, except as provided in subsection (b). (b) The offense is a Class B felony if: (1) the person: (A) delivered; or (B) in, on, or within one thousand (1,000) feet of: (i) school property; (ii) a public park; (iii) a family housing complex; or (iv) a youth program center.
8) IC 35-48-4-3 Dealing in a schedule IV controlled substance Sec. 3. (a) A person who: (1) knowingly or intentionally: (A) manufactures; (B) finances the manufacture of; (C) delivers; or (D) finances the delivery of; a controlled substance, pure or adulterated, classified in schedule IV; or (2) possesses, with intent to manufacture or deliver, a controlled substance, pure or adulterated, classified in schedule IV; commits dealing in a schedule IV controlled substance, a **Class C felony**, except as provided in subsection (b). (b) The offense is a **Class B felony** if: (1) the person: (A) delivered; or (B) financed the delivery of; the substance to a person under eighteen (18) years of age at least three (3) years junior to the person; or (2) the person delivered or financed the delivery of the substance: (A) on a school bus; or (B) in, on, or within one thousand (1,000) feet of: (i) school property; (ii) a public park; (iii) a family housing complex; or (iv) a youth program center.

9) IC 35-48-4-2 Dealing in a schedule I, II or III controlled substance Sec. 2. (a) A person who: (1) knowingly or intentionally: (A) manufactures; (B) finances the manufacture of; (C) delivers; or (D) finances the delivery of; a controlled substance, pure or adulterated, classified in schedule I, II, or III, except marijuana, hash oil, or hashish; or (2) possesses, with intent to: (A) manufacture; (B) finance the manufacture of; (C) deliver; or (D) finance the delivery of; a controlled substance, pure or adulterated, classified in schedule I, II, or III, except marijuana, hash oil, or hashish; commits dealing in a schedule I, II, or III controlled substance, a **Class B felony**, except as provided in subsection (b). (b) The offense is a **Class A felony** if: (1) the person: (A) delivered; or (B) financed the delivery of; the substance to a person under eighteen (18) years of age at least three (3) years junior to the person; or (2) the person delivered or financed the delivery of the substance: (A) on a school bus; or (B) in, on, or within one thousand (1,000) feet of: (i) school property; (ii) a public park; (iii) a family housing complex; or (iv) a youth program center.

10) IC 35-48-4-1 Dealing in cocaine or narcotic drug Sec. 1. (a) A person who: (1) knowingly or intentionally: (A) manufactures; (B) finances the manufacture of; (C) delivers; or (D) finances the delivery of; cocaine, a narcotic drug, or methamphetamine, pure or adulterated, classified in schedule I or II; or (2) possesses, with intent to: (A) manufacture; (B) finance the manufacture of; (C) deliver; or (D) finance the delivery of; cocaine, a narcotic drug, or methamphetamine, pure or adulterated, classified in schedule I or II; commits dealing in cocaine, a narcotic drug, or methamphetamine, a **Class B felony**, except as provided in subsection (b). (b) The offense is a **Class A felony** if: (1) the amount of the drug involved weighs three (3) grams or more; (2) the person: (A) delivered; or (B) financed the delivery of; the drug to a person under eighteen (18) years of age at least three (3) years junior to the person; or (3) the person manufactured, delivered or financed the delivery of the drug: (A) on a school bus; or (B) in, on, or within one thousand (1,000) feet of: (i) school property; (ii) a public park; (iii) a family housing complex; or (iv) a youth program center.

**J. EMERGENCIES, FIRST AID AND HEALTH CARE SERVICES**

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.**

Harrison College has partnered with OneCallNow to facilitate the distribution of mass informational messages via phone or text. A student at Harrison College may receive phone calls from this system that provide information regarding campus closures, weather delays or other circumstances, including those related to campus safety. The
system may also provide information related to various campus events or deadlines. To receive text notifications, a student must opt-in by sending a text message with the word “Alert” to 22300. Students may opt-out of the notification system by pressing * when listening to a phone message, through emailing support@onecallnow.com with your phone number or by visiting www.onecallnow.com and select “Opt Out” at the bottom of the page.

Students are encouraged to contact a student affairs specialist with questions related to this notification program.

K. **FIELD TRIP PARTICIPATION**

Students who will be participating in a mandatory, class wide offsite learning activity (“field trip”), must complete the Harrison College External Activity Participation Agreement prior to participation. Students are usually expected to provide their own transportation to and from field trip locations unless the College has made specific, approved transportation plans.

Because field trips are scheduled at the same time and on the same days of the week that the class meets on campus, students who do not participate will be considered absent for that class meeting and are subject to the terms of the current Attendance policy.

Students who are unable to participate in a field trip must contact the faculty member prior to the date of the field trip to inquire as to the possibility of completing an alternative assignment in lieu participation in the field trip. The faculty member is under no obligation to approve an alternative assignment for field trip scheduled during a regular class meeting time. Students who are approved to complete such an alternative assignment are still considered “absent” from the class meeting the day of the field trip.

Students are not required to attend field trips scheduled at a time or on a day other than the day and time the class typically meets. Positive attendance may be entered for fields trips made on a different day or time.

L. **FOOD AND BEVERAGES**

**STUDENT LOUNGE—STUDENT PERSONAL PROPERTY—STUDENT LOCKERS**

A student lounge is provided on campus for students to study between classes and consume meals. No other area is designated for these purposes. Absolutely no eating or drinking will be allowed outside of the student lounge except when approved by the campus administration. 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.

Students are reminded that they are responsible for securing any personal property they bring onto campus and that the College disclaims any liability for lost, stolen or destroyed student personal property – even if placed in a student locker. Any student who believes their personal property has been stolen or vandalized must make a report immediately to the campus president or security personnel (if provided).
Students utilizing student lockers to secure personal property acknowledge that College staff has the right to open lockers for cleaning, maintenance and repair or in emergencies and other situations involving health, safety or criminal concerns.

M. POSTING POLICY

Bulletin boards are located throughout the school buildings. 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.

N. SMOKING

Harrison College is a smoke-free facility. Smoking is prohibited inside of Harrison College facilities and within eight feet of an entrance. Campuses maintain designated outdoor smoking areas. Use of electronic cigarettes is also prohibited except in designated outdoor smoking areas.

O. 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 or set to silent 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 and will be considered “absent” for the class meeting from which they are asked to leave.

P. 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. Transcripts are issued only when all financial obligations to the College have been met. Students and former students should contact the campus registrar to order transcripts. Students are encouraged to order transcripts through the Student Portal myharrison.harrison.edu of Harrison College website www.harrison.edu. Please see the Catalog for current fees and information regarding required processing time.

Q. VOTING

Harrison College encourages each student to exercise responsibility as a citizen by casting an informed vote in local, state and federal elections. Information regarding registering to vote in your state is available from a student affairs specialist and on the Harrison College website.
R. Withdrawal from Harrison College

Students considering withdrawal from any course should discuss any challenges with a member of the College staff before making a decision to withdraw from a course or courses. The College is often able to provide assistance that enables students to remain in college. The student affairs specialist, registrar or dean 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 student affairs specialist, 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.

S. Communication with Faculty Members

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 LMS rather than through the telephone or through other forms of electronic communication. Use of the LMS provides a more efficient communication system.

T. 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 schedules 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 as required by the campus.
1. **Acceptable Business Attire**

1) For Women:
- Business suit/pant suit.
- Skirts/dresses.
- Blazer.
- Blouse/shirt.
- Cardigan set.

   - Dress slacks/dress gauchos.
   - Dress shoes/boots/mules/sandals.
   - No visible body piercing (exception: ear piercing).
   - No visible tattoos.

2) For Men:
- Business suit.
- Sport jacket.
- Cardigan sweater.
- Shirt/Tie.

   - Dress slacks.
   - Dress shoes.
   - No visible body piercing.
   - No visible tattoos.

2. **Acceptable Business Casual**

1) For Women:
- Casual collared blouse.
- Shirts/blouses.
- Harrison College logo shirt with collar.

   - Pressed khakis/Dockers.
   - Casual dress slacks/ gauchos.
   - Casual shoes/loafers, flats, mules, sandals.

2) For Men:
- Dress shirt w/out tie.
- Polo or golf shirt.
- Harrison College logo with collar.

   - Crew with banded collar, turtleneck or mock neck.
   - Casual dress slacks pressed khakis/Dockers.
   - Shirts tucked in.

3. **Acceptable Daily Attire**

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

- 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).
- Attire that inappropriately reveals undergarments.
- Hats of any type, do-rags, head rags, sweatbands, scarves, bandannas, etc. except upon prior approval.
- Headphones or portable electronic equipment.
- Sunglasses (worn indoors).
- Un-groomed hair/un-natural colors (blue, pink, green, etc.; sprayed on).
- Any other dress or appearance deemed unprofessional or inappropriate by faculty or administrative staff.

Students found in noncompliance with the above dress code will be asked to leave campus and return only when in 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.
IV. INFORMATION SECURITY

A. 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 the 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 a student affairs specialist.

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 through 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).

B. RESPONSIBLE USE OF SOCIAL MEDIA AND KNOWU

Students using sponsored Harrison College social media sites, such as pages in Facebook, Twitter, LinkedIn and YouTube, are expected to conduct themselves in a manner that complies with the terms of the student code of conduct, including those policies regarding discrimination and harassment. The code of conduct also applies to those students who identify themselves with Harrison College and/or use their Harrison College email address in social media platforms such as professional society blogs, LinkedIn, Facebook, etc. for deliberate professional engagement or casual conversation. This expectation applies to both open social platforms as well as to private and password protected social media platforms.

No messages with derogatory or inflammatory remarks about any legally protected characteristic shall be transmitted or retrieved. No abusive, profane or offensive language is to be transmitted. Any conduct which is impermissible under the law if expressed in any other form or forum is also impermissible if expressed through social media or other electronic means. While Harrison College does not typically provide editorial review of the content of social media sites used by its students, Harrison College reserves the right to edit or terminate any conduct or activities and edit any communication or postings at any time to comply with the student code of conduct or other policy, third party complaints, any applicable law or regulation, or computer and network management concerns.