ACADEMIC HONESTY

Peirce College's reputation as an institution of higher learning is characterized by the high academic standards it has established for its students. The College expects students to display personal integrity as they approach their assignments and to complete these assignments in the spirit of academic honesty.

The College considers acts of academic dishonesty to be serious violations of its Code of Student Conduct and Responsibility and will take action against students for violations of this policy (as well as against former students where the College learns of a violation after the student has graduated or ceases to be enrolled).

Any conduct or activity by a student which earns or improves a grade or receives any form of credit by fraudulent or dishonest means is considered an act of academic dishonesty and a violation. In addition, engaging in any conduct including the following examples in which a reasonable person in the same or similar circumstances would recognize as academic dishonesty is considered a violation.

Examples of acts of academic dishonesty that are violations of the Code of Student Conduct and Responsibility include, but are not limited to, the following:

• Acquiring information:
  — Obtaining research or answers related to any assigned work or examination from any source not authorized by the professor. Students must be the owner of all of their coursework.
  — Working with another person or persons on any assignment or examination when not specifically permitted by the professor. Although studying together is allowable, students must maintain the integrity of their coursework. Students must seek permission from the instructor before working together on any coursework.
  — Viewing the work of other students during any examination.
  — Using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of any examination without prior written permission from the professor.
  — Submitting or presenting as one’s own work any research paper or other writing assignments prepared by others.

• Providing information:
  — Supplying answers or research information for any assigned work or examination (on behalf of yourself or another individual) when not specifically authorized by the professor to do so.
  — Informing any person or persons of the contents of any examination prior to the time the examination is given.

• Plagiarism:
  — Incorporating the work or idea of another person into one’s own work without formally and properly acknowledging, documenting and citing the source of that work or idea.
  — Attempting to receive credit for work performed by another person, including papers obtained in whole or part from individuals or other sources.
  — Copying or improperly utilizing copyrighted computer programs or data files belonging to someone else.
  — Copying another person’s paper/work in whole or in part and handing it in as your own.
  — Paying for and/or downloading from the Internet, all or any portion of a paper, presentation, graphics, or multi-media files and submitting them as your own.
  — Copying words, graphics, or statistics directly from sources of information, such as web pages, magazine/newspaper articles, or books without and properly acknowledging, documenting and citing the sources.
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— Paraphrasing information (i.e., changing a few words) from sources, such as web pages, magazine/newspaper articles, or books without formally documenting the sources.

• Reuse of Prior Materials: Submitting substantially the same work to satisfy requirements for one course that has been submitted to satisfy requirements for another course, without prior permission of the instructor of the course for which the work is being submitted.

• Conspiracy: Agreeing or participating with one or more persons to commit any act of academic dishonesty.

• Fabrication of information:
  — Falsifying the results obtained from a research or laboratory experiment.
  — Presenting results of research or laboratory experiments without the research or laboratory experiments having been performed.
  — Substituting for another student to take an examination or to do any academic work or assignment for which academic credit will be received.
  — Changing answers or grades after academic work has been returned to the student and claiming professor error.
  — Submitting work for credit or taking an examination and employing a technique specifically prohibited by the professor in that course, even if such technique would be acceptable in other courses.

• Abuse of resource materials:
  — Mutilating, destroying, concealing, stealing, or altering any materials provided to assist students in the completion of academic work, including library books, journals, computer files, microfilm and microfiche files, online resources, materials placed on reserve by the instructor, or any such materials as the instructor may provide or assign.

  — Copying any data files or copyrighted computer program(s) for one’s own personal use or the use of others.

  — Copying without permission of the owner, or mutilating or destroying any copyrighted media, printed or electronic (for example, film, video, music, graphics, books, articles, papers, dissertations, art, photography, or manuscript).

• Peer to Peer File Sharing: Peer peer-to-peer file sharing is prohibited. This applies to College owned computers as well as personally owned computers that are using the College’s network. Under the Acceptable Use Policy, the College’s network connections may not be used to violate copyright laws.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.
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For violations regarding unauthorized use of computers systems and facilities (includes email, logins, or passwords), please refer to the Acceptable Usage of Computer Systems and Facilities policy, which appears in SECTION III of this Handbook. Violations of this policy are subject to penalties as set forth in the Code of Student Conduct and Responsibility.

ACADEMIC STANDING

Dean’s List: Dean’s List honors will be calculated and awarded at the completion of the 14-week fall, spring, and summer periods. Students carrying a full load of 12 credits during a 14-week fall, spring, or summer period (full time students) and earning a term grade point average (GPA) of 3.700 to 3.999 will earn the distinction of being placed on the Dean’s List. Students completing a minimum total of 18 credits in a year (May 1st–April 30th) but fewer than 12 credits in any one 14-week period (part time students) and earning a cumulative GPA of 3.700 to 3.999 will earn the distinction of being on the Dean’s List for the previous academic year. A letter from the Dean of Students is sent to each student receiving this recognition.

President’s List: President’s List honors will be calculated and awarded to full time students at the completion of the 14-week fall, spring, and summer periods. Students carrying a full load of 12 credits during a 14-week fall, spring, or summer period and earning a term GPA of 4.0 will earn the distinction of being placed on the President’s List. Part time students completing a minimum total of 18 credits in a year (May 1st –April 30th) but fewer than 12 credits in any one 14-week period and earning a cumulative GPA of 4.0 will earn the distinction of being on the President’s List for the previous academic year. A letter from the President of Peirce College is sent to each student receiving this honor.

Acknowledgement of Academic Achievement

Academic Achievement recognition will be calculated and awarded at the completion of the 14-week fall, spring, and summer periods. Students carrying a full load of 12 credits during a 14-week fall, spring, and summer period and earning a term GPA of 3.50 to 3.69 will be recognized for their academic achievement. Students completing a minimum total of 18 credits in a year (May 1st–April 30th) but fewer than 12 credits in any one 14-week period and earning a cumulative GPA of 3.50 to 3.69 will be recognized for academic achievement for the previous academic year. A letter from the Dean of Students is sent to each student receiving this recognition.

ACADEMIC PROGRESS, PROBATION, AND DISMISSAL

Academic Progress

It is important to Peirce College that students advance successfully toward their educational goals. To that end, students must maintain a term 2.0 GPA to demonstrate academic progress towards the completion of their degree or certificate program. A term is defined as the 14-week period of time (fall, spring, summer). Both full-time and part-time students must demonstrate academic progress.

Academic Progress Requirements for Accounting Degree Students

Accounting degree seeking students must maintain a 2.7 term GPA to demonstrate academic progress towards the completion of the accounting degree program. A term is defined as the 14-week period of time (fall, spring, summer). Both full-time and part-time accounting students must demonstrate academic progress.

If, after the completion of a 14-week term (fall, spring, summer), an accounting student does not demonstrate academic progress (2.7 term GPA), the student shall be placed on academic probation. A student placed on academic probation has the next enrolled 14-week term (fall, spring, summer) to improve his/her GPA to 2.7. The Dean of Students will mail each student placed on academic probation a letter of the student’s probationary status. Non-receipt of the letter by the student does not exempt the student from probationary status.

An accounting student placed on academic probation who does not improve his/her GPA to at least a 2.7 in...
the next enrolled 14-week term (fall, spring, summer), will be dismissed from the accounting program. For general information on academic dismissal, please refer to the Academic Dismissal policy, which appears in SECTION I of the Handbook.

The Dean of Students will send each accounting student who is dismissed from the accounting program a letter documenting action taken and stating the reason for dismissal. Non-receipt of the letter by the student does not exempt the student from the dismissal status. A onetime reinstatement to the accounting program may be requested in writing, within ten calendar days of notification, to the Dean of Students. Students will receive written notification of the decision made by the Dean of Students. The decision made by the Dean of Students shall be final. Accounting students who are dismissed from the accounting program will have the option to change their major to another degree program. Students are required to have a 2.0 GPA to request a change of major. For general information on academic progress, please refer to the Academic Progress, which appears in SECTION I of the Handbook.

Academic Probation

Academic probation is a means of informing students that their record is unsatisfactory while there is still time to remedy the situation. Students will be placed on academic probation when their records indicate that normal progress toward a degree is in jeopardy. Probation should be interpreted as a serious warning to improve the quality of academic work.

If, after completion of a 14-week period (fall, spring, summer), a student does not demonstrate academic progress as described in the guidelines below, the student shall be placed on academic probation. A student placed on academic probation has the next enrolled 14-week period (fall, spring, summer) in which to improve his/her term GPA to 2.0. When a student has been placed on academic probation, a notation of such probation shall be placed on the student’s permanent record. Students with less than 15 credits attempted will not be placed on academic probation. Although academic probation is not determined for students with less than 15 credits attempted, academic standing is still monitored. Students who fall below a 2.0 GPA for any term are considered to be in poor academic standing.

If, after completion of a 14-week period (fall, spring, summer), a student does not demonstrate academic progress as described in the guidelines below, the student shall be placed on academic probation. A student placed on academic probation has the next enrolled 14-week period (fall, spring, summer) in which to improve his/her term GPA to 2.0. When a student has been placed on academic probation, a notation of such probation shall be placed on the student’s permanent record. Students with less than 15 credits attempted will not be placed on academic probation. Although academic probation is not determined for students with less than 15 credits attempted, academic standing is still monitored. Students who fall below a 2.0 GPA for any term are considered to be in poor academic standing.

The Dean of Students will mail each student placed on academic probation a letter about the student’s probationary status. Non-receipt of the letter by the student does not exempt the student from probationary status. A student on academic probation may be restricted to 12 credits per 14-week period (or six credits per 7-week session) during the student’s next 14-week period of enrollment after the date of probation.

Academic Dismissal

A student placed on academic probation who does not improve his/her GPA to at least 2.0 in the next enrolled 14-week (fall, spring, summer) period according to the guidelines above will be academically dismissed from Peirce College. Students who fall below a 2.0 GPA for any term are considered to be in poor academic standing.

The Dean of Students will send each student who is academically dismissed a letter documenting the action taken and stating the reason for dismissal. Non-receipt of the letter by the student does not exempt the student from dismissed status. The status is effective for one calendar year from the date of dismissal. A onetime reinstatement of the student may be requested in writing to the Dean of Students no sooner than one year after the date of dismissal.

Academic dismissal may be appealed in writing to the Dean of Students within ten calendar days of notification. Students will receive written notification of the decision made by the Dean of Students. The decision made by the Dean of Students shall be final. When a student has been academically dismissed from Peirce College, a notation of such dismissal shall be placed on the student’s permanent record.
ATTENDANCE AND PARTICIPATION
Student participation is an essential part of the instructional process. Students are expected to contribute to the learning environment of their courses and to fulfill their academic responsibilities through active participation in the learning process. Regular and punctual class attendance is required of all students in all courses. Class attendance policy is determined individually by faculty members. Students should check each course syllabus to determine the specific participation standards for each course. Students who do not meet the attendance and participation standards may receive a lower grade. Students are reminded that final grades are determined by performance of course requirements, including attendance and participation whether on campus, on site, or online. Instructors will record attendance for each class and keep attendance records for three years for financial aid purposes.

It is the student’s responsibility to contact the instructor when the student anticipates being absent or late for class. The student is responsible for making up missed assignments where permitted by the instructor. If the assignment does not have a make-up option, the instructor may allow the student to complete an alternative assignment. The alternative assignment is not required and is at the sole discretion of the instructor.

“Attendance” in online courses is determined by the student’s participation in the course. Participation in online courses may include, but is not limited to, threaded discussions, chats, and other forms of written correspondence.

Given the varied learning environment of online courses, even in situations where a student is not “absent” in the traditional sense, it is the student’s responsibility to contact the professor regarding situations that may prevent the student from fully participating as required.

ACADEMIC GRIEVANCE
Students on occasion have academic grievances. It is incumbent upon the faculty, staff, and administration to treat students who have grievances with respect and courtesy.

Students with grievances should follow the procedure stated in this policy in order to attempt a resolution of their grievances. Throughout the process, students are required to treat the faculty, staff, and administration with respect and courtesy. Students who wish to appeal an academic dismissal should refer to the Academic Dismissal policy, which appears in SECTION I of this Handbook.

A student who has an academic grievance related to attendance, grades, assignments, or instructors must initiate the academic grievance procedure described below within 30 calendar days from the last date of class. Grades are posted on the student portal at https://my.peirce.edu under the My Classes tab. Students failure to view course grades does not exempt the student from the 30-day limit.

A student who has an academic grievance related to attendance, grades, assignments, or instructors must adhere to the following procedure:

A. Contact the instructor to discuss the grievance. Only after the student has met with the instructor, either in person or by phone, may the student proceed to step B below.

B. Should this meeting not yield a resolution that is satisfactory to both the student and the instructor, the student has seven calendar days from the date of the instructor’s decision to appeal to the designated Faculty Chair/Program Manager. Such a request must be made in writing and must document the student’s attempt to first resolve the grievance with the instructor. Grievances related to

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1 However, if a student has a complaint about unlawful discrimination, harassment or retaliation, he or she are directed to follow the complaint procedure set forth in the College’s Equal Opportunity policy in Section VI of this Handbook. If a student has a complaint about student disability services, the student is directed to follow the complaint procedure set forth in the Student Disability Services policy set forth in Section I of this Handbook.
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Business Administration, Information Technology, Paralegal Studies, Human Resource Management, Accounting, and Health Information Technology courses may be directed to the designated Faculty Chair/Program Manager. Grievances related to general education courses may be directed to the Faculty Chair for General Education.

C. Should the matter not be resolved with the aid of the designated Faculty Chair/Program Manager, the student may seek assistance from the Dean of Students. Students must appeal within seven calendar days from the date of the determination by the Faculty Chair/Program Manager. Such a request must be made in writing and must document the student’s attempt to first resolve the grievance with the Faculty Chair/Program Manager.

D. If, after the Dean of Students has had an opportunity to render his/her opinion, the student is not satisfied with the resolution of the academic grievance, the student may appeal within seven calendar days from the date of the determination by the Dean of Students. Such a request must be made in writing to the Senior Vice President, Academic Advancement & Provost and must document the student’s attempt to first resolve the grievance with the Dean of Students. If no written request is submitted within the seven-day period, the decision of the Dean of Students shall be final.

E. Upon a student’s written request for a review, the Senior Vice President, Academic Advancement & Provost will confirm that a proper review of the grievance was conducted. If, upon review, the Senior Vice President, Academic Advancement & Provost determines that a proper review was conducted, the decision of the Dean of Students shall be final. The Senior Vice President, Academic Advancement & Provost may choose to affirm or alter the decision and therefore, is responsible for the final decision.

A student who has a grievance concerning academic advising, registering for courses, or student support services must initiate the procedure described below within 30 calendar days of the date that the student knew or reasonably should have known of the grounds of the alleged grievance.

A student with a grievance related to advising, registering for courses, or student support services must adhere to the following procedure:

A. Contact his/her Program Advisor to discuss the grievance. Only after the student has met with the Program Advisor, either in person or by phone, may the student proceed to step B below.

B. Should this meeting not yield a resolution that is satisfactory to both the student and the Program Advisor, the student may appeal to the Manager, Program Advising. Students must appeal within seven calendar days from the date of the determination by the Program Advisor. Such a request must be made in writing and must document the student’s attempt to first resolve the grievance with the Program Advisor.

C. Should the matter not be resolved with the aid of the Manager, Program Advising, the student may appeal to the Dean of Students. Students must appeal within seven calendar days from the date of the determination by the Manager, Program Advising. Such a request must be made in writing and must document the student’s attempt to first resolve the grievance with the Manager, Program Advising.

D. If, after the Dean of Students has had an opportunity to render his/her opinion, the student is not satisfied with the resolution of the grievance, the student may appeal within seven calendar days from the date of the determination by the Dean of Students by submitting a written request to the Senior Vice President, Academic Advancement & Provost for review. If no written request is submitted within the seven-day period, the decision of the Dean of Students shall be final.
E. Upon a student’s written request for a review, the Senior Vice President, Academic Advancement & Provost will confirm that a proper review of the grievance was conducted. If, upon review, the Senior Vice President, Academic Advancement & Provost determines that a proper review was conducted, the decision of the Dean of Students shall be final. The Senior Vice President, Academic Advancement & Provost may choose to affirm or alter the decision and therefore, is responsible for the final decision.

**CAREER DEVELOPMENT SERVICES AND COOPERATIVE EDUCATION**

**Career Development Services**

Career counseling, planning, and job search assistance are vital components of students’ academic experience. In order to best leverage their academic performance within their careers, students are strongly encouraged to visit the Office of Career Development Services (CDS) at their point of enrollment at Peirce. By meeting with a member of the CDS team, students can learn about career-based tools, services, and resources that can support them in their career development. Students can also find career related information on the web portal at https://my.peirce.edu under the **Student Services** tab.

The Career Development Services staff offers guidance and support for career exploration, development and access. Students are able to receive assistance with their career-based needs including resume and cover letter writing, mock interviews, graduate school preparation and techniques to launch an effective job search. CDS also hosts events and activities that teach and allow students to practice networking skills, building a professional image, fine-tuning their understanding of business etiquette, and sharpening their salary negotiation skills. For those ready to pursue career opportunities, CDS hosts virtual career fairs and also enables students and alumni to post resumes and review job and experiential opportunities on its online job board. Finally, for students who are undecided about their career path, Career Development Services administers career interest inventories and schedules individualized counseling appointments to help them clearly understand and align their career values and goals.

The Career Development Services Office provides assistance at no cost to students who are seeking full-time or part-time employment, internships or cooperative education opportunities. Students interested in continuing their education beyond a bachelor’s degree are encouraged to meet with a Career Development Services staff member to explore programs and institutions, identify potential resources and to develop an application plan. Services are also available to alumni at no cost. Both students and alumni should contact the Career Development Services Office to set up an appointment and to find out about available workshops and programs.

**Cooperative Work Education (Co-op)**

Cooperative Work Education (Co-op) enhances classroom theory with real-life experience. An optional component for most of Peirce’s academic programs, Co-op enables degree seeking students to gain practical, first-hand experience in jobs related to their career interests and academic disciplines. Peirce is a strong supporter of Co-op and recommends that students take advantage of this learning experience.

Students who opt to participate in Co-op are assisted in their search for a co-op location by the Career Development Services Office but are ultimately responsible for obtaining their co-op location. The Co-op course is 14-weeks in duration and is a structured learning experience. For a three-credit Co-op, students must complete a minimum of 135 hours of experience at their Co-op sites.

Students planning to take Co-op for their associate or bachelor’s degree are required to first take the Pre Cooperative Workshop. This online, seven-week course prepares students for the Co-op program. Students also have a portfolio option that, once approved, will satisfy the Pre Co-op Workshop requirement. The Pre Co-op Workshop (or the
portfolio option) prerequisite must be taken after 30 credits for the associate degree program and/or 90 credits for the bachelor's degree program. To qualify for the portfolio option, students must meet with CDS to review guidelines and submit their materials. Students must have an overall GPA of 2.5 or above to participate in the Co-op program.

Once students have secured a Co-op opportunity, they are assigned a faculty Co-op advisor who oversees the Co-op experience.

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• Conduct yourself at all times in a manner that displays respect and courtesy for all members of the College community.

• Act with honesty and integrity as you approach your academic responsibilities and prepare your assignments.

• Treat all students, alumni, faculty, and staff, as well as visitors to the College without regard to age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.

• Be positive and creative in your approach to resolving problems.

• Report for class free from the influence of drugs or alcohol.

• Provide appropriate notice of an unavoidable absence from or lateness in reporting for class or inability to fully participate in class.

• Complete and submit your course assignments on time.

• Perform your scholastic responsibilities and undertake your studies in a prudent and thorough manner.

• Handle with care the property and equipment of the College to prevent its damage, loss, misuse, or theft.

• Report to the Chief Auxiliary Services Officer accidents, injuries (whether your own, another student's, an employee’s, or a visitor’s), fire, theft, and other unusual incidents immediately after occurrence or discovery.

• Follow all student and academic policies, rules, and procedures established by the College (including without limitation this Student Policy Handbook) that are applicable to you as a student as well as the specific instructions of the person responsible for directing your academic and/or student social activities.

• Refrain from using for personal, non-academic reasons the property and supplies of the College.

2 The premises of the College includes all buildings within which the College provides educational and related student and alumni services and/or conducts its business operations, whether owned, leased, or provided without charge for use; the campus and surrounding grounds and parking areas adjacent to these buildings; and vehicles owned or leased by Peirce College.

Peirce College expects the following conduct of all students and alumni:

• Conduct yourself at all times in a manner that displays respect and courtesy for all members of the College community.

• Act with honesty and integrity as you approach your academic responsibilities and prepare your assignments.

• Treat all students, alumni, faculty, and staff, as well as visitors to the College without regard to age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran’s status, military status, or membership in any other group protected under local, state, or federal law.

• Be positive and creative in your approach to resolving problems.

• Report for class free from the influence of drugs or alcohol.

• Provide appropriate notice of an unavoidable absence from or lateness in reporting for class or inability to fully participate in class.

• Complete and submit your course assignments on time.

• Perform your scholastic responsibilities and undertake your studies in a prudent and thorough manner.

• Handle with care the property and equipment of the College to prevent its damage, loss, misuse, or theft.

• Report to the Chief Auxiliary Services Officer accidents, injuries (whether your own, another student’s, an employee’s, or a visitor’s), fire, theft, and other unusual incidents immediately after occurrence or discovery.

• Follow all student and academic policies, rules, and procedures established by the College (including without limitation this Student Policy Handbook) that are applicable to you as a student as well as the specific instructions of the person responsible for directing your academic and/or student social activities.

• Refrain from using for personal, non-academic reasons the property and supplies of the College.

2 The premises of the College includes all buildings within which the College provides educational and related student and alumni services and/or conducts its business operations, whether owned, leased, or provided without charge for use; the campus and surrounding grounds and parking areas adjacent to these buildings; and vehicles owned or leased by Peirce College.
• Provide complete and honest information in connection with all student and academic records.

• Refrain from manipulating, falsifying or misrepresenting your educational records (academic or otherwise) or those regarding any other student(s) or concerning Peirce College employee records to others, both within the College community and outside the College community.

• Refrain from accessing, viewing, printing, imputing, deleting or changing any records, including his or her own educational records (academic or otherwise) or those regarding any other student(s) or concerning Peirce College employee records (whether in written, electronic, or some other form) without proper authorization from the College.

• Ensure at all times that your conduct is consistent with the standards for student conduct established by Peirce College.

Peirce College considers these expectations to be the general standards that govern the conduct of its students. Your failure to meet these expectations may result in counseling or, in cases of serious misconduct, formal disciplinary action up to and including expulsion from the College. A discussion of Peirce College’s Student Disciplinary System is found later in this section of the Handbook.

Initiating Proceedings for Violation of Code of Student Conduct and Responsibility
Any student, faculty member, staff member, administrator, individual member of the College community or any group within the College may report a suspected violation of the Code of Student Conduct and Responsibility. Such complaint must be made in writing to the Dean of Students. After a preliminary investigation, the Dean of Students shall determine if there is sufficient information to bring charges against a student. Disciplinary proceedings are initiated by the Dean of Students by transmitting a formal charge letter to the student(s), setting forth the charges. Proceedings related to non-academic violations may be initiated at any point during a student’s career at the College. There is no time limit on proceedings related to academic dishonesty which may be initiated even after a student has graduated or ceases to be enrolled.

Relationships with Civil Authorities
Because the College has an interest in preventing inappropriate behavior independent from that of civil or criminal authorities, the College reserves the right to proceed with disciplinary proceedings against a student under its Code of Student Conduct and Responsibility regardless of possible or pending civil claims or criminal charges arising out of the same or other events. When the College has jurisdiction in a matter subject to the Code of Student Conduct and Responsibility, it also has the right to report the matter, whenever appropriate, to civil or criminal authorities. While off-campus misconduct will not normally be the basis for disciplinary action, where the College has an identifiable interest separate from that of the off-campus community, such conduct may be subject to disciplinary action and review by the College.

Policies and Offenses Covered by the Code of Student Conduct and Responsibility
Students who know and uphold the standards established by Peirce College for scholastic performance and appropriate student conduct will find their experience at the College rewarding and valuable toward satisfying their personal academic and career goals. Unfortunately, there are times when a student may fail to perform or to conduct him/herself in a manner that is consistent with the College’s guidelines and expectations.

In cases of misconduct, Peirce College reserves the right to discipline any student responsible for such behavior. Examples of misconduct covered by the Code of Student Conduct and Responsibility and subject to review and enforcement through the Student Disciplinary System include, but are not limited to the following:
• Violating the provisions of Peirce College’s Code of Student Conduct and Responsibility or the provisions of any published policy or procedure or regulation of the College, including, but not limited to the policies set forth in this Handbook, including without limitation the policies entitled Equal Opportunity, Academic Honesty, Acceptable Usage of Computer Systems and Facilities, Alcohol and Illegal Drugs and Non-Violence.

• Intentionally engaging in behavior that disrupts or obstructs the instruction of students, any College-sponsored or supervised student activities, and/or the management and business affairs of the College.

• Verbally or physically abusing any person while on College premises or at a College-sponsored or College-supervised function.

• Stealing property that belongs to the College, to any student or employee of the College, or to any other person doing business with and/or associated with Peirce College.

• Failing to comply with directions given by any employee of the College who is engaged in performing his or her official duties.

• Engaging in other serious misconduct as determined in the sole discretion of the College.

• Committing or threatening to commit an act of violence against any member of the College community (including any student, officer, faculty member, manager, supervisor, employee or graduate of the College or any other person doing business with or associated with the College).

Disciplinary Penalties for Violations of the Code of Student Conduct and Responsibility
Students found guilty of a violation of this Code of Student Conduct and Responsibility will be penalized based on the nature and extent of the violation. Although, generally, the College will follow a disciplinary system as described in the following three sections, every situation is unique and the College reserves the right to decide that a level of sanction different from that which normally would apply would be more appropriate, including initiating discipline at an intermediate level or bypassing a level of sanction. In addition, some types of violations are so serious that, if engaged in, the College will almost always give a sanction of disciplinary dismissal/expulsion even where the student had not previously received any other lesser disciplinary sanction.

Violations Involving Academic Dishonesty
For violations against the Policy on Academic Honesty, the College will impose, but not be limited to, one or more of the following penalties:

• Level One: The student shall be given a grade of zero for the assignment, test, or paper that is the subject of an incident of academic dishonesty.

• Level Two: The student shall be given a failing grade for the course.

• Level Three: The student shall be expelled from the College and will not be eligible for re-admittance.

Unless otherwise provided documentation of academic dishonesty, the College shall initiate discipline as a Level One Violation. In the case of intentional academic dishonesty, the College reserves the right to initiate discipline as a Level Two Violation.

Once a student has been penalized at a certain violation level, the next subsequent violation by that student shall be initiated at the next higher violation level.

In addition, other penalties may be given including, without limitation, dismissal from leadership positions and/or honor societies related to the College and/or being prohibited from participating in the College’s commencement ceremony and/or related activities. In the event a student receives any of these penalties, a notation of the violation shall be placed in the student’s file in the Office of the Dean of Students.
Violations Not Involving Academic Dishonesty

Students who are found to have violated the Code of Student Conduct and Responsibility for any reason other than academic dishonesty, the College will impose, not be limited to, one or more of the following penalties:

- **Level One:** The student is given a disciplinary warning and may be required to participate in support services, counseling, and/or workshops.

- **Level Two:** The student is placed on disciplinary probation. Under this level, the student may be dismissed from leadership positions and/or honor societies related to the College and/or being prohibited from participating in the College’s commencement ceremony and/or related activities. In addition, other sanctions may be given, including without limitation, monetary penalty, mandatory counseling, community work, required educational program or such other sanctions as the College deems appropriate.

- **Level Three:** The student shall be expelled from the College and will not be eligible for re-admittance.

Based on the nature of the offense, the College reserves the right to assign the appropriate discipline level. Please refer to the Disciplinary Penalties for Violations of the Code of Conduct and Responsibility policy, which appears in SECTION I of this Handbook.

Students should also be aware that their conduct may result in the College reporting incidents to police or other law enforcement authorities and the initiation of legal action. In the event a student receives a sanction of disciplinary probation, suspension or disciplinary dismissal/expulsion, a notation of such probation or dismissal shall be placed in the student’s files in the Office of the Registrar, the Office of the Senior Vice President of Academic Advancement & Provost, and the Office of the Dean of Students.

Other Sanctions

Additional sanctions may be imposed to cover specific conditions or situations including, but not limited to, restitution or replacement of lost, damaged, or stolen property; payment for damage or personal injury; suspension of privileges to participate in any College-sponsored activity; suspension of eligibility to use certain College facilities; prohibition from participating in commencement ceremony and/or related events; referral to drug abuse or alcohol counseling; or periodic meetings with the Dean of Students or a counselor.

Structure of the Student Disciplinary System

The goal of the following procedures and structure is to promote fundamental fairness and to protect students from arbitrary or capricious disciplinary action and will be adhered to as faithfully as possible. However, if circumstances dictate variation from these procedures and structure, the variation will not invalidate a decision unless the circumstances prevented a fair hearing.

The Dean of Students shall have the following duties and responsibilities with regard to the Student Disciplinary System:

3 References to the “Dean of Students” throughout this policy also includes his or her designee, where the Dean of Students is either unavailable or believes it is appropriate to excuse himself/herself for conflict reasons.
• Coordinate all aspects of the College's disciplinary system, including informing students of charges lodged against them, investigating charges, and undertaking such other activities as may be necessary to implement the provisions of the Student Disciplinary System.

• Coordinate the gathering of all facts regarding a violation of the Code of Student Conduct and Responsibility.

• Conduct interviews with students charged with a violation of the Code of Student Conduct and Responsibility; the Dean of Students will provide students who have been charged an opportunity to discuss the matter.

• Determine student accountability for violations of the Code of Student Conduct and Responsibility in a manner that ensures fundamental fairness and to assign sanctions in cases where guilt is determined.

• Advise students charged with a violation of the Code of Student Conduct and Responsibility of their appeal options.

• Maintain disciplinary records in accordance with the College's policy on retention of student records and with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. For related information on FERPA, please refer to the FERPA policy, which appears in SECTION VII of this Handbook.

Disciplinary Procedures
Students charged with a violation of this Code of Student Conduct shall be presumed to be innocent of all charges until their guilt has been determined on the basis of an admission of guilt or on the basis of evidence properly submitted. The following procedures have been established to ensure fundamental fairness in disciplinary proceedings.

Accused students shall be provided the following:

• A written notice of the alleged charges against them. If additional charges are brought, a further written notice will be sent. These notices are sent via first class as well as certified mail. It shall be considered proper notice if the notice is forwarded to the last known home address on record in the Office of the Registrar.

• An interview with the Dean of Students in which the student is (1) fully informed of the charges lodged against him/her and of the procedures under the Student Disciplinary System and (2) given an opportunity to discuss the matter.

• The opportunity to review all available information and documents gathered during the preliminary investigation and to provide a statement, other information, or a list of individuals who may provide information on the student's behalf.

• A forum to present relevant information on his or her own behalf. Such relevant information may take the form of witness statements or witness testimony.

• The right to refuse to answer any question or make any statement; in this situation, the Dean of Students shall make the decision solely on the basis of the evidence presented.

• A decision based upon the preponderance of evidence presented. The decision shall take into consideration the severity of and conditions under which the alleged misconduct/violation of policy occurred; whether the alleged misconduct/violation of policy involved more than one rule or standard of conduct; the credibility of each of the witnesses or witness statements; and any other evidence the Dean of Students deems relevant in his or her sole discretion.

Evidence is admissible, at the sole discretion of the Dean of Students, when it is shown to be relevant to the factual issues of the case. Evidence obtained by a search of a student's person or property by an authorized College administrator (such as the Dean of Students or a Security Officer) shall be admissible where the College official has reasonable cause to believe both that the Code of Student Conduct
and Responsibility had been violated and that this particular piece of evidence of the violation was present.

Only after a decision of guilt is reached will information concerning an accused student’s past disciplinary record be considered in determining appropriate sanctions.

All interviews or meetings conducted by the Dean of Students during the course of his/her investigation shall be closed to the public. Witnesses who are called to testify shall not be permitted to attend any other interview or meeting except that in which they themselves testify.

If the report of alleged misconduct/policy violation involves more than one student, the students involved may request that their matter be handled separately from the other students. The Dean of Students shall determine whether separate investigations are warranted.

After the Dean of Students has completed his/her investigation, accused students are entitled to written notification by certified mail of the decision within three business days of the rendering the decision.

Right of Appeal

Students found guilty have seven calendar days from the date of the decision letter to submit a written request to the Senior Vice President, Academic Advancement & Provost for an appeal, setting forth the basis of the appeal and any substantiating material. If no written request is submitted within the seven-day period, the decision of the Dean of Students shall be final.

Students found guilty may request an appeal to the Senior Vice President, Academic Advancement & Provost on the grounds that: (1) information that was not available at the time of the hearing has become available and could reasonably be expected to have altered the outcome of the case; (2) the College’s disciplinary system was violated in a way that adversely affected the outcome of the case; or (3) the sanction was unduly harsh and not justifiable. The Senior Vice President, Academic Advancement & Provost shall have the discretion to grant written requests for appeal by students found guilty by the Dean of Students. If the Senior Vice President, Academic Advancement & Provost denies a written request for appeal, the decision of the Dean of Students is final. If the Senior Vice President, Academic Advancement & Provost determines that a student’s request for appeal has merit, the Senior Vice President, Academic Advancement & Provost shall hear the appeal and render a decision. The Senior Vice President, Academic Advancement & Provost shall provide a student with written notice of his/her determination within three business days of rendering his/her decision. Except as provided in the next paragraph, the decision of the Senior Vice President, Academic Advancement & Provost shall be final.

In cases where the sanction imposed is expulsion from the College, the student shall have the right within seven calendar days from the date of the determination by the Senior Vice President, Academic Advancement & Provost, to submit a written request to the President & Chief Executive Officer for review of the disciplinary procedures followed. If no written request is submitted within the seven-day period, the decision of the Senior Vice President, Academic Advancement & Provost shall be final. If a proper written request is received, the President & Chief Executive Officer will confirm that the Dean of Students and the Senior Vice President, Academic Advancement & Provost conducted a proper review of the matter. If, upon review, the President & Chief Executive Officer determines that a proper review was conducted, the decision of the Senior Vice President, Academic Advancement & Provost shall be final. If, upon review, the President & Chief Executive Officer determines that a proper review was not conducted, the President & Chief Executive Officer shall conduct such additional review as he or she feels, in his or her sole discretion, is necessary to render a decision. The President & Chief Executive Officer may choose to affirm or alter the decision of the Senior Vice President, Academic Advancement & Provost and therefore, is responsible for the final decision.
Except under emergency situations as set forth below, until accused students have exhausted their appeal rights, their status at the College shall not be affected. However, as noted below, students who are being investigated for a violation of the College’s Code of Conduct, are in the process of appealing a charge that they violated the Code of Conduct or have been found to be in violation of the College’s Code of Conduct may be prohibited from participating in the commencement ceremony. In cases alleging malicious or violent acts, a student may be prohibited from attending classes or other College sponsored events pending the outcome of the investigation.

Emergency Situations
Because situations may arise that may not be fully covered by this Code, the Dean of Students is granted the sole discretion to exercise good judgment in emergency situations. Toward that end, the Dean of Students shall have the authority in emergency situations to issue temporary rules and regulations to prohibit student conduct including, but not limited to, suspending a student’s right to be present on the College’s premises pending further disciplinary proceedings when a student’s presence is deemed by the College to be a threat to order, health, safety, or the College’s educational mission. These determinations shall be made on the basis of evidence presented to the Dean of Students. The premises of the College include all buildings within which the College provides educational and related student services and/or conducts its business operations, whether owned, leased, or provided without charge for use, the campus as well as surrounding grounds and parking areas adjacent to these buildings, and vehicles owned or leased by Peirce College.

Subject to the emergency nature of the situation and where reasonably possible, the Dean of Students will provide the student with an opportunity to be heard before a decision is made to impose an interim suspension or conditions on the student’s attendance. Where feasible, the Dean of Students may expedite the investigation of a charge against a student against whom an interim suspension or conditions of attendance are imposed.

COMMENCEMENT CEREMONY
Although degrees are conferred three times per year in August, December, and May, the commencement ceremony is held once a year in June. All candidates for graduation must complete an Application for Graduation, pay the graduation fee at time of application, and submit the form electronically to the Office of the Registrar. Students can go to the following website to apply for graduation: https://my.peirce.edu under the My Classes tab. Failure to complete this form in a timely manner may preclude a student from participating in the ceremony and graduating within a student’s desired timeframe. Degrees will not be conferred retroactively. Students who have met all academic and financial obligations, but who have not applied for graduation will have their degrees conferred during the next conferral period. To participate in Commencement, all degree and/or certificate program requirements must be satisfied. For more information, please review the Degree and Certificate Program Requirements for Graduation policy.

All students must pay a graduation fee. The graduation fee helps subsidize the cost of the commencement ceremony, the diploma and cover, an official transcript, and postage associated with the mailing of the diploma. This fee does not include the cost of the cap and gown for the commencement ceremony. The graduation fee must be paid whether or not a student participates in commencement.

All financial obligations to the College must be met in order to participate in the commencement ceremony. Students who have not met financial obligations and/or have not completed required course work will not be permitted to participate in the ceremony and will not be able to receive their diploma or transcript. In addition, students who are being investigated for a violation of the College’s Code of Conduct or have been found to be in violation of the College’s Code of Conduct may be prohibited from participating in the ceremony.
DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS FOR GRADUATION

The College has three degree programs: Business Administration, Information Technology, and Paralegal Studies. Within these programs, students can pursue an associate and/or bachelor’s degree or certificate. For more information about these programs, students should contact their Enrollment Representative or Program Advisor.

Students may complete more than one concentration within a degree program; however, only one degree will be conferred: Human Resource Management, Healthcare Administration, Health Information Technology, or General Studies. Students are encouraged to speak with their Program Advisor before making the decision to complete more than one concentration within a degree program.

Only the title of the earned degree or certificate program will appear on the diploma. A concentration within a particular degree does not appear on diploma. The official transcript lists the degree program and concentration and/or certificate awarded.

For Bachelor's Degree Students

To qualify for graduation from Peirce with a bachelor’s degree and to be eligible for participation in commencement ceremony, students must fulfill the following requirements:

- Successfully complete the total number of credits required for that program.
- Successfully complete all course-related program requirements with at least a 2.0 major grade point average. The number of major courses varies according to degree program.
- Maintain a cumulative grade point average of at least a 2.0.
- To qualify for graduation from Peirce’s accounting program, accounting students must earn a 2.7 major and cumulative GPA.
- Successfully complete general education requirements.
- Meet all financial obligations to the College.
- Otherwise be in compliance with the College’s policies, procedures, and regulations including without limitation of the Code of Student Conduct and Responsibility and the other policies and procedures contained in this Student Policy Handbook.

For Associate Degree Students

To qualify for graduation from Peirce with an associate degree and to be eligible for participation in commencement ceremony, students must fulfill the following requirements:

- Successfully complete the total number of credits required for that program.
- Successfully complete all course-related program requirements with at least a 2.0 major grade point average. The number of major courses varies according to degree program.
- Maintain a cumulative grade point average of at least a 2.0.
- Successfully complete general education requirements.
- Meet all financial obligations to the College.
- Otherwise be in compliance with the College’s policies, procedures and regulations, including without limitation of the Code of Student Conduct and Responsibility and the other policies and procedures contained in this Student Policy Handbook.

For Certificate Students

To qualify for graduation from Peirce with a certificate and to be eligible for participation in the commencement ceremony, students must fulfill the following requirements:

- Successfully complete the total number of credits required for that certificate.
- Successfully complete all course-related program requirements for that certificate with at least a 2.0 major grade point average.
I. ACADEMIC

- Maintain a cumulative grade point average of at least 2.0.
- Meet all financial obligations to the College.
- Otherwise be in compliance with the College's policies, procedures and regulations, including without limitation of the Code of Student Conduct and Responsibility and the other policies and procedures contained in this Student Policy Handbook.

Criteria for Awarding Posthumous Degrees
In certain rare instances, Peirce College may award a posthumous degree. In such cases, students who have earned a minimum of 45 credits toward an associate degree or 90 credits toward a bachelor's degree and have been in good standing at the time of their death may be eligible to receive a posthumous degree. Each request will be carefully reviewed by the Senior Vice President, Academic Advancement & Provost. After approval, the posthumous degree will be conferred. Such degrees will be considered for award only in the academic year in which the student would normally have graduated.

GRADUATION HONORS
Special recognition is granted at the commencement ceremony to degree students (associate and bachelor's degrees) who maintained a high cumulative GPA at completion of their studies at Peirce College as follows:

<table>
<thead>
<tr>
<th>Cumulative Grade Point Average</th>
<th>Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.950-4.0</td>
<td>Summa Cum Laude</td>
</tr>
<tr>
<td>3.850-3.949</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.700-3.849</td>
<td>Cum Laude</td>
</tr>
</tbody>
</table>

Graduation honors are calculated at the end of the 14-week fall, spring, or summer period in which the student completed requirements for the degree program. The cumulative GPA for students completing the requirements for an associate degree may include grades for enrolled/completed bachelor's level courses. Graduation honor cords are given to students before the start of the commencement ceremony. Peirce College does not award graduation honors to students earning a Certificate of Proficiency.

For related information regarding Graduation Honors, please refer to the Commencement policy, which appears in SECTION I of this Handbook.

COURSE AUDITING
Students or alumni may audit courses for the purpose of reviewing course content. Grades will not be provided and credit will not be granted for audited courses. Audited courses may not be applied to course requirements for degree programs. Financial aid will not be applied to the cost of audited courses. Class space must be available and audit fees must be paid in advance in order for students or alumni to audit a course. The Course Audit Application must be completed by the student or alumni and approved by the Dean, Enrollment Management and the Dean of Students. Students or alumni have seven calendar days from the start date of a course to drop or add an audited course. Refund schedules from the College's drop/add and withdrawal policies will be applied to audited courses.

Students or alumni who wish to audit a course in which they have not previously received credit must pay full tuition for the requested course. Although, in these cases, full tuition is required, grades will not be provided, credit will not be granted, and the course may not be applied to fulfill degree requirements. Students seeking to audit a course in which transfer credit was earned may do so only if they are enrolled in additional courses at the College.

DROP/ADD
Students are strongly encouraged to discuss with their Program Advisor and Financial Aid Specialist any changes to their academic plan. Drop/Add requests can be submitted at https://my.peirce.edu under the My Classes tab. Students requesting to drop/add must adhere to the following policies:
I. ACADEMIC

Drop
Students are allowed seven calendar days from the start date of a course to drop a course and receive 100% tuition reimbursement. Day one of the drop period begins the first day of class. For example, if a student’s class begins on Monday, the student has through the following Sunday to drop the course. Students who do not attend class for two consecutive weeks from the start of class will be automatically dropped. Financial penalties may apply for students who are automatically dropped.

For exact dates, please consult the academic calendar, which may be found at https://my.peirce.edu. The student is responsible for initiating the drop process with his/her Program Advisor. Students should discuss the academic consequences of dropping a course with their Program Advisor. Students who do not attend class for two consecutive weeks from the start of class will be automatically dropped. Financial penalties may apply for students who are automatically dropped.

In general, students are not required to have the approval of a Program Advisor and/or Financial Aid Specialist to drop/add courses. However, students who have an academic hold on their account such as a Financial Aid or Placement hold are required to gain approval from their Program Advisor/Financial Aid Specialist. Holds to students’ accounts are indicated on the student portal at https://my.peirce.edu under the My Classes tab.

Students are encouraged to discuss course schedule changes or additions with their Financial Aid Specialist and Program Advisor. Full tuition will be charged for a class that is added. Students are responsible for contacting the professor, obtaining textbooks, and completing any missed work for the newly added course.

Add
Students are allowed seven calendar days from the start date of a course to add a course. A course cannot be added after the seventh calendar day. The effective add date is determined by the date the student phones, faxes, emails, or submits online or in person the add request to the Program Advisor.

In general, students are not required to have the approval of a Program Advisor and/or Financial Aid Specialist to drop/add courses. However, students who have an academic hold on their account such as a Financial Aid or Placement hold are required to gain approval from their Program Advisor/Financial Aid Specialist. Holds to students’ accounts are indicated on the student portal at https://my.peirce.edu under the My Classes tab.

Students are encouraged to discuss course schedule changes or additions with their Financial Aid Specialist and Program Advisor. Full tuition will be charged for a class that is added. Students are responsible for contacting the professor, obtaining textbooks, and completing any missed work for the newly added course.

WITHDRAWAL FROM CLASS
A request to drop a course after the assigned drop date will be treated as a “withdrawal.” A “W” grade is given to students who officially withdraw from a course on or before the withdrawal date noted in the academic calendar for 7-week courses or 14-week courses. Students enrolled in five-week courses, who withdraw from class after the first class meeting and before the fourth class meeting, will receive a “W” grade.

The “W” grade is not computed into the grade point average. Instructors do not have the authority to enter a grade of “W.” Accordingly, students are responsible for completing the required paperwork to withdraw from a course. The withdrawal form is available from Program Advisors or online at https://my.peirce.edu under the My Advising tab.

The completed withdrawal form is submitted to the Program Advisor. Students cannot withdraw at my.peirce.edu. The effective withdrawal date is determined by the date the student phones, faxes,
emails, or submits online or in person the request to withdraw to the Program Advisor. Students must discuss the academic consequences of withdrawing from a course with their Program Advisor, who will refer students to a Financial Aid Specialist to discuss financial ramifications of withdrawing. **Not attending or participating in class does not automate an official withdrawal.**

Students are fully responsible for all tuition and related costs associated with the course from which the student is withdrawing. Students should be aware that withdrawals can lead to violations of the Financial Aid Student Academic Progress (SAP) Policy, probation and/or dismissal. A student is fully responsible for any Financial Aid and academic implications of their actions.

Students who request a course withdrawal from their Program Advisor by telephone must follow up in writing within seven calendar days in order to document the request. Any work the student has contributed and submitted via Class Companion websites up to the withdrawal date will be removed upon completion of the processing of the withdrawal. This work cannot be recovered.

For related information, please refer to the Institutional Withdrawal and Refund policy, which appears in **SECTION VIII** of this Handbook.

**WITHDRAWAL FROM THE COLLEGE**

Students who wish to withdraw from the College may do so by submitting a written or email request to their Program Advisor. Students cannot withdraw from the College at my.peirce.edu. The effective withdrawal date is determined by the date the student submits his/her request to withdraw from the College. Students should contact their Financial Aid Specialist to discuss any potential financial ramifications of withdrawing from the College.

Students who are not enrolled in classes up to one calendar year after the end date of their last completed course(s) will be withdrawn from the College. Students withdrawn from the College, after one calendar year of non-attendance, will need to apply for re-admittance. Please refer to the Re-Admittance policy, which appears in **SECTION IV** of this Handbook.

For related information regarding students' financial responsibility, please refer to the Institutional Withdrawal and Refund policy, which appears in **SECTION VIII** and the Tuition Payment policy, which appears in **SECTION X** of this Handbook.

**UNOFFICIAL WITHDRAWAL**

Students are responsible for meeting attendance/participation requirements for the courses in which they are enrolled. In addition, students are required to follow the Withdrawal from Class policy for courses in which they started but did not continue participation. Class withdrawal dates are listed on the academic calendar which is posted at my.peirce.edu and at www.peirce.edu. Students who fail to follow the Withdrawal from Class policy, will receive the appropriate grade earned for the course. However, students who cease enrollment for all classes within a given session and earn a grade of “F”, may be subject to financial aid penalties. Under this circumstance, a withdrawal calculation is required to re-determine financial aid eligibility. Based on the calculation previously dispersed aid funds may need to be returned.

**MILITARY PERSONNEL**

Peirce College recognizes that location, relocation, and deployment constraints make traditional course management and attendance difficult for military personnel. When military priorities arise, the following options are available regardless of the amount of coursework completed:

- Elect to receive an extension without additional charge
- Drop the course without academic or financial penalty

Students must inform their Program Advisor in writing by mail, email, or fax as soon as possible and
provide copies of deployment papers or supportive documentation.

**GRADING**

Final grades are based on the performance of class requirements as stated in the course syllabus and/or modified during the course by the instructor. Grades submitted become part of the College’s permanent student records. Some important information about grading follows:

- Grades are calculated and submitted by the instructor within 72 hours of the last day of the term.
- Failed courses in major subjects must be repeated at Peirce College.
- Courses in which grades of F, D-, D, D+, or C- are earned may be repeated.
- If a student enrolls to repeat a course but does not complete the course and receives an approved withdrawal, a “W” will appear on the student’s transcript.
- The original grade earned will remain on the transcript. The higher of the two grades will be computed in the grade point average.
- Courses for which a grade of “C” or above has been earned may not be repeated.
- Students must earn a grade of “C” or above in certain major courses and some prerequisite courses as listed in this section of the Handbook.
- Students who wish to contest a grade must follow the Academic Grievance policy. Please refer to the Academic Grievance policy, which appears in **SECTION I** of this Handbook.
- It is the student’s responsibility to withdraw from a course.
- Instructors do not have the authority to enter a grade of “W.”
- A student who voluntarily withdraws by the withdrawal deadline as stated in the academic calendar will receive a “W” and will be charged in full for the course.
- Students who fail to attend a course for which the student is registered and the student fails to withdraw properly, the student will receive an “F” for the course and be charged for the course. For related information, please refer to the Withdrawal from Class policy, which appears in **SECTION I** of this Handbook.
- The effective date of drop, add, or withdrawal is determined by the date the student phones, faxes, emails, or submits online or in person the request(s). Students are strongly encouraged to review their request(s) with their Program Advisor and Financial Aid Specialist.

The following chart illustrates the grading scale at Peirce College:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Course Average</th>
<th>Grade Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td>None</td>
</tr>
<tr>
<td>W</td>
<td>Voluntary Withdrawal</td>
<td>None</td>
</tr>
</tbody>
</table>

**Resolving Incomplete Grades**

Incomplete grades are assigned due to illness, emergency, or extenuating circumstances. The granting of an Incomplete grade is done at the sole discretion of the instructor and should not be considered the norm. An Incomplete grade must be requested in writing from the student to the instructor no later than 24 hours prior to the last class session. If the Incomplete is granted, students may have up to 14 calendar days from the date of the last
class session to resolve the Incomplete. **Unresolved Incomplete grades will change to an “F” after 14 calendar days.**

**Course Grade Requirements**
Students are expected to meet the passing grade requirements for courses taken. For some major courses, students are required to earn a grade of “C” or above. Students who do not meet this grade requirement are required to repeat the course. For a listing of “C” or above courses, please see the course description section of the College Catalog.

Please note Accounting majors only are required to earn a grade of “B-” or above for ACC 101 and ACC 201. All other students taking ACC 101 and/or ACC 201 are required to earn a grade of “C” or above.

**INTERNATIONAL STUDENTS**
Peirce College values the rich academic and cultural diversity that International Students add to our campus. Therefore, the following guidelines have been provided regarding admissions and employment as they apply to On Campus International Students, as well as to Peirce College’s Designated School Official. These are important rules set forth by United States Citizenship and Immigration Service (USCIS) and adhered to by Peirce College.

**Admissions**
- In addition to Peirce College’s application materials, International Students are required to submit an International Form, an Affidavit of Support, and proof of financial responsibility. Proof of financial responsibility should include original, unaltered bank certificates, official award letters such as scholarships or assistantship grants, and/or letters from guarantors accompanied by the guarantor’s financial ability (proof of financial ability proven by bank certificates and letters from employer) to sponsor the student. Proof of financial responsibility may not include anticipated earnings. If an International Student is transferring from a foreign university or college to Peirce College, the student’s transcript needs to be translated into English and evaluated based on America’s college credit system. Proof of secondary school completion and English proficiency are required. Students must use an agency that holds a membership with the National Association for Credit Evaluation Services (NACES) for transcript translation services. The email address is http://www.naces.org.
- After all documents are reviewed, Peirce College’s Designated School Official (DSO) will administer the student’s I-20A-B. International Students can then either apply for an F-1 Visa at the appropriate consular post in their home country or in certain circumstances, apply for a change of status to F-1 through the USCIS Service Center with jurisdiction over the Commonwealth of Pennsylvania. Certain students are permitted to take a full course load while their change of status is being processed. Individuals in the United States pursuant to a B-1/B-2 visa, however, are not permitted to enroll in a course of study without first obtaining the change of status in the United States on an F-1 visa abroad. Both the I-20A-B and the Change of Status application need to be certified and processed by Peirce College’s DSO. All International Students on F-1 Visas need to review and sign the International Student Contract, which is administered through the International Student Advisor.
- In order to be in F-1 status, students must apply for full-time study and remain full-time students, which is defined as 12 credit hours per term. The only exception to this rule is during the last semester of study before graduation; students are then allowed to enroll in the amount of credits needed to graduate. The annual vacation for International Students is during the summer. During this period, they can take as many classes as they wish or choose not to enroll in classes. Students are also required to attend all International Student meetings held by Peirce College.

- On Campus employment is defined by 87 C.F.R. rule 214.2(f) (9) (i) as employment on the campus of the institution that issued the I-20 or at an off-campus location which is educationally affiliated with the school. Employment must not exceed 20 hours, except during annual vacation periods and when school is not in session. During these two periods of time, International Students are permitted to work full-time in on campus employment. For new students with initial entry to a new school, employment may begin no sooner than 30 days prior to the start of classes. On Campus employment is not permitted for a student who has not completed his/her course of study unless it is practical training.

- Curricular Practical Training (CPT) as defined by 8 C.F.R. 214.2 (f) (10) (i): “Alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” Students who have received one year or more of full-time CPT are ineligible for post-completion practical training. Because Peirce College’s mission is to promote quality business, technology and legal related education, it is recommended that International Students participate in three semesters of part-time CPT, along with a year of post-completion practical training. However, the amount of part-time CPT in which a student may engage is unlimited, but Program Advisors should always keep in mind that one year or more of full-time CPT disqualifies students for their Optical Practical Training (OPT). In addition, students must have completed one academic year of full-time academic study and presently be in F-1 status before participating in undergraduate CPT. A request for CPT must be made with Peirce College’s DSO. After reviewing and approving the request, Peirce’s DSO shall complete the following:
  A. Verify the student’s F-1 status and completion of one full academic year.
  B. Update the student’s SEVIS record with an authorization of CPT for part time or full time employment.
  C. Print and endorse student’s updated I-20 that shows the CPT authorization.
  D. Provide student with I-20 and approval to begin CPT. A student may begin curricular practical training only after receiving his/her I-20 with DSO’s endorsement.

Acceptable Employment Requiring EAD Card (After completion of one year of study in F-1 status)

- Internship with an International Organization as defined by ICE rule 214.2 (f) (9) (iii): “A bona fide F-1 student who has been offered employment by a recognized international organization within the meaning of the International Organization Immunities Act (59 Stat. 669) must apply for employment authorization to the Service office having jurisdiction over his or her place of residence.” Students must present a written certification from the international organization describing the student’s employment responsibilities, along with Form I-20 (certified by DSO showing eligibility for employment, and completed form I-765 with relative fee).

- Severe Economic Hardship as defined by 8 C.F.R. 214.2 (f) (9) (ii) “is caused by unforeseen circumstances beyond the student’s control. These circumstances may include loss of financial aid or on campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student’s source of support, medical bills, or other substantial and unexpected expenses.” The DSO may recommend the student for off-campus employment by certifying the following:
  A. The student has been in F-1 status for one academic year (nine months).
B. The student is in good academic standing as defined by the academic institution and is carrying a full course of study (at least 12 credits per term).

C. The student has shown that acceptance of employment will not interfere with the student carrying a full course of study and that it will not exceed 20 hours per week when school is in session.

D. The student has proven through affidavits, bills, and/or currency rates that employment is necessary to avoid severe economic hardship. The DSO shall copy these documents and enclose them with the student’s EAD application. These supporting materials aid in a positive, efficient adjudication result from the USCIS Service Center.

- Students must re-apply for employment authorization under Severe Economic Hardship on a yearly basis.

- Special Student Relief Program is defined as students whose means of financial support, as reflected in their I-20, comes from Indonesia, South Korea, Malaysia, Thailand, or the Philippines and who demonstrate severe economic hardship may be authorized to work off campus under more relaxed standards than those applicable to other students seeking authorization based on unforeseen economic necessity. Special benefit requirements are available for Haitian students from September 15, 2010–July 22, 2011.

- Optional Practical Training (OPT), as defined by 8 C.F.R. 214.2 (f) (10) (ii), “permits students to be authorized before and/or after completing his/her studies to work up to a total of 12 full-time months. A job offer is not required but may be advantageous to enable the student to utilize the full amount of authorized time.” After a student has been enrolled for one academic year of full-time academic study and is presently in F-1 status, OPT can be authorized by the DSO under any of the following circumstances:
  A. During annual vacation, or when school is not in session, provided that the student intends to enroll for the following session and has remained in acceptable legal and academic standing.
  
  B. While school is in session, provided that OPT does not exceed 20 hours per week, but authorization is immediately terminated if the student transfers schools.
  
  C. Must request (recommended 90 days in advance) before bachelor’s graduation keeping in mind students must complete all Practical Training within 14 months following graduation.
  
  D. Students who completed a bachelor’s, master’s, or doctoral degree in a STEM field (Science, Technology, Engineering, or Math) and are on post-completion OPT may apply for a 17 month extension if they have a job or job offer from an E-Verify employer. The I-765 must be filed with USCIS before the student’s current post-completion OPT employment authorization expires.

EMPLOYMENT AUTHORIZATION CHECKLIST

The following procedures should be followed by all students applying for employment under Optional Practical Training, Severe Economic Hardship, and Internship with an International Organization. All applicants should review the stated specific policies and procedures for the type of employment for which they are applying; additional materials, stated in the previous sections and not listed below, may be required.

International Student Responsibilities:
- All students must apply in-person to Peirce College’s Designated School Official before submitting EAD application.
- Complete Form I-765 (application for employment authorization) and its accompanying signature card (Form I-765 Card). Obtain forms at 1600 Callowhill Street, Philadelphia’s INS Service Center.
I. ACADEMIC

- Provide two photos (1½" x 1¾"). 1600 Callowhill Street can take the appropriate photos.
- Photocopy of Form I-94 (front and back) is required.
- Submit photocopy of Visa and passport photo.
- Photocopy of form I-20 bearing DSO's recommendation must be submitted.
- Provide photocopy of any previously issued EAD (front and back).
- A required fee in the form of a certified money order or personal check must be paid to the “U.S. Department of Homeland Security.” Consult with the designated school official for the required fee amount.
- Students are to send the completed materials listed above to the following address:

  USCIS Dallas Lockbox
  USCISPO Box 660867
  Dallas, TX 75266

- Students seeking OPT may apply as early as 90 calendar days prior to completion of study. OPT lasts for 12 months.
- Students must not begin their employment until the EAD card has been issued. Students must inform their DSO upon receipt of their EAD card.

DSO Responsibilities:

- Carefully review the information provided by the student.
- Verify the student’s eligibility for OPT, including whether the student has been in full-time student status for at least one academic year, and the dates of prior periods of curricular and optional practical training previously granted.
- Print a new I-20, which will include page 3 reflecting the OPT recommendation.
- Sign the I-20 where required. Both the student and the DSO must sign where indicated on page 1 of the I-20. The DSO must also sign and date page 3. The DSO must sign on page 3 no more than 30 days before the I-20 is received by USCIS.
- The 30-day-page-3 DSO signature requirement is not found in the regulations, but is found in the instructions to Form I-765.
- There is no specific space indicated on page 3 for the DSO’s OPT signature and date. According to the Nebraska Service Center, the DSO’s signature and date on page 3 “does not have to be at the bottom of the page where it says it is authorizing travel. Anywhere on page 3 will tell us that they approve of the request for OPT.”
- Make file copies.
- Give the endorsed I-20 to the student, who should also sign it. Also instruct the student on how to apply to USCIS for the OPT EAD card, reminding the student of the I-765 filing deadlines.

RETENTION OF STUDENT RECORDS

Current student transcripts and related academic information is contained in the student’s official academic file, maintained by the Office of the Registrar. The College retains a student's official academic file indefinitely.

Official transcripts will not be issued to or on behalf of students who are indebted to the College.

The College maintains disciplinary records in the student’s file in the Office of the Dean of Students. The disciplinary file contains documentation of all disciplinary actions taken against the student and related information. The College retains a student's disciplinary file indefinitely. Where a student has been dismissed from the College for disciplinary reasons, a notation of such dismissal shall be placed in the student’s disciplinary file.

DISABILITY SERVICES

In its commitment to ensuring that no otherwise qualified student with a disability is subjected to unlawful discrimination in the context of his/her educational experience, Peirce College makes certain that students with disabilities are provided
equal access to educational and career development programs and/or student activities. Consequently, the College will make, on behalf of qualified students with learning and physical disabilities of which the College is aware, reasonable accommodations that do not impose undue hardships on the College. If a student believes he/she requires a reasonable accommodation or has a question regarding educational services, activities, programs or facilities that are accessible to or usable by students with disabilities, please contact the Facilitator, Perkins Grant & Student Disability Services Coordinator in the Mary W. Walker ’33 Center for Academic Excellence, 2nd Floor Alumni Hall (215-670-9251). All information associated with a disclosure of this nature is confidential, and the College will communicate this information to others only on a need-to-know basis.

Grievance Procedure
A student who has a grievance concerning disability services that have been requested or are being provided must initiate the procedure described below within 60 calendar days of the alleged occurrence.

A student with a grievance related to disability services that have been requested or are being provided must adhere to the following procedure:

A. Contact the Facilitator, Perkins Grant & Student Disability Coordinator to discuss the grievance. Any person(s) acting on behalf of the student may file a grievance with the Facilitator, Perkins Grant/Student Disability Services Coordinator. Only after the student has met with the Facilitator, Perkins Grant & Student Disability Services Coordinator, either in person or by phone, may the student proceed to step B below.

B. Should this meeting not yield a resolution that is satisfactory to both the student and the Facilitator, Perkins Grant & Student Disability Services Coordinator, the student or person(s) acting on behalf of the student may appeal to the Manager, Walker Center for Academic Excellence. Students must appeal within seven calendar days from the date of the determination by the Facilitator, Perkins Grant & Student Disability Services Coordinator. Such a request must be made in writing and must document the student’s attempt to first resolve the grievance with the Facilitator, Perkins Grant & Student Disability Services Coordinator.

C. Should the matter not be resolved with the aid of the Manager, Walker Center for Academic Excellence the student or person(s) acting on behalf of the disabled student may appeal to the Dean of Students. Students must appeal within seven calendar days from the date of the determination by the Manager, Walker Center for Academic Excellence. Such a request must be made in writing and must document the student’s attempt to first resolve the grievance with the Manager, Walker Center for Academic Excellence.

D. If, after the Dean of Students has had an opportunity to render his/her opinion, the student is not satisfied with the resolution of the grievance, the student or person(s) acting on behalf of the disabled student, may appeal within seven calendar days from the date of the determination by the Dean of Students by submitting a written request to the Senior Vice President, Academic Advancement & Provost for review. If no written request is submitted within the seven-day period, the decision of the Dean of Students shall be final.

E. Upon a student’s written request for a review, the Senior Vice President, Academic Advancement & Provost will confirm that a proper review of the grievance was conducted. If, upon review, the Senior Vice President, Academic Advancement & Provost determines that a proper review was conducted, the decision of the Dean of Students shall be final. The Senior Vice President, Academic Advancement & Provost may choose to affirm or alter the decision and therefore, is responsible for the final decision.