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Policies — General Information

PEIRCE COLLEGE
1420 Pine Street
Philadelphia, PA 19102-4699

Phone:
Local: 215-545-6400
Toll free: 1.888.GO.PEIRCE
For Admissions, dial extension 9000.
Fax: 215-670-9366

Email: info@peirce.edu
World Wide Web: http://www.peirce.edu
Web Portal: https://my.peirce.edu

School Closing Numbers:
Day: 164
Evening/Saturday/On Site: 2164

Listen to radio station KYW (1060 AM) during inclement weather for school closing announcements. School closings are also announced on NBC 10, and Fox 29.

Disclaimer

This Student Policy Handbook is not a contract and is for informational purposes only. The College reserves the right, in its sole discretion, to update, revise, amend, discontinue, withdraw, suspend, modify, interpret or make changes of any nature to this Student Policy Handbook as well as to any other policies, procedures or programs of the College including, without limitation, with respect to the College’s degree and non-degree academic programs of study, offerings and requirements, departments, courses, regulations, announcements, class hours and schedule, academic calendar dates, tuition rates, fee schedules, financial aid offerings, minimum charges applicable under its refund policy and/or graduation requirements, at any time, with or without prior notice to any current or prospective student, alumnus, employee or any other person.

Student Responsibility

All students are responsible for familiarizing themselves with the College’s academic policies, procedures, and regulations (as well as the specific instructions of the person responsible for directing your academic and/or student social activities) including, but not limited to the following academic publications:

• Academic Calendar
• Schedule of Courses
• Student Policy Handbook
• College Catalog

If you have any questions about a particular policy, procedure, or regulation, please do not hesitate to contact Dean of Students at 215-670-9265 or via email at info@peirce.edu. We are here to help you. Any changes in your educational schedule could have an effect on your academic or financial status. It is your responsibility to ensure that you follow the appropriate academic policies, procedures, and regulations when making or adjusting your educational plans. Contact your Program Advisor and Financial Aid Specialist before making any decisions about your studies at the College.
ACCREDITATION

The College is authorized by the Pennsylvania Department of Education to award the Bachelor of Science degree and the Associate in Science degree. Peirce College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA, 19104; phone 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

The Bachelor of Science and Associate in Science degrees and the Certificate of Proficiency in Paralegal Studies are approved by the American Bar Association (ABA). The Association of Collegiate Business Schools and Programs (ACBSP) accredits Bachelor of Science and Associate in Science degrees in Business Administration.

The College is approved for Veteran and Vocational Rehabilitation training. Eligible veterans, members of the National Guard, and the survivors and dependents of deceased and disabled veterans may be eligible to use G.I. benefits. Determination is made by the Veteran’s Administration. The Registrar is the College’s certifying official for veteran’s benefits.

The College is a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the National Association of Independent Colleges and Universities (NAICU), the National Association of College and University Business Officers (NACUBO), the Association of Independent Colleges and Universities of Pennsylvania (AICUP), the Pennsylvania Association of Colleges and Universities (PACU), the American Council on Education (ACE), and the Council for Higher Education Accreditation (CHEA).

The Peirce College Board of Trustees approves all bachelor’s and associate degrees and certificate programs.

MISSION STATEMENT

“Many paths. One purpose.”

Peirce College is in the business of transforming lives. We do so by making the benefits of higher education accessible and attainable to non-traditional college students of all ages and backgrounds. We educate, empower, and inspire our students and one another in a highly professional, career-focused academic environment defined by trust, integrity, and mutual respect. We are passionate about equipping our students to make a difference in their communities, workplaces, and the world.

VISION STATEMENT

To become the first choice for career-oriented, non-traditional college students seeking high-quality teaching and service.
I. ACADEMIC

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.
I. ACADEMIC

— 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-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.
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 honor.

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.

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

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.
I. ACADEMIC

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.

**CODE OF STUDENT CONDUCT AND RESPONSIBILITY**

All students enrolled at Peirce College are expected to give prompt and thorough attention to their academic responsibilities, to extend courtesy and respect to the faculty and support staff of the College, and to respect their fellow students. In addition, each student is responsible for his/her own actions and for ensuring that his/her personal conduct while on the College premises complies with the standards established by the College. This Code of Student Conduct and Responsibility has been developed to promote student growth, to provide students with due process, and to uphold the College’s educational mission and standards.

All students are expected to familiarize themselves with this Code of Student Conduct and Responsibility. **Unfamiliarity with this Code does not excuse infractions.**

All students who violate the Code of Student Conduct and Responsibility fall within the jurisdiction of the Student Disciplinary System, details of which are set forth below.

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.

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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.
I. ACADEMIC

- 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:
I. ACADEMIC

• 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.

In addition, with respect to a violation of the Non-Violence policy, any weapon found on College property will be confiscated. Any student found to be in possession of a weapon while on the College premises (which includes 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 grounds and parking areas adjacent to these buildings; and vehicles owned or leased by Peirce College) or while participating in any off-campus College activity or event may be immediately suspended from the College at the discretion of the Dean of Students and may remain suspended until the matter has been investigated.

**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\(^3\) 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.
I. ACADEMIC

- 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.

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.
I. ACADEMIC

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 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.

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.

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).
I. ACADEMIC

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 (1\(\frac{1}{16}\)" x 1\(\frac{3}{8}\)"). 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.
AVerAge Student CoUrSE LOAD
During a 14-week period, the normal full-time student course load falls between 12 and 18 credit hours. Students considering taking more than 18 credits per 14-week period are encouraged to meet with their Program Advisor to discuss their academic needs. Students should be aware that taking an overload in courses may impact their financial aid and personal and professional commitments. To determine an academic plan that is most appropriate students should consult with their Program Advisor or Enrollment Representative.

GEnEral EduCAtion REQuIRemenTs For AssOCIAtE DEgreE trAnsfEr stUdents
Students who transfer to Peirce College with an associate degree must have completed the following General Education bachelor’s degree prerequisites: ENG 101, BIS 109, MAT Elective, SOC SCI Elective, SCI Elective, HUM/HIS Elective. If these prerequisites were not completed with a grade of “C” or above during the student’s associate degree program, the prerequisites may be completed at Peirce College.

CRedit For PRIOR LEArning
Peirce College reserves the right, in its sole discretion, to allow students to earn up to 90 credits toward a bachelor’s degree and up to 30 credits toward an associate degree through any combination of transfer credits, credit by examination, work experience, and portfolio assessment. Credit for work experience or portfolio assessment is not applicable to legal specialty courses (PLG & LAW courses) or to health information management courses. Students wishing to receive a degree or certificate from Peirce College must complete a minimum of 15 credits in their concentration through courses offered by Peirce College. Students may consult with their Program Advisor or Enrollment Representative for a list of these courses. In addition, students who are solely seeking a certificate program must consult with their Program Advisor or Enrollment Representative to review Credit for Prior Learning requirements.

EValuAtion Of trAnsfEr CReditS
Peirce College welcomes students who wish to transfer credits from other institutions. Submission of official transcripts from all previous colleges attended, in which you expect to receive transfer credit for, are required within 30 days of the submission of your admissions application. Initially, the student will be provided with an unofficial transcript evaluation. After acceptance, the Office of the Registrar will evaluate each official transcript and those credits approved for transfer will be entered on the student’s academic record. It is the student’s responsibility to bring to the attention any and all courses from all other institutions the student wishes to have considered for transfer credit.

Peirce College, in its sole discretion, may permit the transfer of credits in the following instances:

- The institution where credits are earned holds regional or association accreditation or is a candidate for such accreditation. Peirce College reserves the right, in its sole discretion, to consider transfer credits from non-accredited institutions for courses that are consistent with Peirce College academic standards.
- The courses are applicable to the student’s academic program at Peirce and are equivalent to courses that Peirce offers.
- The student received a grade of “C” or above.
- The course is equivalent to at least three Peirce College credits. When converting quarter hour credits to semester credits, the earned quarter hours will be multiplied by 2/3 to determine semester credits. Each Peirce College three-credit course requires 42 contact or clock hours.

Specialized courses that are time sensitive will be considered for transfer credit. All technology and health information management courses will be reviewed by the Faculty Chair, Information Technology and the Program Manager, Health Information Management to determine if credit will be granted. Subject to the above criteria, general education and business/legal courses may be transferable regardless of age.
Courses that do not meet the above criteria may be accepted at the sole discretion of the College provided the student wishing to transfer can prove proficiency in the course through credit by examination. Developmental courses are not transferable.

Matriculated students who wish to take a course at another institution must complete and submit an Off Campus Class Form to their Program Advisor. This form is found on the Peirce College website at web portal at https://my.peirce.edu under the My Advising tab. This request must then be approved by the Manager, Program Advising prior to taking any off campus courses. Failure to do this may result in the credits not being accepted by the College.

Courses are evaluated in accordance with the American Council on Education Guides (ACE) and The Directory of National Program on Non-collegiate Sponsored Instruction (PONSI) Guide. These guides include, but are not limited to, Accredited Institutions of Postsecondary Education, The Guide to the Evaluation of Educational Experiences in the Armed Services, The National Guide to Educational Credit for Training Programs, and External Degrees in the Information Age.

When credits are transferred from another institution either at inception of the program of study or during the program at Peirce, the grade does not transfer. The grades from another institution do not impact the cumulative grade point average (GPA) for courses completed at Peirce College.

ADVANCED PLACEMENT (AP) EXAMS

Peirce College reserves the right, in its sole discretion, to allow any student who has passed an Advanced Placement examination in a subject applicable to his/her academic program to apply the credits toward a degree or certificate program at Peirce College. These credits will be handled in the same manner as transfer credits.

Peirce College reserves the right, in its sole discretion, to award transfer credit to students who successfully complete Advanced Placement examinations when applicable to the student’s chosen program. Students must consult with their Program Advisor or Enrollment Representative to review Advanced Placement examinations and the transferability of AP credits. Transfer credits do not impact a student’s GPA.

Peirce College will use the ACE Guide’s recommended credit-granting score to determine eligibility for awarding credits for AP Exams. Official documentation of the exam(s) and score(s) must be provided to obtain credit.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Peirce College reserves the right, in its sole discretion, to allow any student who has passed a general or subject CLEP examination in a subject applicable to his/her program to apply the credits toward a degree or certificate program at Peirce. These credits will be handled in the same manner as transfer credits. Students must consult with their Program Advisor to review general and subject examinations and the transferability of credits. Transfer credits do not impact a student's grade point average (GPA).

Peirce College will use the ACE Guide’s recommended credit-granting score to determine eligibility for awarding credits for CLEP exams. Official documentation must be submitted early in the degree program to avoid duplication of course work. It is in the student’s best interest to submit documentation during the student’s first 14-week period at Peirce College.

Peirce College is not a CLEP testing site; however, students may obtain information about local testing sites by contacting the College Board at 1-800-257-9558 or accessing the College Board’s website: http://www.collegeboard.com/student/testing/clep/about.html.
DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT (DANTES) EXAMINATIONS

DANTES offers credit by examination through standardized tests originally developed for the U.S. Armed Forces but now available for civilian use. The Chauncey Group International, a division of the Educational Testing Service (ETS), administers the DANTES exams. For more information, go to http://www.dantes.doded.mil

Peirce College reserves the right in its sole discretion to award transfer credits for DANTES credits when applicable to a student’s chosen degree program. Transfer credits do not impact a student’s GPA.

A student’s eligibility to receive credit for courses based on other standardized tests will be reviewed and evaluated on a case-by-case basis based on ACE standards.

CREDIT BY EXAMINATION

At the sole discretion of the College, a student who is currently enrolled at Peirce College and pursuing a degree or certificate may apply for credit by examination (or test out) in certain subjects. In order for a student to receive credit by examination, he/she must comply with the following process:

• Before submitting a request, the student must obtain approval from his/her Program Advisor.
• The student may take the exam to test out of a course only one time per course.
• A student may not test out of a course that he/she previously completed with a grade lower than a “C” or received a “W” (Withdrawal).
• The non-refundable fee for Credit by Examination must be paid before scheduling the test with the Program Advising Center. If the student does not successfully test out of the course, the fee will be credited toward future tuition charges at Peirce College within one calendar year from date of test out.

• The student must complete the test within the scheduled time and follow test-taking procedures as outlined by the test administrator.

CREDIT FOR WORK EXPERIENCE AND PORTFOLIO ASSESSMENT

Credit for Work Experience

At the sole discretion of the College, students may seek academic credit for work experience obtained prior to enrollment at the College when job responsibilities are similar to the learning outcomes for a particular course. Students may not submit for Credit for Work Experience for a course that he/she has previously completed with a grade lower than a “C”. Credit for work experience or portfolio assessment is not applicable to legal specialty courses (PLG & LAW courses) or to health information management courses. To apply for credit for work experience, the student must comply with the following process:

• Provide a personal résumé identifying the job held and specific responsibilities. Credit for Work Experience may be awarded for currently or previously held jobs.
• Submit a reference letter from the appropriate manager/supervisor documenting the nature, frequency, and duration of the work experience that is related to the course. For example, if applying for credit for work experience for ACC 101, the letter should describe duties, responsibilities, length of service, and level of competence in the accounting department.
• Write an essay that demonstrates how the learning objectives for the course have been met by the work experience.
• Provide documentation such as job descriptions, certificates, examples/samples of work, awards, performance evaluations, licenses, dates and times of participation in the activity, letters or memos supporting participation, or anything else that would help to prove/confirm work experience.
II. ACADEMIC ADVISING

- Consult with the designated Faculty Chair/Program Manager prior to constructing the work experience document. The completed document is to be submitted to the Manager, Program Advising. Students must submit documentation during his/her first 14-week period at Peirce College.

For IT Courses
Most of the IT courses in the Peirce College curriculum have an industry standard test equivalent. Students should consult with their Program Advisor or Enrollment Representative if they would like to apply an industry test or certification for IT course credit.

The College maintains an updated list of industry certifications that students can use to verify work experience. Students may use their industry credentials that may not apply directly, as documentation, to prove proficiency in a lower level course, as long as the test credentials and objectives match the course outcomes and the student completely addresses them in the learning essay.

At the discretion of the Faculty Chair/Program Manager, students may include a course’s final project as part of the Credit for Work Experience documentation that they submit, along with the learning essay required, to show that they meet the course outcomes as outlined in the syllabus.

If the Credit for Work Experience is approved, the title of the course, credit hours, and notation of Credit for Work Experience will be recorded on the student’s permanent record. The credit hours earned for work experience are not included in the calculation of the student’s grade point average. Please see current fee schedule at https://my.peirce.edu under the My Finances tab, for exact fee for Credit for Work Experience.

If the evaluator requests additional information from the student before granting credit, the student will receive a pending notification and an explanation of what must be added or amended. The Credit for Work Experience documentation may only be resubmitted once, prior to the end of the following 14-week period. Should the Credit for Work Experience be denied, the fee would be applied toward future tuition charges at Peirce College within one year from date of denial. If the Credit for Work Experience submission is denied, the student may not subsequently seek Credit for Work Experience or test out for this same course but must enroll in the actual course for credit.

Credit for Portfolio Assessment
At the sole discretion of the College, a portfolio assessment provides a means for students to earn college credit for job-related training and experience, non-job-related training, volunteer work, travel, hobbies, etc. As a general guideline, a portfolio should take 20 to 30 hours to complete. Students may seek portfolio assessment credit for experiences that are similar to the learning outcomes for a particular course. Credit for work experience or portfolio assessment is not applicable to legal specialty courses (PLG & LAW courses) or to health information management courses. To apply for portfolio assessment credit, the student must submit a binder including the required documentation organized into four sections as follows:

Section 1: Cover or Title Page, Table of Contents, and Degree or Certificate Planning Sheet
Section 1 provides the organizational framework for the portfolio. In preparing this Section, the student should clearly identify the course for which Portfolio Assessment Credit is requested.

Section 2: Current Resume and Autobiography
(5 to 10 pages, double-spaced)
The resume provides the evaluator with insight into the student’s experience and training. The autobiography is a self-portrait that serves as a means for the evaluator to get to know the student. The autobiography should highlight personal and professional experiences that support the learning that will be addressed in the learning essays.
Section 3: Peirce College Course Syllabus and Learning Essay
The learning outcomes described in the Course Syllabus must be used as the model for the learning essay. In the learning essay, the student must clearly articulate the learning related to the course outcomes that he/she acquired as a result of life experiences.

Section 4: Labeled Documentation
The provided documentation validates the experiences described in Section 3. Documentation may include job descriptions, letters from supervisors, certificates, examples/samples of work, awards, performance evaluations, licenses, dates and times of participation in the activity, letters or memos supporting participation, or anything else that would help to prove/confirm prior learning.

Students should consult with the designated department's Faculty Chair/Program Manager prior to constructing the portfolio. Credit for Portfolio Assessment binders are submitted to the student's Program Advisor who forwards it to the Manager, Program Advising, who forwards it to the appropriate faculty member for evaluation. It is in the student's best interest to submit the portfolio during his/her first 14-week period at Peirce College. Please see current fee schedule at https://my.peirce.edu under the My Finances tab for the exact fee.

If Credit for Portfolio Assessment is approved, the title of the course, credit hours and notation of Credit for Portfolio Assessment will be recorded on the student's permanent record. The credit hours earned for portfolio assessment are not included in the calculation of the student's grade point average.

If the evaluator requests additional information from the student before granting credit, the student will receive a pending notification and an explanation of what must be added or amended. The portfolio may only be resubmitted once, prior to the end of the following 14-week period. If a portfolio is officially denied credit, it may not be submitted again. Should Credit for Portfolio Assessment be denied, the fee will be applied toward future tuition charges at Peirce College within one calendar year from date of denial.

INDEPENDENT STUDY
Independent Study allows students to undertake well-defined course work, research, or study projects, conducting their work under the guidance of an instructor in the chosen area, without regular class meetings. The Faculty Chair/Program Manager from the specified department must give academic approval for Independent Study requests. Independent Study will be approved at the discretion of the College and should not be considered the “norm.”

Request for Independent Study forms are available at web portal at https://my.peirce.edu under the My Advising tab and should be submitted to the student's Program Advisor. The following conditions must be met:

- Independent Study may only be requested when the course is a required course or a prerequisite for a required course for graduation and there are no other course options.
- If the course has been canceled and that course is a required course or a prerequisite for a required course for graduation and there are no other course options, then an Independent Study may be requested.
- The student must have a minimum 2.0 cumulative grade point average to qualify for Independent Study.
- The student may enroll in a maximum of two Independent Studies per 14-week period.
- The request for Independent Study should be submitted no later than two weeks prior to session start, except when a course has been canceled.

The faculty member is responsible for contacting the student as early as possible in the first week of the
session. The faculty member will inform the student of course responsibilities and expectations and provide textbook information. If the student does not respond to messages, the faculty member will notify the Office of Academic Operations, and the student may be dropped from the Independent Study.

Independent Study follows the same drop/add/withdraw procedures as any other course. The student has seven calendar days after the first contact by the faculty member to drop the class to receive 100% tuition reimbursement. If the course is dropped after the seventh day, full tuition is charged for the course. The student must formally drop the class during this period or receive an “F” if she/he does not follow through with course obligations. For related information, please refer to the Drop/Add and Withdrawal policies, which appear in SECTION I of this Handbook.

The effective drop/add/withdraw date is determined by the date the student phones, faxes, emails, or submits online or in person the request to drop, add, or withdraw from an Independent Study.

PREREQUISITE COURSES

A prerequisite is a course or group of courses that must be taken and successfully completed before another course is taken. Example: ACC 101 is a prerequisite for ACC 201.

Students must have met all prerequisite course requirements prior to the first day of class. While students may preregister for classes that have prerequisites that are not yet met, it is the student’s responsibility to be certain that all prerequisites have been successfully completed. If a student learns that she/he has not successfully completed a prerequisite course, it is the student’s responsibility to drop the course for which the prerequisite is required. For example, a student may pre-register for ACC 101 in session 1 and ACC 201 in session 2 at the same time. However, if the student does not successfully complete ACC 101, it is the student’s responsibility to drop ACC 201.

If at any time during the session the College learns that a student has not successfully completed a prerequisite, he/she will be contacted to drop the course.

Students must earn a grade of “C” or above in some prerequisite courses. See the current College Catalog for a list of courses, prerequisites, requirements, and descriptions. The College Catalog may be accessed at https://my.peirce.edu under the My Advising tab.

COURSE REPEAT

When courses are repeated, the highest grade received for a course is used to calculate student GPAs. The lower grade(s) are not included in the GPA calculation. Grade reports and transcripts will reflect all courses attempted and earned. Retired courses cannot be repeated. For questions regarding retired courses, students should contact their program advisor.

In accordance with the Grading policy, found in SECTION I of the Student Policy Handbook, please note the following:

- Courses in which grades of F, D-, D, D+, or C- (includes grades under a “B-” for ACC 101 and ACC 201) are earned may be repeated.
- Courses for which a grade of “C” or above has been earned may not be repeated. For ACC 101 and ACC 201, students who earn a “B-” or above may not repeat the course.

Repeating Failed or Withdrawn Courses

Students can repeat a course in which they earned a grade of “F” or “W”. Financial Aid will only pay for a course taken up to 3 times. Any special circumstances should be communicated directly to the Supervisor, Financial Aid.

Meeting Course Grade Requirements

Students who have not failed or withdrawn from a course but need to repeat a course due to a “C” or above (or “B-” or above for ACC 101 & ACC 201) requirement not being achieved, can repeat the
course a second time utilizing Financial Aid funds (if available).

In instances where a student has not been successful after completing a course for a second time, in consultation with the Program Advisor, the student must submit a request to take a course for a third time or more. **Financial Aid will not cover the cost of courses taken for a third time or more (with the exception of courses in which the student has earned a grade of “F” or “W”).** The request is made by completing a Repeat Course Request form. To access the form, go to https://my.peirce.edu under the My Advising tab. A letter of appeal, addressing the reasons why an exception to the course repeat rule is requested, should be completed. The appeal letter must also include a plan for succeeding in the course if the request is approved. The completed Repeat Course Request form and appeal letter are submitted to the Supervisor, Financial Aid for academic approval.

Students requesting to take a course for a third time should plan to repeat the course in the next upcoming session. All financial obligations must be satisfied in order to register. All balances must be paid by the end of the session. Students should contact the business office to make these payment arrangements.
III. ACCEPTABLE USAGE OF COMPUTER SYSTEMS AND FACILITIES

ELECTRONIC COMMUNICATIONS & DATA

This policy applies to Peirce College’s Electronic Communications Resources owned, leased, or managed by the College, including, but not limited to, the following:

- All components of the electronic communications physical infrastructure (for example, desktop computers, laptops, servers, routers, and wireless devices).
- All electronic communications and data (for example, staff and student information), or other identifiers associated with the College’s systems and services (for example, email addresses and logins).
- Internet access, telephone (office and cellular), electronic mail, fax, photocopying, audio, and video recording, instant messaging and social media (for example, personal websites, blogs, Facebook, Twitter, and LinkedIn; collectively, “Electronic Communications Resources”).

All students are required to use their Peirce College electronic identification (i.e., login) when utilizing a College computer. All users of the College’s Electronic Communications Resources and Technology shall have no expectation of privacy over such use.

Electronic Communications Resources are provided to students for the sole purpose of research and other activities related to College courses.

As an exception to the foregoing limitation, students may use the Electronic Communications Resources for personal purposes, provided that such use:

- is kept to a minimum.
- does not directly or indirectly interfere with the College’s operation of the Electronic Communications Resources.
- does not negatively impact a student’s work study employment, performance, or obligations to the College.

Students shall not, under any circumstances, use Peirce College Electronic Communications Resources for:

- unlawful activities.
- commercial purposes.
- personal financial gain.
- disruptive purposes or to defame the College or any third party.
- distribution of jokes, personal graphics, video clips, or solicitations.

Students must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of Peirce College, unless authorized to do so and limited to student work study-related matters. All authorized electronic communications sent on behalf of the College must contain the College’s approved legal disclaimer.

Students must not directly, by implication, or through use of software, employ a false identity (i.e., spoof), or the name or electronic identification of another.

Students must not use Peirce College electronic communications resources for purposes that could reasonably be expected to directly or indirectly cause excessive strain on the College’s Electronic Communications Resources or interference with others’ use of the College’s Electronic Communications Resources. This includes, but is not limited to:

- Sending or forwarding electronic mail chain letters.
- Exploiting electronic communications systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited electronic communications.
- Sending an extremely large message or sending multiple electronic communications to one or more recipients to interfere with the recipients’ use of electronic communications systems and services.
The electronic communication method known as Instant Messaging (IM or ICQ) and any derivations of unsanctioned electronic communications tools are not permitted to be used on or in connection with Peirce College’s Electronic Communications Resources, unless configured and installed by a member of the College’s Information Technology Department for College-related educational/research/business and other specifically authorized purposes.

Reasonable efforts are made by the College to filter out unsolicited electronic messages, sent or posted as part of a larger collection of messages, all having substantially identical content, and commonly referred to as “spam.” However, given the nature of the Internet, the College cannot prevent users from receiving electronic communications they might find offensive. The College is not responsible for any harm, loss, or damage incurred by an individual as a result of personal use of or inability to use the College’s Electronic Communications Resources.

The use of cell phones at Peirce College by students, although not prohibited, should not interfere with the learning environment. Cell phone use is not permitted in classrooms under any circumstances. Students taking a call on their cell phone during class must leave the classroom. Cell phones used within the premises of the College must be programmed so that notification of incoming calls cannot be heard by others around him/her.

The use of personal or College owned Visual Recording Devices and/or Audio Recording Devices are generally not permitted on College premises. Students are further prohibited from recording conversations or lectures at the College or for arranging for or assisting others (students, employees, or non-employees) to do so.

Visual recording devices include, but are not limited to, cameras, video cameras, cellular camera phones, and/or any other device which is capable of taking, storing, or displaying a visual picture, whether in real time or time delayed. Audio recording devices include, but are not limited to, tape recorders, video cameras with audio components, and/or any other device which is capable of capturing, storing, or playing sounds.

Peirce College Electronic Communications Data, (which includes, but is not limited to electronic mail, web, PC or server based data, created or owned by the College) must reside on College servers and not on desktops or laptops. In addition, College Electronic Communications Data cannot be backed up nor duplicated onto personal devices. Personal storage devices are strictly prohibited from use on or with Peirce College Electronic Communications Resources. Personal devices include, but are not limited to, Zip drives, USB storage devices, CD/DVD burners, or any other type of personal mass storage device.

Students must comply with the College’s limitations on data storage of electronic communications. Failure to comply with such limitations will result in automatic warning and the eventual inability to use electronic communications until the student reduces data storage to acceptable thresholds.

Technology Usage
The term “Peirce College Technology” includes all College-leased, licensed, or owned hardware and software, all College websites, network systems, databases, any online or distance learning system used by the College, and all documentation relating to the foregoing. Activities covered by this policy include, but are not limited to, usage of College applications and the Internet; files, data, and printing; network and/or distance learning system usage; security and confidentiality of data; and passwords.

All Peirce College students must use Peirce College Technology only for course-related educational/research, and other specifically supported purposes. Minimal personal use of Peirce College Technology by students is permitted, provided that such use:
III. ACCEPTABLE USAGE OF COMPUTER SYSTEMS AND FACILITIES

- is kept to a minimum.
- does not directly or indirectly interfere with the College’s operation of Peirce College Technology.
- does not negatively impact other students, faculty, and Peirce College Technology (labs, library, classrooms, wireless, etc.).
- is not for political, romantic, for-profit, or other commercial purposes.

Peirce College students are not permitted to use any Peirce College employee’s telephone or fax without direct and supervised approval of a manager or his/her designee. Long distance telephone and fax calls are paid for by the student when the bill is received by the College.

Under no circumstances may a Peirce College student login at or use a Peirce College employee’s computer.

All students must protect their User Login from unauthorized use. Students are responsible for all activities on their User Login or that originate from their User Login.

A student may access only files, communications, and data that are created by the student, or that are publicly available, or to which the student has been given authorized access. A student is prohibited from accessing, viewing, printing, imputing, deleting or changing any records including his or her own records or those regarding any other student(s) or concerning any Peirce College employee record without proper authorization from the College.

A student may not use or access another student’s or employee’s User Login, password, or email. A student cannot login at more than one computer at a time or allow his or her Login to be used on multiple computers.

All students must abide by all applicable laws and rules, including, but not limited to, copyright laws, software license terms, property rights, website, and Internet service provider terms of use, and privacy laws and policies.

Students must not install, download, or store any software or other electronic content on, or remove any software or data from, Peirce College’s Technology or Electronic Communications Resources. Examples of software or other electronic content include, but are not limited to, music, games, screen savers, commercial shareware, and freeware software.

Students are prohibited from any activity that might be harmful to or compromise the security of Peirce College Technology or any information on Peirce College Technology or Electronic Communications Resources, such as, creating or propagating viruses, Trojan horses, worms, or other invasive or destructive content or software; disrupting services; allowing unauthorized persons to access or use Peirce College Technology; or damaging files; and/or vandalizing any Peirce College Technology or making any attempt to harm or destroy data of another student, faculty, administrative, or staff member.

Students cannot register, sell, or lease College-owned equipment or software for personal profit or benefit. Students shall not connect any non-College owned hardware or software to Peirce College Technology. This includes, but is not limited to, hubs, wireless routers, network cards, external peripheral or external storage, or recording devices (USB, CD, or DVD burners), home computers, PDA’s, cell phones, iPods, or other handheld devices.

Students are prohibited from using Peirce College Technology or Electronic Communications Resources to disparage, ridicule, or denigrate any person or group on the basis of 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 or to access, post, download, transmit, copy, or
III. ACCEPTABLE USAGE OF COMPUTER SYSTEMS AND FACILITIES

distribute any material or message which disparages, ridicules, or denigrates any person or group in this manner.

Students are prohibited from using Peirce College Technology or Electronic Communications Resources to send or post messages that contain abusive or objectionable language, that defame or libel others, or that infringe the privacy rights of others. Students shall not view, download, copy, send, post, or access information that is illegal, obscene, or otherwise inconsistent with the College’s nondiscrimination policy or policy prohibiting harassment (for example, sexual images, sexist comments, racist messages, ethnic slurs, and religious slurs).

Students shall not broadcast unsolicited messages, send unwanted mail, make harassing telephone calls, or send chain letters using Peirce College Technology or Electronic Communications Resources.

Students are prohibited from using Peirce College Technology or Electronic Communications Resources to access, archive, distribute, edit, or record adult-oriented websites or sexually explicit or suggestive materials.

Students are prohibited from using Peirce College Technology or Electronic Communications Resources for personal or commercial profit. Examples include, but are not limited to, selling access to your User Login or to Peirce’s systems or networks and using Peirce’s resources to run a personal business.

Students are prohibited from engaging in any other activity that does not comply with the general principles presented above. When in doubt as to whether an activity is prohibited, students should contact their faculty member or the Dean of Students.

Monitoring and Violations
Peirce College will seek to maintain system security and integrity, but students should not assume that their information in their accounts or on Peirce College Technology or Electronic Communications Resources they use is private. The College may access, inspect, search, block, monitor, review, record, archive, and/or disclose any usage conducted through information stored on or information transmitted through Peirce College Technology as well as Electronic Communications Resources, both in real time and after the fact, whether conducted at the College or remotely. In addition, the College reserves the right to access, inspect, search, block, monitor, review, record, archive, and/or disclose any files or other information created, stored, received, or transmitted through College computer or activity on network accounts. By using Peirce College Technology and Electronic Communications Resources, you hereby consent to the foregoing and waive any right to privacy in connection with the activities described in this policy.

Any violations of this policy will result in appropriate corrective and/or disciplinary action. For related information, please refer to the Code of Student Conduct and Responsibility policy, which appears in SECTION I of this Handbook.

The College reserves the right to seek compensation and/or indemnification from a student for damage(s) arising from violations of this policy. In addition, the College and/or third parties may pursue criminal and/or civil action for violations of law.

STUDENT EMAIL
Peirce College provides all students with an email address to facilitate communications between students and the College. When using email to contact Peirce faculty or staff, students are required to use the College-supplied email address.

The College will send all official email communications to students’ College-supplied email address. Students are responsible for reviewing their email at their assigned email address on a frequent and consistent basis. Students should be aware that some email communications are time sensitive. Failure to review email in a timely manner does not
absolve students from complying with the content of such communications.

Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA. For this reason, Peirce will not and cannot respond to any email from a student not using the official College-supplied email address.

To ensure confidentiality, some private information may be made available only through my.peirce.edu, which is password protected. In these cases, students will receive email correspondence directing them to my.peirce.edu, where they can access their confidential information. The confidential information will not be available in the email message.

For more information, please refer to the FERPA policy, which appears in SECTION VII of this Handbook.

STUDENT VERIFICATION
Peirce College uses a system of secure logins and passwords to ensure that students registering for the course are the students who participate and receive credit.

- Peirce requires that students use a login/password to access their online classes. The password must be reset every 90 days.
- There are no high-stakes exams in Peirce courses that comprise the majority of the grade.
- There are multiple means of assessments in courses, including discussions, projects, papers, quizzes, and exams.

These three, taken together, ensure that the person who is getting credit for the course is in fact the person who has enrolled.

In accordance with the Acceptable Usage of Computer Systems and Facilities, Academic Honesty, and Code of Student Conduct and Responsibility policies, students are responsible for keeping their logins and passwords secure, and upholding the integrity of their coursework. This practice assists the College in protecting students’ privacy and in ensuring that grades are awarded to the appropriate students. Students should immediately report any misuse of student information to the Dean of Students.

PRINTING
Effective September 1, 2011, students will be provided a printing account that will allow them to manage their printing needs at student accessible printers located throughout the College. Student IDs are required to release print requests.

The use of the College owned, leased, or managed equipment and supplies by students is intended for academic purposes. Therefore, students are expected to use discretion when printing materials.

Printer locations:
- Library
- Walker Center for Academic Excellence
- Student Print pods (College Hall 3rd, 5th, & 6th floors)
In compliance with relevant federal, state, and local laws, the College does not unlawfully discriminate in its admissions decisions on the basis of 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.

Peirce College has an open admissions policy. To be admitted to Peirce College as a matriculated student, all required official documents must be on file with Peirce College. Students who have completed the admissions process but not yet submitted all required official documents are considered non-matriculated and may enroll for up to 15 credits. Students will be notified about final acceptance into a matriculated program after review of the official documents.

Admissions Requirements
Peirce College has an open admissions policy, whereby the College will accept any student who applies and who submits the following documents:

- A completed application for admission with application fee.
- An official transcript documenting high school graduation or a copy of the GED or state equivalency diploma and scores.
- Official college transcripts for transfer evaluation if the student has previously attended college. The College reserves the right, in its sole discretion, to accept or deny credits. It is the student’s responsibility to submit to the College all transcripts for courses from other institutions which the student wishes to be considered for transfer credit within 30 days of completion of the Peirce College Application for Admission.

Peirce College reserves the right to require students who may benefit to take a reduced course load. Please refer to the Placement policy, which appears in this section of the Handbook.

Full-time Students
Full-time students enrolled in a degree or certificate program are required to take no fewer than 12 credit hours per 14-week period.

Part-time Students
Part-time students enrolled in a degree or certificate program are enrolled in fewer than 12 credits per 14-week period.

Application Fee
A non-refundable application fee must be submitted with the application. The fee is valid for a one-year period.

COMPUTER / INTERNET REQUIREMENTS FOR STUDENTS
All students are required to own or have access to a personal computer (PC) with Internet access. Students who do not own a personal computer and are using a computer such as one at the College or at work are responsible for ensuring that they have access to a computer at a time when work can be completed and must have rights to download and install software, as needed, for classes. Students should consult with his/her Financial Aid Specialist to determine eligibility of Financial Aid funds for a computer purchase.

MAC
Peirce College does not support MAC and does not provide any software for MAC.

Software required in certain IT classes is available only for Windows. If you are using a Macintosh computer to participate in desktop application, programming or networking courses, you will need to have access to a Windows-based operating system. Mac users can run Windows through Boot Camp or through virtualization products such as VirtualBox, VMware Fusion, or Virtual PC.
IV. ADMISSIONS

ORIENTATION COURSE REQUIREMENT

Peirce 101 is a one-credit hour course designed to orient students to the College’s services and adjust to college study. Peirce 101 is offered only in the online format and can be paid for with Financial Aid (for students who meet Financial Aid eligibility requirements).

All new, returning, and transfer students must complete Peirce 101 within their first 14 weeks of enrollment at the College. Students must earn a grade of “P” or “pass” in the course. Students who do not meet this requirement will not be permitted to continue enrollment at the College.

To register for Peirce 101, students can contact the Admissions Office at 888.GO.PEIRCE, ext. 9214, contact their Program Advisor, or register through https://my.peirce.edu.

For more information about Peirce 101 or other support services for first year students, please visit the First Year Initiative website at http://www.peirce.edu/FirstYearInitiative/default.aspx.

PLACEMENT POLICY

Students who are admitted or readmitted to the College without approved transfer credit (i.e. a grade of “C” or above from an accredited college) in English 101 and/or college-level math are required to take a skills assessment. The College uses the assessment to place students in the appropriate level of English and/or math for initial coursework. The assessment is generally administered on the computer and measures grammar and math skills. A paper and pencil version of the assessment and special accommodations for disabled students are available.

Students receiving a score of 70% or better in the assessment(s) will select college-level courses with the guidance of an Enrollment Representative. Students receiving a score less than 70% will be required to take and pass English 101 and/or college level math in a 14-week format. Students who do not pass English 101 and/or college level math in the 14-week format must repeat these courses in the following academic session. Please refer to the Academic Progress policy, which appears in SECTION I of this Handbook and the Course Repeat policy, which appears in SECTION II of this Handbook.

Students may waive the assessment(s) requirement, resulting in automatic enrollment in the 14-week format for English 101 and/or college level math, as applicable.

RE-ADMITTANCE

Students who have been on inactive status for a full calendar year may apply for re-admittance by completing and submitting a Peirce College application.

The Admissions Office, the Business Office, Student Financial Services, and the Program Manager, Student Services will review the application and determine, in their sole discretion, whether re-admittance is appropriate.

Students reapplying must meet all current Peirce College entrance requirements (includes students who applied and never enrolled in classes). Students re-admitting to the College are required to pay the $50.00 application fee. Please refer to the Placement policy, which appears in this section of the Handbook.

Each re-admitted student will confer with an Enrollment Representative to discuss the student’s academic schedule. The student will return to the College under the most current degree program requirements and College policies.

Students who were previously dismissed due to a poor academic history must meet with the Program Manager, Student Services to complete an Educational Development Plan (EDP) prior to re-admittance.
For re-admitted students, technical courses, such as computer courses, will be applied toward a student's degree program requirements only if the courses are not more than six years old. Courses more than six years old will be reviewed by the Faculty Chair/Program Manager, Information Technology to determine if credit will be granted. At the sole discretion of the College, general education, business, and legal courses may be applied toward a re-admitted student's degree program requirements regardless of when they were taken.

Students who were academically dismissed are restricted to no more than one re-admittance. In addition, students who were academically dismissed may be required to follow academic conditions determined by the Dean of Students. Students who fail to meet these conditions will be dismissed from the College.

CREDITS FROM PEIRCE JUNIOR COLLEGE

Grades for courses taken at Peirce Junior College and Peirce College are reflected in students' academic records including transcripts. Students may request a copy of their official Peirce Junior College transcript as well as their Peirce College transcript. For information on ordering transcripts, please refer to the Transcript Request policy, which appears in SECTION IX of this Handbook.
The College is required by the U.S. Department of Education to provide consumer information to prospective students, current students, and alumni. The consumer information will provide students with the information necessary for choosing appropriate academic programs and for fully understanding the responsibility of loan repayment.

- The Student Right-to-Know Act requires disclosure of information on graduation, completion, retention and transfer-out rates of certificate- or degree-seeking first-time full time undergraduate students.
- Financial Aid Information:
  - need-based and non-need-based federal financial aid that is available to students
  - need-based and non-need-based state and local aid programs, school aid programs, and other private aid programs that are available
  - how students apply for aid and how eligibility is determined
  - how the school distributes aid among students
  - rights and responsibilities of students receiving aid
  - how and when financial aid will be disbursed
  - terms and conditions of any employment that is part of the financial aid package
  - terms of, schedules for, and the necessity of loan repayment and required loan exit counseling
  - criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid
  - costs of attendance: the costs of attending the school (tuition and fees, books and supplies, room and board, and applicable transportation costs, such as commuting), and any additional costs of the program in which the student is enrolled or has expressed an interest
  - who to contact for information on student financial assistance and for general school issues
  - withdrawal from the College: a statement of the requirements for the return of Federal Student Aid (FSA) program funds when a student withdraws from the College, information about any refund policy with which the College must comply, and the requirements for officially withdrawing from the College
- General Information about Peirce College
  - accreditation and licensing: the names of associations, agencies, and/or governmental bodies that accredit, approve, or license Peirce College and its programs, and the procedures by which a student may receive a copy for review of the College’s accreditation, licensure, or approval
  - degree and certificate programs and training, and other education offered
  - services and special facilities for students with disabilities
  - voter registration information
  - terms and conditions under which students receiving federal education loans may obtain deferments
  - instructional, laboratory, and other physical plant facilities associated with the academic programs
  - a list of the faculty and other instructional personnel
  - textbook information
  - student body diversity information

V. CONSUMER INFORMATION
— job placement and type of employment information on graduates
— graduate and professional education information on bachelor degree graduates

• Student Rights under the Family Educational Rights and Privacy Act (FERPA). For related information, please refer to the FERPA policy, which appears in SECTION VII of this Handbook.

• Drug and Alcohol Abuse Prevention Information. For related information, please refer to the Campus Safety and Security policy, which appears in SECTION XI of this Handbook.

• IRS Form 1098-T an Internal Revenue Service (IRS) requirement

For more information, please go to http://www.peirce.edu/About/Compliance.aspx to find links to other departmental sites that disclose specific information.

CREDIT CARD MARKETING POLICY

According to the Credit Card Accountability and Disclosure Act of 2009, implemented by the Federal Reserve Board, colleges and universities must adopt a policy that regulates credit card marketing on college campuses. As a result, Peirce College has implemented the following policies and procedures to ensure compliance with this regulation:

1. Credit card marketers must be first approved by the Senior Vice President of Finance and Administration with a confirmed agreement before any marketing takes place via mail, email, on campus, or other means deemed appropriate.

2. Credit card marketers may be limited to the amount of time they can market credit card information.

3. Credit card marketers may be limited to specific areas of the campus.

4. Credit card marketers are prohibited from offering tangible items (e.g., gifts, coupons, gift cards, etc.) to any students in exchange for a student applying for or opening a credit card account if such an offer is made on campus, near the campus, or at an event sponsored or related to the College.

5. Credit card marketers must provide credit card debt education literature that the College can provide to students and/or alumni. Violation of the credit card marketing policy may result in breach of a credit card agreement.

Upon request, credit card agreements between the College and any card issuer or creditor for the purpose of marketing a credit card will be provided. To request a copy of the College’s credit card agreement(s), please contact the College’s Chief Business and Financial Services Officer at 215-670-9600.
VI. EQUAL OPPORTUNITY

NONDISCRIMINATION
Peirce College is committed to ensuring equal opportunity in all educational programs and activities (including but not limited to recruitment, admissions, access to programs and course offerings, counseling, financial aid and scholarships, employment, use of facilities, and College-sponsored extracurricular activities).

The College will not engage in or tolerate unlawful discrimination, harassment, or retaliation on account of age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, genetic information, sexual orientation, gender identity, marital status, veteran’s status, military status, or membership in any other group protected under local, state, or federal law.

The College’s policy on equal opportunity supports and is consistent with the College’s commitment to enhancing diversity and inclusiveness. Diversity means not only membership in the various “protected groups” identified above but also diversity in experience, perspective, ideas, style and contacts. We believe that we are much stronger as a College as a result of the richness of our diversity and strive to ensure that we have policies and practices which are respectful and promote inclusion of diversity.

PROHIBITING HARASSMENT
The College will neither engage in nor tolerate sexual or any other form of unlawful harassment. By way of example only, the following behaviors and/or communications are inappropriate and as such prohibited, regardless of whether they are illegal.

• Requiring sex or the performance of sexual favors by a student as a condition for satisfying successfully the academic requirements for a course of study or for continued enrollment and participation as a student of the College.

• Requiring sex or the performance of sexual favors by a student as a condition for qualifying for or continuing in a Work Study program with the College.

• Requiring sex or the performance of sexual favors by a student as a condition for establishing eligibility for or enjoying any term, condition, or benefit associated with any of the College’s academic or student services or programs.

• Punishing a student with regard to any term, condition, or benefit associated with any of the College’s academic or student services or programs because he or she did not submit to sexual advances or making any academic, disciplinary, or other decision based on a student’s submission to or refusal to submit to sexual advances.

• Sexual or suggestive pictures, photos, cartoons, emails, Internet web sites, jokes, slurs, profanity, nicknames, conversations, questions, innuendo (verbal and non-verbal), objects and symbols; frequent and/or inappropriate comments on appearance; repeated requests for dates; excessive and/or inappropriate touch; and other inappropriate behaviors and/or communications of a sexual, suggestive, or biased nature.

• Pictures, photos, cartoons, emails, Internet web sites, jokes, slurs, epithets, nicknames, conversations, questions, objects, symbols, imitations, and other communications/behaviors which reflect negatively upon, stereotype, or disparage any protected group, e.g., any race, gender, ethnic group, age, religion, or disability.

• Hostile, abusive or demeaning communications or behaviors related to a protected group or directed at someone because of his or her membership in a protected group.

It is important to remember that these prohibitions apply not only to oral and written communications, but also to electronic communications via Peirce

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4 In educational instruction, there may be times when sexuality is an appropriate topic of conversation. In these situations, the discussions of sexuality and related issues (1) should be limited to educational or other legitimate purpose; (2) should be professional without being excessive in terms of focus or explicitness; and (3) should not include profanity, offensive wording or insinuation or suggestive, explicit or inappropriate humor.
College Technology which include, email and voicemail, Internet communications and searches, and other technology assisted communications. For related information, please refer to the Acceptable Usage of Computer Systems and Facilities policy, which appears in SECTION III of this Handbook.

The prohibitions on inappropriate behavior set forth above apply not only on the College campus itself but also to all other academic-related settings, such as on site locations as well as academic-related social functions.

It is of no defense to inappropriate behavior that there was no bad intent, it was only a joke, or that it was not directed at any person.

It is also important to keep in mind that these are only some examples of inappropriate behavior.

PROHIBITING RETALIATION

The College will neither engage in nor tolerate unlawful retaliation of any kind against any student who makes a complaint of unlawful discrimination, harassment, or retaliation, serves as a witness, or otherwise participates in the investigatory process. As with all other provisions of this policy, all students are protected by this provision as well as restricted in terms of what they do.

It is no defense to retaliation that the complaint did not have legal merit. Generally speaking, so long as a student acts in good faith in making a complaint alleging unlawful discrimination, harassment, or retaliation, serving as a witness, or otherwise participating in the investigatory process, no adverse action can be taken against him or her because he or she made the complaint, served as a witness, or otherwise participated in the investigatory process.

Prohibited retaliation will be handled under this policy in the same manner and subject to disciplinary/corrective action to the same degree as any other violation of this policy.

DISCRIMINATION, RETALIATION, OR HARASSMENT ADVANCED BY NON-EMPLOYEES

The prohibitions set forth in this policy apply not only to the students of Peirce College but also to the College’s officers, employees (including faculty members, administration, and staff) and to other non-employees with whom students may come in contact and/or interact in connection with their educational experience (such as College contractors, including Co-op employers, the College’s vendors and suppliers). Consequently, if you feel discriminated against, harassed (sexually or otherwise), or retaliated against by one of the College’s officers, employees, or other non-employee in connection with your educational experience, you should use the procedure set forth below. Conversely, the prohibitions set forth in this policy apply to the student’s conduct relative to the College’s officers, employees, other students, and other non-employees with whom students may come into contact and/or interact in connection with their educational experience.

SOCIAL RELATIONSHIPS WITH OTHERS ASSOCIATED WITH PEIRCE COLLEGE

From time to time, students become involved in social relationships while attending Peirce College. While you have a right to say “yes,” you also have an absolute right to say “no.” Consequently, if you feel any unwelcome pressure to become involved with any students, College officers, employees (including faculty members, administration, and staff), or other non-employees with whom you may come into contact and/or interact in connection with your educational experience (such as College contractors, including Co-op employers, the College’s vendors

5 Although not prohibited, the College strongly discourages students from dating (or attempts at dating) or entering into relationships of a romantic or sexual nature with College faculty, administration, or staff who may have the authority to influence, directly or indirectly, any term or condition of their student status. If such a relationship develops, students are encouraged to promptly notify the Dean of Students.
and suppliers), we urge you to use the complaint procedure set forth below.\(^6\)

**COMPLAINT PROCEDURE**

If you believe that you have been unlawfully discriminated against, harassed, or retaliated against by any student, College officer, employee (including faculty members, administration, and staff) or other non-employee with whom you may come in contact and/or interact in connection with their educational experience (such as College contractors, including Co-op employers, the College’s vendors and suppliers), please speak immediately to the Dean of Students, the Senior Vice President, Academic Advancement & Provost, or the College’s Assistant Vice President, Human Resources & Chief Equal Opportunity Officer who is available in the Human Resources Department, 3R Alumni Hall (215-670-9328). Please speak with the person with whom you feel most comfortable.

Upon receipt of the complaint, the College will do the following:

- Conduct a prompt and thorough investigation.
- Disclose allegations only to the extent necessary to conduct the investigation/take corrective action.
- Take corrective action with respect to any student, officer, employee (including a member of the faculty, administration, and staff), graduate, contractor (including a Co-op employer), vendor or supplier, or other non-employee who has engaged in illegal and/or inappropriate behavior, including discipline up to and including termination of his or her relationship with the College.
- Not tolerate any unlawful retaliation against anyone who makes a complaint or serves as a witness, or participates in the College’s investigation.

Students who are not entirely satisfied with how their complaint has been handled, should contact the President & Chief Executive Officer of the College in writing so that he/she can look into the concerns.

**REASONABLE ACCOMMODATIONS**

The College makes reasonable accommodations for students with respect to disabilities as well as religious observances, practices, or beliefs of which it is aware and which do not impose an undue hardship on the College. If a student believes he or 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, who is available at the Mary W. Walker ’33 Center for Academic Excellence, 2 Alumni Hall (215-670-9251). For related information, please refer to the Student Disability Services policy, which appears in **SECTION I** of this Handbook.

**Documentation**

Students requesting reasonable accommodations with respect to disabilities must obtain and provide to Peirce current documentation of their disability before the start of the session in which they are enrolling and requesting an academic adjustment or services. This documentation must support both that a student has a disability as well as the necessity of the requested academic adjustment or services. The primary purpose of this documentation is to determine a student’s eligibility for an accommodation and, if

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\(^6\) If you ask a student, employee, or non-employee with whom you come into contact for a date and the person says “no,” you cannot ask him or her again. Nor can you retaliate against him or her in any way.
VI. EQUAL OPPORTUNITY

eligible, to help the College work interactively with a student to provide appropriate services.

The College is not required, however, to provide accommodations that would result in a fundamental alteration to the nature of the program in which the student is enrolled or seeks to be enrolled, would create an undue financial burden, or which would pose a threat to safety and security.

General documentation requirements include, but are not limited to:

- Documentation must be provided by a licensed or otherwise properly credentialed professional who has no personal relationship (i.e. family member) with the individual but who is knowledgeable about the individual’s disability and/or condition.
- Documentation must be typed or printed, dated, signed and legible with the name, title, and professional credentials of the evaluator on official letterhead and clearly define:
  - the description of the disability (Clear statement of the disability)
  - the description, name, and scores of the tests and assessments used, as appropriate
  - how the condition was diagnosed
  - the current existence of the disability and current need for an accommodation
  - functionality of the individual in an educational setting
  - expected progression or stability of the disability
  - rule-out statement that describes what academic and other functions the disability does not affect
  - recommended accommodations related to functional limitations
  - date of observation

The above criteria are general guidelines only; the type of documentation will vary according to the disability. In addition, in some instances, a student may be requested to provide updated or augmented documentation in order to be reviewed more fully before being considered for services.

In addition, in reviewing a student’s specific accommodation request or the recommendations of an evaluator, the College may find that while the recommendation is clinically supported, it is not the most appropriate accommodation given the requirements of a particular student’s academic program. In addition, the College may also propose accommodations that would be appropriate and useful to the student but which neither the student nor the evaluator have requested.

The College appreciates that student disability records contain personal and confidential information. Such documentation is maintained in a confidential file in office of the Facilitator, Perkins Grant & Student Disability Services Coordinator and is considered part of a student’s education record and will only be disclosed with a student’s permission or as permitted by law (e.g., in the event of a health or safety risk). However, at times, in order to evaluate and/or provide requested or recommended services and accommodations, it may be necessary for the College to disclose disability information provided by a student or a student’s healthcare provider to appropriate College personnel participating in the accommodation process.

If documentation provided by a student does not support the existence of a disability or the need for an accommodation, the student will be advised and will be provided an opportunity to supplement the initial documentation with further information from a physician, psychologist or other appropriate specialist. In the event a student’s accommodation request is denied, a student may appeal that decision by utilizing grievance procedure found under the Student Disability Services policy, which appears in SECTION I of this Handbook.
Peirce College complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, and makes public notification of the law. This “official notice” is incorporated into the Peirce College Student Policy Handbook and is available in the Office of the Registrar and on the Peirce College website http://www.peirce.edu (Student Policy Handbook). In addition, a web message directing students to the “official notice” is posted monthly for all students who log on with their unique ID number and password to https://my.peirce.edu. Students with questions about this notice or about FERPA should contact the College at info@peirce.edu, 215-670-9380, or direct questions to the U.S. Department of Education, c/o Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-5901, 202-260-3887 (http://www.ed.gov/policy/gen/guid/fpco).

The Family Educational Rights and Privacy Act affords students certain rights with respect to their educational records. These rights include:

- The right to review and inspect his/her own education records

A student has the right to inspect and review his/her own educational records within forty-five (45) calendar days of the date the College receives a request for access to the records. A student seeking to inspect and review his/her own educational records must make a written request to the College at info@peirce.edu. The written request must identify the record(s) he/she wishes to inspect. Upon receipt of such written request, the Registrar or his/her designee, shall make arrangements for access and shall notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Dean shall advise the student of the correct official to whom the request should be made.

- The right to request the amendment of his/her own educational records

If a student believes that his/her own educational records contain inaccurate or misleading information or otherwise violates the student’s privacy rights under FERPA, the student may submit a request, in writing, to the Registrar seeking that the College amend the record as requested. The written request should identify the part of the educational record that the student wants changed and should specify why it is inaccurate or misleading or otherwise violates the student’s privacy rights. Within a reasonable time after receiving such written request, the College shall decide to either amend the educational record as requested or shall notify the student that it has decided not to amend the record and that the student has the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.

- The right to provide written consent to the release of personally identifiable information

A student’s personally identifiable information contained in his/her educational record may not be released to a third party, including family members, without written authorization of the student, except to the extent that FERPA authorizes disclosure without such consent.

Disclosure to school officials with legitimate educational interests

One exception that permits disclosure without prior written consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including security personnel and health/ counseling staff and work study students); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Trustees.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional duties for the College.

Directory Information
Another exception that permits disclosure without prior written consent is disclosure of student directory information of current students. The primary purpose of directory information is to allow the College to include this type of information in certain College publications.

The College has designated the following information as “directory information”:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Date and place of birth
- Photograph
- Major field of study
- Dates of attendance
- Level of education
- Degrees, honors, and awards received
- The most recent previous educational agency or institution attended

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent.

A student has the right to advise the College that he/she does not wish the College to disclose any or all of the above-listed directory information without the student’s prior written consent. If a student wishes to exercise that right, the student should contact the College at info@peirce.edu in writing within 30 calendars days of the date of this notification and must specify the type(s) of directory information that the student does not want disclosed without prior written consent.

To obtain a list of all of the circumstances under which disclosure may occur in accordance with FERPA law and regulations, contact info@peirce.edu or visit the U.S. Department of Education, Family Policy Compliance Office (FPCO) website at http://www.ed.gov/policy/gen/guid/fpco.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA

Students may file a written complaint by writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC, 20202-4605.

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7 These laws are: SECTION 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107–110), the education bill, and 10 U.S.C. 503, as amended by SECTION 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107–107), the legislation that provides funding for the Nation’s armed forces.
UNDERGRADUATE LOAN CERTIFICATIONS

The amount of loan money students can borrow depends on their enrollment level at the College and on student status, whether dependent undergraduate, independent undergraduate, or dependent undergraduate whose guardian is unable to get a PLUS Loan. All certificate students are considered first year students. There are two portions to the Stafford Loan, subsidize and unsubsidized.

Loans from the Federal government can be subsidized or unsubsidized long-term, low-interest loans. Under direct lending, the federal government lends funds to eligible students and parents through the higher education institutions they attend.

Subsidized Federal Stafford Loans

These loans are available to full-time and part-time students who demonstrate financial need. The Federal government pays all of the interest on these loans until six months after the student graduates or stops attending college at least half time (6 credits). Borrowing levels are as follows:

- Freshman (0–24 credits) $3,500 per year
- Sophomore (25–60 credits) $4,500 per year
- Junior (61–72 credits) $5,500 per year
- Senior (73–over) $5,500 per year

There is a $31,500 total borrowing limit for dependent undergraduate students and a $57,500 limit for independent undergraduate students, of which no more than $23,000 may be in subsidized loans. Stafford loans are usually disbursed two times per year, typically once in the fall and once in the spring term. If your Stafford loan covers only one term, two disbursement dates are required within that term.

Unsubsidized Federal Stafford Loans

Students who do not demonstrate financial need for the subsidized Stafford Loan may still borrow the same amounts under the unsubsidized Stafford Loan Program.

Unsubsidized loans are available to students who are not eligible for subsidized loans, and to independent students who wish to borrow more than their maximum subsidized amount. The student is responsible for paying all the interest on Unsubsidized Stafford Loans.

Freshmen and sophomores can borrow up to $6,000 per year. Juniors and seniors can borrow up to $7,000 per year. However, a student cannot borrow or receive any form of financial aid greater than his or her total estimated cost of attendance as determined by the college’s financial aid administrators.

Federal PLUS Loan (Parent Loan for Undergraduate Students)

Credit-worthy parents of dependent undergraduate students can borrow money needed to cover the total educational cost of the academic program, minus other financial aid. These loans are not need-based, but are based solely on credit ratings.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) is the term used to denote a student’s successful completion of coursework toward a certificate/degree. Federal regulations require the Financial Aid Office to monitor the progress of each student who matriculates toward certificate/degree programs. Students who fall behind in their coursework, or fail to achieve minimum standards for grade point average and completion of classes, may lose their eligibility for all types of federal aid administered by the Financial Aid Office. Please refer to the Peirce College Academic Progress policy, which appears in SECTION I of the Student Policy Handbook.

Satisfactory Academic Progress Requirements

There are three components in maintaining satisfactory progress. Failure to comply with any one requirement may result in a loss of Title IV Federal Aid and/or PHEAA State Grant eligibility. Each component is detailed below:
1. Maintain a minimum cumulative grade point average of 2.0.

2. Maintain a minimum completion rate for attempted credit hours.

While students are expected to complete all credits attempted for financial aid, each student must complete at least 75% of all credit hours attempted each 14-week term. Students enrolled full-time must complete 21 credits at the end of each 14-week term. Students enrolled ¾ time must complete 15 credits at the end of each 14-week term. Students enrolled ½ time must complete 9 credits at the end of each 14-week term.

3. Complete a degree or certificate program in no more than 150% of the average length of the program.

Students receiving financial aid are subject to the 150% Rule. According to this rule, students who attempt more than 150% of the credit hours needed to graduate from their program of study will be ineligible to receive financial aid. Under this rule, all credits, taken at Peirce or transferred to Peirce, are counted in this 150% rule calculation. Please note this rule applies to all courses taken regardless of how they were paid for (cash, financial aid, tuition reimbursement, etc.). Remedial credits will count in this formula. The formula for the 150% rule calculation is as follows: career credits earned divided by career credits attempted.

At the end of each term, the Financial Aid Office and the Dean of Students will review the progress of each student. Students who have not met all three of the requirements listed above will be notified in writing that they have not achieved Satisfactory Academic Progress. Only courses for which the student received grades of A, B, C, D or P are acceptable grades for Satisfactory Academic Progress. Grades of F, I, or W, are not acceptable. For more information about academic progress notifications, please see the Peirce College Academic Progress, Probation, and Dismissal policies which appear in SECTION I of the Student Policy Handbook.

FINANCIAL AID WARNING, PROBATION, AND APPEALS

Financial Aid Warning
A status assigned to a student who fails to make satisfactory academic progress at the end of each 14-week term (fall, spring, summer). A student will be notified stating that academic performance was not met under the Satisfactory Academic Progress policy. Students may continue to receive financial aid for the following 14-week term despite a determination that the student is not meeting the academic requirements. A letter or email will be sent to the student informing her/him of their current status. After two consecutive 14-week terms of not meeting Satisfactory Academic Progress, a student will be placed on Financial Aid probation.

Financial Aid Probation
Students who fail to make Satisfactory Academic Progress after two consecutive 14-week terms will have their financial aid suspended. Financial aid probation halts all federal, state, and institutional aid. Students will be notified stating that academic performance was not met under the Satisfactory Academic Progress policy. A letter will be mailed or emailed to students informing them of their status and next steps.

Appealing Financial Aid Probation
Students placed on financial aid probation status have the right to appeal. To appeal, students with special circumstances and proper documentation of (i.e., doctor’s notice, death in the family, etc.), may appeal the SAP probation and/or aid eligibility suspension by completing a Satisfactory Academic Progress Appeal Form. This form is available on the student portal at https://my.peirce.edu under the My Finances tab.
The appeal should include the following information:

A statement in the student’s own words explaining why he/she failed to earn the required credits and/or required GPA for two consecutive 14-week terms and actions the student will take, or has taken, to correct or prevent the situation from reoccurring. If the appeal involves a medical reason, documentation from a doctor is required indicating the student is cleared to return to school and the medical condition will not prevent the student from being successful in the future. If the appeal involves exceeding the maximum timeframe, documentation is required from the student’s academic advisor listing the remaining courses needed to complete the degree. Submission of an appeal does not guarantee that financial aid will be reinstated. If an appeal is not received within 15 days of notification, all financial aid will be canceled and a financial aid hold will be placed on the student’s account. No exceptions to this policy will be made.

Approval of Appeal

Once an appeal is approved, financial aid will be reinstated for one additional 14-week term. A student may be required to complete specific courses, reduce course load, and/or complete an education plan when financial aid is reinstated. The student must meet all requirements established to maintain eligibility. Student notification will be forwarded by mail or email with the specific requirements. This information will be provided by a Financial Aid Specialist and/or a Program Advisor.

Denial of Appeal/No Appeal Received

If an appeal is denied or no appeal is received, a student must complete the following steps:

1. Complete a minimum of 6-12 credit hours WITHOUT financial aid from Peirce College or complete 6-12 credits at another institution of higher education, if approved by the student’s Program Advisor. If taking classes at Peirce College, complete an education plan with a Program Advisor.

2. Achieve a minimum GPA of 2.0.

3. Complete 100% of attempted credits.

Once a student has successfully completed the above, he/she should contact the financial aid office for a review to be reinstated. A letter or email will be sent to the student with information about updated status.

INSTITUTIONAL REFUND

A student who is receiving any Title IV financial aid funds is subject to the Return of Title IV Fund policy if the student withdraws from Peirce College after the beginning of the semester and before the semester is completed. This policy is mandated by Federal Regulation (HEA, Section 484B; 34 CFR Part 668; 34 CFR Part 682) and affects those students who received any Title IV funds during the semester of withdrawal (Federal Pell Grant, Federal SEOG Grant, Federal Stafford Loan, Federal Perkins Loan, and Federal PLUS Loan).

When a student registers for courses, a seat in one or more classes is reserved for him/her, and tuition and fee costs are incurred. These charges must either be paid by the student or charged to his/her financial aid awards. It is the responsibility of the student to take advantage of the instructional services that have been reserved. If a student does not want to remain in a particular class and does not want to be liable for the tuition and fees for the course, then he/she must officially drop the course within the drop/add period (100% of tuition will be refunded). If the course is not dropped within the drop/add period, tuition is refunded on the basis of the following schedule:

<table>
<thead>
<tr>
<th>Withdrawal Occurring</th>
<th>Percent of Tuition Charged</th>
<th>Percent of Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or Before First Day of Class</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>During Drop/Add Period</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>After Drop/Add Period</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>
RETURN OF TITLE IV FUNDS WITHDRAWAL

Return of Title IV Funds
A statutory schedule is used to determine the amount of Student Financial Aid (SFA) program funds a student has earned when he or she ceases attendance based on the period the student was in attendance. As a result, the order of return of unearned funds no longer includes funds from sources other than SFA programs.

Students who completely withdraw at or before 60% of the term will be processed through a Return of Title IV Funds Calculation.

The withdrawal date is the date determined from attendance records. If attendance records are not available, the College will use the following:

- The date the student began the withdrawal process prescribed by Peirce College.
- The date the student otherwise provided official notification to Peirce College of the intent to withdraw.

Calculation of Amount of SFA Program Assistance Earned
Percentage completed equals the number of days completed as of the withdrawal date divided by the number of days in the semester or payment period. This percentage is also the percentage of aid earned.

Multiply the percentage of aid earned by the total amount of aid that could have been awarded to the student during the semester or payment period. The resulting dollar amount is the actual dollar amount of earned aid.

Compare the actual dollar amount of earned aid to the amount of aid that had been disbursed to the student.

- If the amount disbursed is less than the amount earned, the student must receive a post-withdrawal disbursement of the unpaid earned aid within 120 days of the date of withdrawal. Earned funds in excess posted to the student's account must be provided to the student. Written notification will be sent to the student and/or parent including the information necessary for the student and/or parent to make an informed decision as to whether the student or parent would like to accept any of the disbursement. This notification will be provided for post-withdrawal disbursements of both Title IV grant and loan funds that are available for direct disbursement. Peirce will send the notification as soon as possible, but no later than 45 calendar days after the date that the College determines that the student withdrew. The notice will identify the type and amount of the Title IV funds that make up the post-withdrawal disbursement and explain that the student and/or parent may decline all or a portion of those funds. In the notification, the College will advise the student and/or parent that he/she has 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If the information is not received, the College may disburse the funds.

- If the amount disbursed to the student is greater than the amount earned, the difference must be paid back to the Title IV programs. The restorations of monies to Title IV programs will be in the following order:
  1. FFELP Unsubsidized Federal Stafford Loans
  2. FFELP Subsidized Federal Stafford Loans
  3. Federal Direct Unsubsidized Stafford Loans
  4. Federal Direct Subsidized Stafford Loan
  5. Federal Perkin Loan
  6. FFELP parent of Grad PLUS Loans
  7. Direct parent or Grad PLUS loans
  8. Federal Pell Grant
  9. Academic Competitiveness Grant
  10. National Smart Grants
  11. Federal SEOG Teach Grants (as of 7/1/2008)
Return of Title IV Formula Using the Worksheet
A statutory schedule is used to determine the amount of Student Financial Aid (SFA) program funds a student has earned when he/she ceases attendance based on the period the student was in attendance. As a result, the order of return of unearned funds no longer includes funds from sources other than SFA programs. The Return of Federal Funds Worksheet and instructions are available online at http://www.peirce.edu/FinancialAid/FinForms.html or may be requested from Student Financial Services.

FEDERAL AND STATE AID PENALTIES FOR DRUG VIOLATIONS
Any student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

<table>
<thead>
<tr>
<th>The possession of a controlled substance:</th>
<th>Ineligibility period is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First offense</td>
<td>1 year</td>
</tr>
<tr>
<td>Second offense</td>
<td>2 years</td>
</tr>
<tr>
<td>Third offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The sale of a controlled substance:</th>
<th>Ineligibility period is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First offense</td>
<td>2 years</td>
</tr>
<tr>
<td>Second offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

A student regains eligibility the day after the period of ineligibility ends or after the completion of a qualified drug rehabilitation program. Any further drug convictions will result in a repeated ineligibility status. Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described below or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify to the Program Manager, Student Financial Services that he/she has successfully completed the rehabilitation program. When a student regains eligibility during the award year, Student Financial Services may award Pell, ACG, National SMART, campus-based aid, and Direct and FFEL loans for the current academic term and any future terms.

Standards for a Qualified Drug Rehabilitation Program
A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Students planning to participate in a drug rehabilitation program must ensure that their selected program meets the qualified drug rehabilitation program standards. After completion of a qualified program, a student may submit his/her certification statement to the Program Manager, Student Financial Services for review. After review, the student will be contacted by the Program Manager, Student Financial Services to discuss his/her eligibility status for receiving state, federal, and/or campus-based aid.
IX. TRANSCRIPT REQUESTS

Peirce College has authorized the National Student Clearinghouse (NSC) to provide transcript ordering via the Web. Transcript orders will be transmitted electronically to Peirce College from NSC and will be processed by the Office of the Registrar. Peirce College will not fax official transcripts under any circumstances. The College will not accept requests made by telephone or electronic mail. Transcripts are released only with the written permission of the student. All financial obligations must be met in order to receive an official transcript. If there are outstanding financial obligations on a student’s record, Peirce will only forward an unofficial transcript until payment has been made. The student will be notified if a financial hold exists.

Students can order official transcripts using any major credit card; the credit card will only be charged after the order has been completed. The fee per transcript ordered is $5.00. To order a transcript from Peirce College please click on the following link, http://www.peirce.edu/AdvisingRegistration/TranscriptRequest.aspx.

Requests made by family for a transcript of a deceased person are honored if proof of death, such as a death certificate, is provided. To make this request, please contact the Office of the Registrar at 215-670-9380.
Peirce College offers several different payment options. They are as follows:

- Payment in full prior to the start of each session.
- Payment plan set up through the duration of the semester without a credit card on file. Notification prior to due date is emailed to students. (A $35 fee is charged for this service.) Students participating in the payment plan option must sign a payment installment agreement.

A valid credit card must be on file in the Business Office as a guarantee of payment for the following options:

- Payment Plan — set up through the duration of a 14-week term with a valid credit card. The credit card on file is charged on the agreed upon dates without prior notification.
- Tuition Reimbursement — available to students who have the option of being reimbursed by their employer once they submit a paid receipt and the grade. A valid credit card is charged at the end of each course. A paid receipt is then mailed to the student to submit to their employer for reimbursement.
- Tuition Deferment — available to students who have the option of being reimbursed by their employer once they submit an invoice and the grade. An invoice is mailed at the end of the drop/add period of each session. Payment is made to the College upon receipt of the funds from the employer.
- Direct Billing — available to students who receive tuition assistance from their employers through a voucher system. Tuition vouchers are submitted to the Business Office prior to the start of each session.

Forms for the above mentioned options can be accessed through the following link:
https://my.peirce.edu.

It should be noted that all payments are to be in U.S. dollars (cash, check, money order, or credit card). It is the policy of Peirce College that all tuition payments are nonrefundable after the Drop/Add period for each session.

**Failure to Comply**

Peirce College expects its students to honor their financial obligations, repaying tuition balances in accordance with the payment plan to which they have agreed. The College reserves the right to drop students who are delinquent in their payments from upcoming classes. The College also reserves the right to deny access to the online component of classes for students who are delinquent in their payments. Students are financially obligated to pay the costs of any unreturned library materials. Financial aid funds cannot be used to cover the costs of unreturned library materials. In the event that a student fails to satisfy his/her financial obligations to the College by incurring a past due balance, the student must contact the College immediately to make payment arrangements and to sign a promissory note. If a student’s past due balance has had no activity for a three-month period, the College reserves the right to administratively dismiss the student and to assign the student’s account to a collection agency or to an attorney. A student who has been administratively dismissed will be eligible for reinstatement only after he/she has paid his/her balance in full. If a student’s account is assigned to a collection agency or to an attorney, the student will be liable for the past due balance as well as for accrued interest and any collection or attorney fee that may be incurred. Students will not be permitted to participate in the commencement ceremony or receive official transcripts and diplomas unless all financial obligations are met.
Tuition and Fees for the 2011–2012 Academic Year

Peirce College offers one of the lowest private college tuition costs in the nation. Moreover, we do not charge additional for our online courses or increase tuition for out-of-state students.

- The majority of courses are 3 credits.
- The cost of each credit is $495.
- The technology fee per 3-credit course is $105.
- Total cost per 3-credit course is $1,590.

Related Costs

- Credit by Exam (per course) $350
- Credit for Work Experience (per course) $350
- Credit for Portfolio Assessment (per course) $350
- Course Audit fee $200
- Technology fee (per 1-credit course) $70
- Graduation fee $75
- Non-refundable application fee $50
- Payment Plan fee (per term) $35
- Return Check fee (per check) $25
- Transcript fee (per transcript) $5
- Late Payment fee (per month for balance due) 1%

Cost of Attendance

If you intend to apply for financial assistance, please review the Cost of Attendance guidelines for student eligibility for Financial Aid.

The Approximate 2011–2012 Costs of Attending Peirce College are:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$495 per credit hour</td>
</tr>
<tr>
<td>Fees</td>
<td>$105 per course</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$150 per course (approximate)</td>
</tr>
<tr>
<td>Room and Board*</td>
<td>$5,000 over 12 months</td>
</tr>
<tr>
<td>Applicable Transportation Costs (such as Commuting)</td>
<td>$1,500 over 12 months</td>
</tr>
<tr>
<td>Additional Program Costs</td>
<td>$1,500 for all majors</td>
</tr>
</tbody>
</table>

*Room and Board costs are used for budgeting Financial Aid for commuter and off-campus students. Peirce College does not provide on-campus housing.

This is an estimated budget that is subject to change once finalized.
EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Peirce College values the safety of its students, faculty, administration, and staff. In the event of an emergency, Peirce College will respond immediately and appropriately by using timely warning, lock down, shelter in place, and/or evacuation procedures as described below. Under the direction of campus security and/or other designated College personnel such as, the Chief Auxiliary Services Officer, emergency response procedures will be enacted. In the event that emergency procedures are enacted, the College will provide timely and ongoing updates to the College community as appropriate.

On a biannual basis, the College will conduct testing for emergency response and evacuation procedures. Notification of scheduled testing of the emergency response and evacuation procedures will be shared with the College community, through the College email system, student portal at https://my.peirce.edu, or the College website at http://www.peirce.edu, Documentation of the testing of emergency response and evacuation procedures, which will entail a description of the exercise, date, time, a copy of the announcement and meeting notes after assessing the test, will be placed on file in the Office of the Chief Auxiliary Services Officer.

In consultation with local police, fire officials, campus security and/or members of Peirce’s emergency response team, the Chief Auxiliary Officer will confirm an emergency. Once a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, administration, and/or staff has been confirmed by the Chief Auxiliary Services Officer or designee, the College will use the following procedures:

1. Determine the appropriate segments or segments of the campus community to receive the emergency notification

2. Under the direction of the Chief Auxiliary Services Officer, Assistant Vice President of Marketing and Communications, and/or the Dean of Students, determine the content of the notification

3. Initiate the timely warning and emergency notification procedures

4. Provide detailed follow up information through any of the means listed in the timely warning and emergency notification section

5. Document the use of emergency procedures (date, time, description of procedures enacted will be kept on file in the Office of the Chief Auxiliary Services Officer)

TIMELY WARNING AND EMERGENCY NOTIFICATION

In the event that a situation arises, either on or off campus, that in the judgment of the College, constitutes an emergency or dangerous situation involving an immediate, ongoing, or continuous threat to the health or safety of students, faculty, administration, and/or staff, a (campus wide) “timely warning” (emergency notification) will be issued without delay while taking into account the safety of students, faculty, and staff. The only exception is if the warning will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or mitigate the emergency. This warning will be issued through the College email system, public address system, student portal at https://my.peirce.edu, the College website at http://www.peirce.edu, or other means deemed appropriate by the College. For more information on timely warning, please review the Timely Warning and Emergency Notification policy, which appears in SECTION XI of this Handbook.

The following emergency procedures are also provided on the Peirce College website at http://www.peirce.edu/About/Compliance and on the student portal at https://my.peirce.edu under the Student Services tab.
LOCK DOWN
This means there is an immediate threat to the College. This is a complete classroom and College lockdown.

1. Notification will be provided to the College community via email, through the College email system, public address system, student portal at https://my.peirce.edu, the College website at http://www.peirce.edu, or other means deemed appropriate by the College.

2. Under the direction of the Chief Auxiliary Services Officer, campus security, or other designated personnel, individuals will be instructed to:
   a. Move all students, staff and identified visitors into the nearest classroom, office or secure room.
   b. Lock all interior and exterior doors.
   c. Turn off all lights.
   d. Move all students, staff and visitors away from windows and doors.
   e. Have everyone crouch down and remain quiet. Anyone who is physically unable to crouch down may use a low chair.

Anyone who uses wheelchairs should remain in their wheelchairs. If a person is out of the wheelchair at the time of lockdown, efforts should be made to assist the person back into the wheelchair unless doing so jeopardizes safety.

Staff members who are working with students outside the usual classroom should remain in or go to the closest safe location.

Moveable furniture can be used as a buffer between students and doors/windows.

If an ID card is not displayed, it will be assumed that the assailant is present in that room and a police emergency response team will enter.

SHELTER IN PLACE/LOCK OUT
This represents a process that prevents unauthorized personnel from entering the College and requires all occupants to remain inside the College for their safety. All doors are locked and entrances are monitored by campus security. This allows the College to maintain normal business operations but curtails outside activity. This procedure is typically used when there is a civil disturbance outside of the College premises. The following steps will be taken in these instances:

1. Notification will be provided to the College community through the Peirce College email system, public address system, student portal at https://my.peirce.edu, the Peirce College website at http://www.peirce.edu, or other means deemed appropriate by the College.

2. Under the direction of the Chief Auxiliary Services Officer, campus security, or other designated personnel will lock all exterior doors, and be posted near the entrances/exits of the building to prevent entry or exit except in the case of fire. They will instruct everyone on campus through the public address system to remain inside the campus and not leave the building until further notice. Individuals, present inside the campus, will be instructed to:
   a. Continue with daily activities inside the campus.
   b. Be vigilant and immediately report any suspicious activity to Security at 215-670-9284 or from a campus phone by dialing extension 9444.
   c. Not, under any circumstances, enter or exit the building until authorized to do so by emergency personnel.

3. Once the situation has been safely resolved and it has been determined to unlock the campus, the Chief Auxiliary Services Officer or his designees will notify everyone through the public address system to resume normal activity.

4. Campus security will unlock all doors.
EVACUATION
This represents a process by which all occupants are required to immediately exit the College.

1. Campus Security on duty is responsible for contacting the Chief Auxiliary Services Officer to inform him of the type of emergency and receive further instructions. With the exception of the fire alarm system being activated, the Chief Auxiliary Services Officer will make the decision whether or not to evacuate in conjunction with law enforcement and/or the fire department.

2. Notification of all personnel and students to evacuate the building will be given by sounding the fire alarms and via the public address system.

3. Floor wardens will be responsible for instructing students, staff and visitors to form a single line and proceed immediately into the fire exits staying on one side of the staircase and leaving the other side open for fire fighters and equipment.

4. Each fire warden is responsible for the evacuation of their assigned area, to include restroom checks and the assistance of any disabled employees or visitors in their space.

5. All faculty are floor wardens and are responsible for making sure students are safely evacuated.

6. Faculty are responsible for closing their classroom doors and taking their class lists when exiting the classroom.

7. Staff floor wardens are responsible for the safe exit of employees and visitors in their assigned areas.

8. Under no circumstances shall any individual be allowed to enter the facility unless the Fire Chief or Police Official has given the “all clear”, and the client representative has directed reentry.

9. Elevators ARE NOT TO BE USED under any circumstances should the following conditions exist:
   a. Fire (contained to this facility)
   b. Natural Gas Leaks (inside the facility)

Note: If an evacuation is under way due to an emergency OUTSIDE the facility, elevators MAY BE USED.

10. All individuals present are requested to maintain a calm demeanor during the evacuation as this will help to maintain order during the evacuation process. They are also requested to ensure all necessary doors have been unlocked and not tie up telephone lines.

11. When exiting the building, individuals should go to the following evacuation gathering locations:
   - If exiting the building from Alumni Hall, proceed south on 15th St. to Lombard St.
   - If exiting the building from College Hall onto Pine St. or Waverly St. proceed east to Broad St.

Once you arrive at the evacuation gathering location, please await further instructions from campus security.

12. Campus Security will remain in the lobby area to ensure the safe evacuation of the facility and to assist emergency personnel as needed. Once it has been determined the campus is clear, all personnel must evacuate the buildings.

13. The College’s Building Engineer and the Chief Auxiliary Services Officer will coordinate with the Fire Department and/or Law Enforcement in assisting them with floor plans and critical utility service locations.

ALCOHOL AND ILLEGAL DRUGS
Peirce College maintains a strong commitment to programs that promote the health, well-being, and safety of its students and the security of its premises. Consistent with this commitment, the College has established this policy governing the unlawful use, consumption, possession, selling, distribution, dispensing, and manufacture of alcoholic beverages and illegal drugs.

Prohibited Conduct
With regard to alcoholic beverages, students of Peirce College are prohibited from the following:
• Using, consuming, possessing, selling, distributing, dispensing, or manufacturing alcoholic beverages while on the premises of the College and while off-campus participating in any College-sponsored activity or event.\(^8\)

• Storing any alcoholic beverages in a locker, automobile, or other repository on College premises.

• Being under the influence of alcoholic beverages while on the premises of the College or while off-campus participating in any College-sponsored activity or event.

With regard to illegal drugs, Peirce College prohibits its students from the following:

• Using, consuming, possessing, selling, distributing, dispensing, or manufacturing illegal drugs while on the premises of the College and while off-campus participating in any College-sponsored activity or event. For the purposes of this policy, the term illegal drugs includes the following:
  — Any chemical substance the manufacture, use, possession, or sale of which is prohibited by law as listed in Schedules I through V of Section 202 of the federal Controlled Substance Act (21 U.S.C. § 812) or any controlled substance the possession, manufacture, distributions, sale, or acquisition by misrepresentation of which is prohibited under the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act (35 Pa. C.S.A. 780-101 et seq.).
  — Any legally-dispensable controlled substance, or prescription (medications available only as prescribed by a licensed physician) obtained through fraud, deceit, misrepresentation, subterfuge, forgery, or alteration of a prescription, or used by any individual other than the person for whom it was prescribed.
  — Any over-the-counter medication capable of impairing one’s alertness and/or physical or mental reflexes that is taken for purposes of abuse or misuse.
  — Inhalants, such as chemical thinners, aerosol lacquers, and certain types of glues that can impair mental faculties and produce medical problems.

• Storing any illegal drug in a locker, automobile, or other repository on College premises.

• Being under the influence of illegal drugs while on the premises of the College or while off-campus participating in any College-sponsored activity or event.

In addition, members of the College community (including former students or graduates) while on College premises or while off campus participating in any College sponsored activity or event are expected to conduct themselves in compliance with this policy as well as conduct themselves in a manner in which they do not cause harm to themselves or others, and that they neither break laws nor contribute to the negligence of others. The College reserves the right to revoke College privileges in such circumstances.

**Penalties**

A student found to be in violation of any provisions of this policy will be subject to disciplinary action under the Code of Student Conduct which may range from required counseling to disciplinary warnings to suspension or expulsion.

In addition, a student may be subject to criminal prosecution under applicable federal, state, and local laws. A description of the applicable legal sanctions under local, state, and federal law for the unlawful possession or distribution of illegal drugs and alcohol is available within this section of the Handbook as well as on the website of the Pennsylvania Liquor Control Board: http://www.lcb.state.pa.us.

Further, any alcoholic beverages found on College premises will be confiscated and destroyed, and any

\(^8\) For purposes of this policy, the “premises” of the College includes 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.
Illegal drugs found on College premises will be turned over to the appropriate law enforcement authorities.

If the College reasonably suspects a student is involved with alcohol or illegal drugs in violation of this policy, the student may be required to submit to drugs and/or alcohol testing. A student’s failure to submit to the requested testing is a violation of this policy and will be grounds for disciplinary action up to and including suspension or expulsion. However, such test need not be administered when Peirce College has independent proof that this policy has been violated.

If the College reasonably suspects that a student is involved with alcohol or illegal drugs in violation of this policy, the student may be required to submit to a search of his or her clothing, belongings, and/or possessions, including his or her vehicle, if it is parked on College premises. A student’s refusal to submit to a search under these circumstances may also subject the student to disciplinary action.

For information on financial aid penalties for drug violations, please refer to Federal and State Aid Penalties policy, which appears in SECTION VIII of this Handbook.

**Peirce College’s Commitment to Health Education, Counseling, and Treatment**

The College is committed to providing educational programs and counseling to students or alumni concerning the risks associated with alcohol and illegal drug use and/or abuse. Information on the health risks associated with alcohol and drug use and abuse are available at Mary W. Walker ’33 Center for Academic Excellence (215-670-9251) and within this section of the Handbook.

Students and alumni in need of confidential drug or alcohol counseling may find out about local programs and resources by contacting a counselor in the Mary W. Walker ’33 Center for Academic Excellence (215-670-9251) or by referring to SECTION XI of the Handbook.

In addition, the College is committed to providing every student or graduate with alcohol and drug education from multiple resources during student orientation programs. Additionally, the Mary W. Walker ’33 Center for Academic Excellence (215-670-9251) will provide resources and programs that promote drug and alcohol awareness.

**Annual Review**

The following departments will be represented on the College’s Drug and Alcohol Policy Review Team: Academic Advancement, Student Financial Services, Program Advising, Human Resources and the Mary W. Walker ’33 Center for Academic Excellence. The Team will review this policy annually to determine its effectiveness and recommend any necessary changes.

**ALCOHOL, DRUG USE, AND LEGAL SANCTIONS**

The following is a summary of significant legal sanctions under local, state, and federal law for the unlawful possession or distribution of illegal drugs and alcohol. In addition, any student who is convicted under state or federal law involving the possession or sale of a controlled substance will be ineligible for federal student financial aid for specific periods of time, depending upon the nature and number of the offense(s).

**ALCOHOL**

The Pennsylvania Vehicle Code as well as the Pennsylvania Crimes Code provides penalties pertaining to the possession and distribution of alcohol. Prohibitions include, among other things the following:

**The Pennsylvania Vehicle Code, 75 Pa. C.S.A. § 3101 et seq.**

- Pennsylvania has set .08% Blood Alcohol Content (BAC) as the legal limit for driving under the influence convictions.
- This law prohibits, among other things, a driver in any vehicle from consuming any controlled substance or having an open container of alcohol in the vehicle while the vehicle is in operation on any highway in Pennsylvania. Violations under this law range from requires fines to imprisonment as well as revocation of driving privileges.
The Pennsylvania Crimes Code, 18 Pa.
C.S.A. § 5505 et seq.

- **Public Drunkenness** — A person is prohibited from appearing in public manifestly under the influence of alcohol to the degree that he/she may endanger himself/herself or other persons or property or annoy other persons in the vicinity. Penalties range from a fine of up to $300 to imprisonment for up to 90 days.

- **Misrepresentation of Age** — Individuals are prohibited from misrepresenting one’s age knowingly and falsely, in order to obtain liquor or malt or brewed beverages. Penalties also include suspension of license from 90 days to two years. It is also a crime to knowingly, willfully, and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of $300 and imprisonment for up to one year.

- **Purchase, Consumption, Possession, or Transportation of Liquor or Malt or Brewed Beverages by a Minor** — Minors are prohibited from attempt to purchase, consume, possess, or knowingly transport such beverages. Penalties range from fines of up to $300, imprisonment of up to 90 days, and license suspension of 90 days for first offenses; penalties for three or more offenses are up to $500 in fines, imprisonment of up to one year, license suspension for up to two years.

- **Prohibited Sale to Minors** — It is a crime to intentionally and knowingly sell, furnish, or purchase with intent to sell or furnish, any liquor, malt, or brewed beverages to minors. Penalty for a first violation is $1,000; $2,500 for each subsequent violation; and imprisonment for up to one year for any violation.

- **False Identification Cards** — It is a crime to intentionally, knowingly, or recklessly to manufacture, make, alter, sell, or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is $1,000 for first violation; $2,500 for subsequent violations; and imprisonment for up to two year for any violation. It is also a crime to possess a false identification card or for a minor to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card.

Supplemental information may also be found at the website for the Pennsylvania Liquor Control Board, http://www.lcb.state.pa.us.

**ILEGAL DRUGS**

Numerous laws pertain to the distribution and possession of illegal drugs. These include the following:

- **The Controlled Substance, Drug, Device and Cosmetic Act**, 35 Pa. Cons. Stat. § 780-101 et seq., prohibits, among other things, the manufacture, sale, distribution, or possession of any controlled substance. Penalties under the Act range in severity depending on the act committed and the controlled substance involved. First time violators may be sentenced to imprisonment for up to one year, ordered to pay a fine up to five thousand dollars ($5,000), or both. Repeat offenders may be sentenced to imprisonment for up to three years, ordered to pay a fine up to twenty-five thousand dollars ($25,000), or both.

- **The Pharmacy Act**, 63 Pa. Cons. Stat. § 390-8, prohibits any person from, among other things, procuring or attempting to procure any drug through fraud, deceit, misrepresentation, subterfuge, by forgery or alteration of a material fact, or by the use of a false statement in any prescription. Any person who violates the Act may be sentenced to imprisonment for up to one year, ordered to pay a fine up to five thousand dollars ($5,000), or both. For each subsequent offense, an individual may be sentenced to imprisonment for up to three years, ordered to pay a fine up to ($15,000), or both.

- **The Federal Controlled Substances Act**, 21 U.S.C. § 801 et seq., prohibits, among other things, the manufacture, distribution, distribution,
dispensing, or possession, with intent to manufacture, distribute, or dispense, of a controlled substance. Penalties under the Act range in severity depending on the type and quantity of the controlled substance involved. The maximum penalties for individuals include life imprisonment, a fine of four million dollars ($4,000,000), as well as possible additional penalties. Penalties are increased for repeat offenders. Double penalties apply when the violation of the law takes place within one thousand feet of the property of a school or college. The penalty for simple possession is a sentence of a term of imprisonment for up to one year, a fine up to one thousand dollars ($1,000), or both.

HARMFUL EFFECTS OF ALCOHOL AND DRUG USE

**Alcohol**

**Long Term Health Risks**
- Hepatitis or cirrhosis of the liver
- High blood pressure
- Stroke
- Ulcers and inflammation of the stomach
- Cancer, including breast cancer and those of the head and neck
- Birth defects to infants of pregnant women

**Immediate Effects**
- Decreased respiration rate
- Impaired judgment
- Loss of coordination
- Risk of asphyxiation due to vomiting

**Social Effects**
- Decreased academic and professional productivity
- Increased likelihood of automobile accidents
- Difficulty maintaining relationships
- Impaired judgment in public and social situations

For more information about alcohol abuse and prevention, please visit http://www.collegedrinkingprevention.gov/.

**Marijuana**

**Long Term Health Risks**
- Heavy cough
- Lung infections
- Respiratory tract and lung cancer
- Decreased immuno response
- Heart attack

**Immediate Effects**
- Increased heart rate
- Short term memory loss
- Impaired judgment
- Loss of coordination

**Heroin**

**Long Term Effects**
- Addiction
- Arthritis
- Infection of the heart valves
- Collapsed veins
- Contraction of infectious disease such as hepatitis or AIDS

**Immediate Effects**
- Decreased respiration
- Nausea
- Confusion
- Decreased sensation of physical pain

**Cocaine**

**Long Term Health Effects**
- Irregular heartbeat
- Increased likelihood of heart attack
- Strokes
- Seizures
- Nausea
- Respiratory infections and failure
- Paranoia
- Auditory hallucinations

**Immediate Effects**
- Increased energy
- Decreased appetite
- Increased body temperature
- Dilated pupils
- Increased heart rate
Hallucinogens and Disassociative Drugs

Long Term Health Effects
- Abnormal heart beat
- Decreased breathing rate
- Withdrawal symptoms
- Psychotic episodes long after use

Immediate Effects
- Intense mood swings
- Separation from reality
- Increased appetite
- Increased heart rate
- Nausea
- Sweating
- Dizziness
- Numbness
- Tremors
- Muscle contractions

Inhalants

Long Term Effects
- Hearing loss
- Spasms or neuropathy
- Bone marrow damage
- Brain damage
- Damage to the central nervous system
- Kidney failure
- Depression
- Muscle weakness

Immediate Effects
- Increased heart rate
- Feeling of warmth
- Muscle weakness
- Impaired judgment
- Agitation
- Excitability
- Lowering of inhibitions
- Loss of sensation
- Lack of coordination

Additional Drug and Alcohol Prevention Resources

The Pennsylvania Department of Health refers people to the Network of Drug and Alcohol Single County Authorities (SCA), which is responsible for coordinating all alcohol and other drug prevention, intervention, and treatment efforts.

The Philadelphia SCA gives the following contact information for people seeking treatment for Drug & Alcohol abuse:

- People on medical assistance from the state of PA, call 1-888-545-2600
- People without medical assistance, call 215-546-1200
- People with private insurance should contact their insurer for information.

For information about local self-help meetings contact:

- Alcoholics Anonymous (www.sepennaa.org) call 215-923-7900
- Adult Children of Alcoholics (www.adultchildren.org) call 215-225-2780
- Al-Anon-Alateen (http://www.al-anon.alateen.org) call 215-222-5244 (for family and friends of alcoholics)
- Nar-Anon (www.na.org) call 215-440-8400 (for family and friends of drug addicted persons)
- Cocaine Anonymous (www.ca.org) call 215-333-7798

Local substance abuse treatment centers include:

Diagnostic and Rehabilitation Center
Main Clinic
229 Arch Street
Philadelphia, PA 19106
215-625-8060
- Primary Focus: Mix of mental health and substance abuse services
- Services Provided: Substance abuse treatment

For more information about drug abuse and prevention, please visit http://www.drugabuse.gov/.
• Type of Care: Outpatient, partial hospitalization/day treatment, non-hospital residential (24 hour)
• Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, women, men, criminal justice clients
• Forms of Payment Accepted: Self payment, Medicaid, military insurance (e.g., VA, TRICARE)

Family Center of Thomas Jefferson University
Specialized Program for Pregnant Women
1201 Chestnut Street
11th Floor
Philadelphia, PA 19107
215-955-8577
• Primary Focus: Substance abuse treatment services
• Services Provided: Substance abuse treatment, Methadone/LAAM Maintenance
• Type of Care: Outpatient
• Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, Pregnant/postpartum women, women
• Forms of Payment Accepted: Self payment, Medicaid, Medicare, private health insurance
• Payment Assistance: Payment assistance
• Special Language Services: Spanish

Family Preservation Program
26 S. 40th Street
Philadelphia, PA 19104
215-596-8300
• Primary Focus: Substance abuse treatment services
• Services Provided: Substance abuse treatment
• Type of Care: Outpatient
• Special Programs/Groups: Women
• Forms of Payment Accepted: Self payment, Medicaid, Medicare

Horizon House
Outpatient Substance Abuse Program
120 South 30th Street, 5th Floor
Philadelphia, PA 19104
215-386-5128 x524
Intake: 215-386-5128
Website: http://pennsylvania.drugrehab101.com/clinicDetails_9414.html
• Primary Focus: Substance abuse treatment services
• Services Provided: Substance abuse treatment
• Type of Care: Outpatient
• Forms of Payment Accepted: Self payment, Medicaid

Jefferson Intensive Outpatient
111 South 11th Street
Philadelphia, PA 19107
215-955-6000
Website: http://www.jeffersonhospital.org/departments-and-services/adult-outpatient-psychiatry-services.aspx
• Primary Focus: Substance abuse treatment services
• Services Provided: Substance abuse treatment
• Type of Care: Outpatient
• Special Programs/Groups: Criminal justice clients
• Forms of Payment Accepted: Self payment, Medicaid
• Payment Assistance: Sliding fee scale (fee is based on income and other factors)

Jefferson Outreach Drug/Alcohol Program
833 Chestnut Street, 2nd Floor Suite 210-E
Philadelphia, PA 19107
215-955-8856
• Primary Focus: Substance abuse treatment services
• Services Provided: Substance abuse treatment
• Type of Care: Outpatient
• Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, Gay and lesbian, seniors/older adults, pregnant/postpartum women
• Forms of Payment Accepted: Self payment
• Payment Assistance: Sliding fee scale (fee is based on income and other factors)

**John F Kennedy MH-MR Center**
Walk In Clinic
112 North Broad Street
Philadelphia, PA 19102
215-568-0860
• Primary Focus: Substance abuse treatment services
• Services Provided: Substance abuse treatment
• Type of Care: Outpatient
• Special Programs/Groups: Adolescents, persons with co-occurring mental and substance abuse disorders, women, men, criminal justice clients
• Forms of Payment Accepted: Self payment, Medicaid, Medicare, private health insurance
• Payment Assistance: Sliding fee scale (fee is based on income and other factors), payment assistance
• Special Language Services: Spanish

**Northeast Treatment Centers**
Spring Garden Counseling Center
499 N. 5th Street, Suite B and C
Philadelphia, PA 19123
Hotline: 800-820-0703
• Primary Focus: Substance abuse treatment services
• Services Provided: Substance abuse treatment
• Type of Care: Outpatient
• Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, women, men, criminal justice clients
• Forms of Payment Accepted: Self payment, Medicaid, Medicare, private health insurance
• Payment Assistance: Sliding fee scale (fee is based on income and other factors)

**Rehab After Work**
1420 Walnut Street
Suite 500
Philadelphia, PA 19102
215-546-2200
Website: http://www.rehabafterwork.com
• Primary Focus: Substance abuse treatment services
• Services Provided: Substance abuse treatment
• Type of Care: Outpatient
• Special Programs/Groups: Adolescents, DUI/DWI offenders
• Forms of Payment Accepted: Self payment, private health insurance
• Special Language Services: French, German

**Wedge Medical Center**
Substance Abuse Services
2009 South Broad Street
Philadelphia PA 19148
Phone: 215-271-2200
Website: http://alcoholism.about.com/od/tx_pa/qt/pa321.htm
• Primary Focus: Mental health and substance abuse services
• Services Provided: Substance abuse treatment
• Type of Care: Outpatient, partial hospitalization/day treatment
• Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, women, men, DUI/DWI offenders, criminal justice clients
• Payment Accepted: Self payment, private health insurance
• Payment Assistance: Sliding fee scale based on income and other factors
• Special Language Services: Spanish
Other resources include:

**Caron Philadelphia**
450 Plymouth Road, Suite 301
Plymouth Meeting, PA 19462
610-743-6565
800-854-6023
Website: www.caron.org

Caron is a nationally recognized non-profit provider of alcohol and drug addiction treatment. Caron has more clinical programs to meet the specific needs of each patient regardless of their age, gender, or severity of their addiction than any other treatment center in the United States. With experience in treating co-occurring disorders, Caron offers the most comprehensive treatment programs for adolescents, young adults, adults and their families. All of Caron’s programs are staffed by full-time professionals to ensure each patient receives an individualized treatment team, consisting of a psychologist, addiction counselor, medical staff, and pastoral counselors. Caron treats people with chemical addictions of every type: alcohol, drugs such as heroin, cocaine, marijuana and prescription medicines; as well as substances such as inhalants.

**Women for Sobriety, Inc.**
215-536-8026
Website: www.womenforsobriety.org

Women for Sobriety, Inc. is a non-profit organization dedicated to helping women overcome alcoholism and other addictions. Our “New Life” program helps achieve sobriety and sustain ongoing recovery.

** NON-VIOLENCE **

Although the College cannot eliminate the possibility that violence or other troubling disturbances may occur, Peirce College, with the help of the College community, can minimize the possibility that these types of events will happen. The College has established guidelines to minimize exposure to acts and threats of violence.

All current students, officers, faculty members, managers, supervisors, employees, alumni, and visitors (including, but not limited to, contractors and vendors) are issued Peirce College identification cards for entering campus buildings and events, as well as to access College services. All College students, officers, faculty members, managers, supervisors, employees, alumni, and visitors may be required to produce proper photo identification upon request from Security or a College official when on College premises. Periodic identification checks may be made for the safety of the campus community.

College premises includes 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 grounds and parking areas adjacent to these buildings; and vehicles owned or leased by Peirce College.

All students, as well as all officers, faculty members, managers, supervisors, employees and alumni, contractors, vendors, and suppliers of Peirce College, are prohibited from the following:

- **Possessing or concealing a weapon while on the premises of the College or while participating in any off-campus College-sponsored activity or event.** For the purposes of this policy, a weapon is defined to include guns, rifles, firearms, knives, explosives, bombs, and any and all other similar items. In the case of guns, rifles, and other firearms, it is irrelevant and no defense that the gun, rifle, or firearm is not loaded and/or that the person in possession
of the firearm has a license to carry such object. Further, you may not convert to a weapon any instrument, tool, or other item regularly used at the College, and such a conversion constitutes a violation of this rule. This policy will be enforced regardless of whether the weapon is in any way licensed. Any weapon or firearm discovered on Peirce College property or at a Peirce College off campus activity will be promptly confiscated and turned over to the local Police Department.

- Threatening to harm any student, officer, faculty member, manager, supervisor, employee, or graduate of the College or any other person doing business with and/or associated with the College. Such threats may be written or oral, expressed, or implied. The fact that a threatening comment may have been made “in jest” is no defense to behavior prohibited by this policy.

- Physically assaulting, attacking, or otherwise intentionally causing injury to any student, officer, faculty member, manager, supervisor, employee, or graduate of the College or any other person doing business with and/or associated with the College. As a narrow exception to this rule, an individual may use physical force in self-defense under circumstances in which he/she cannot withdraw safely from a dangerous or threatening situation without the use of such force.

- Sexually assaulting any student, officer, faculty member, manager, supervisor, employee, or graduate of the College or any other person doing business with and/or associated with the College. For related information, please refer to the Sexual Assault Awareness, Prevention, and Response policy, which appears in this section of the Handbook.

- Threatening to cause damage to property belonging to the College, to any student, officer, faculty member, manager, supervisor, employee, or graduate of the College, or to any other person doing business with and/or associated with the College. Again, the fact that a threatening comment may have been made “in jest” is no defense.

- Intentionally damaging or destroying property belonging to the College, to any student, officer, faculty member, manager, supervisor, employee, or graduate of the College, or to any other person doing business with and/or associated with the College, regardless of when or where this prohibited behavior occurs.

The prohibitions set forth above apply to actions directed not only toward students, officers, faculty members, managers, supervisors, employees, and alumni of the College, as well as all other persons doing business with and/or associated with the College, but also toward persons associated with these individuals (for example, members of a student’s or employee’s family). Any student who violates any of the prohibitions set forth above, will be subject to disciplinary action under the Student Disciplinary System. Violations of the Safe Campus Program may be punishable by any of the following penalties: expulsion, suspension, monetary penalty, mandatory counseling, community work, required education program, or other penalties deemed appropriate by the College. In addition, students should be aware that violations may result in the reporting of incident to police or other authorities as well as action. Alumni found in violation of any provisions of this policy may have their alumni privileges revoked.

Students should report immediately to Security any violation of this Policy or other event that results in a dangerous or threatening situation. Students at the 1420 Pine Street campus can reach Security Services by using the telephones located by the elevators on each floor of College Hall or by using the telephones inside the elevators of College Hall and Alumni Hall, or by dialing extension 9444 from any telephone on campus. Students at any site other than the 1420 Pine Street campus should immediately contact the local area police.
Because the responsibility for ensuring the safety and security of the College’s environment is something that is shared, the College needs to be alerted to potential problems. Students should speak immediately with faculty during class or with the College’s Chief Auxiliary Services Officer; the Dean of Students; or the Senior Vice President, Academic Advancement & Provost if any of the following happens:

- Students feel intimidated or threatened, verbally or physically, by a fellow student, officer, faculty member, manager, supervisor, employee, graduate of the College, or any person doing business with or associated with the College.
- Students feel intimidated or threatened, verbally or physically, by an individual independent of your relationship with the College but feel that this individual may look for you at the College.
- Students are aware of the presence on or near our premises of an individual who they believe has no appropriate reason for being there.
- Students are aware of any other action, situation, or occurrence in which they believe may threaten personal safety or the well-being of others.
- Students have ideas as to ways to make the College’s environment safer.

The College will disclose information you have reported and which is related to the situations described above to the extent necessary to conduct an adequate investigation and/or to take appropriate corrective measures. Moreover, the College prohibits retaliation against a student who, in good faith, registers a complaint or brings such information to the College’s attention.

For the safety of students, faculty, staff, and administration, the College may determine it necessary to “Lock Down” or “Shelter in Place” access to the building. When this is implemented, all entrances and exits will be locked to prevent intruders from entering and to provide a safe haven for the College community.

**SEXUAL ASSAULT AWARENESS, PREVENTION, AND RESPONSE**

**Prohibition on Sexual Assault**

Peirce College is committed to preventing the occurrence of sexual offenses, which includes any sexual act directed at another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. The College is also committed to offering educational programs to promote awareness of rape, acquaintance rape and forcible and non-forcible sex offenses as well as taking appropriate actions in the event a sexual assault is reported.

**What to do in the Event of a Sexual Assault**

If you believe that you have been a victim of a sexual assault or that a sex offense has occurred, you should, as soon as possible:

**Report the incident immediately** to campus Security Services using any of following methods:

1. Use the telephones located by the elevator on each floor of College Hall;
2. Dial extension 9444 from any telephone on campus; or

In addition, victims are encouraged to report sexual assault to the local Philadelphia Police Department at 911. The Dean of Students, or his or her designee, will assist a student in notifying local police authorities, if the student requests such assistance.

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9 A process in which all entrances/exits of the College are locked to secure the premises.
10 A process in which all occupants are to remain inside the College for their safety. This is typically used when there is a civil disturbance outside the College premises.
Victims should seek medical attention immediately and do not interfere with the preservation of evidence (do not bathe or change clothing prior to a medical or legal examination).

Victims should meet with the Dean of Students, or his or her designee. The College will notify a student who has been a victim of a sexual assault of the options to change his or her academic situations, and if those changes are requested by the victim and are reasonably available, the College will make such changes for the student. Such changes may include, but are not limited to arranging for excused absences, extended periods of time to make up examinations, tutoring or changes in class schedule. Because the College does not provide residential housing, the College does not have the ability to require either party to change their housing arrangements, but will assist a victim in identifying alternative off-campus housing arrangements if requested by the victim.

Confidentiality
The College does not currently offer on campus counseling or mental health services for victims of sexual offenses. However, victims/survivors are encouraged to seek off-campus counseling in order to speak confidentially with a professional and begin the recovery period. Students may contact any number of local community resources for these counseling services. A list of off-campus counseling, mental health and other related services is provided toward the end of this section.

Prevention Education and Off-Campus Counseling and Mental Health Services
Peirce College is committed to providing on campus and online educational programs to promote awareness of rape, acquaintance rape and other forcible and nonforcible offenses. Such educational programs are incorporated into new student orientation and additional sexual assault education and information workshops are offered by the Mary W. Walker Center ’33 for Academic Excellence and available to students upon request.

In addition, literature on date-rape education, risk reduction and off-campus counseling and mental health services is available through the Mary W. Walker Center ’33 for Academic Excellence, located at the main campus, 2nd Floor Alumni Hall. Students may also contact the Center at 888.GO.PEIRCE, ext. 9251 or at WCAE@peirce.edu.

Although the College does not currently offer on campus counseling or mental health services for victims of sexual offenses, there are a number of off-campus educational, counseling and mental health services available and students are encouraged to utilize these resources.

These educational and counseling services include:

**Philly SAO’S. Emergency Room Sexual Assault Services**
100 E. Lehigh Avenue
Philadelphia, PA 19125
Phone: 215-707-0800 / 215-427-7573
Website: http://famcent.phila.gov/sos/servicedetails.asp?serviceID=2015837422
*Description*: Provides initial emergency medical treatment and crisis counseling services for sexual assault victims.

**Family Based Services: Sexual Abuse**
1315 Windrim Avenue
Philadelphia, PA 19141
Phone: 215-456-2626
*Description*: Provides intensive individual, family, and group sexual abuse therapy with on-call crisis response available 24 hours a day, 7 days a week.

**RAINN (Rape, Abuse & Incest National Network)**
Phone: 1.800.656.HOPE
Website: http://www.rainn.org
*Description*: The Rape, Abuse & Incest National Network is the nation’s largest anti-sexual assault organization. RAINN operates the National Sexual Assault Hotline and carries out programs to prevent sexual assault, help victims, and ensure that rapists are brought to justice.
XI. CAMPUS SAFETY AND SECURITY

Sexual Assault Center
10th and Sansom Street
Philadelphia, PA 19107
Phone: 215-955-6840
Description: Provides medical care for injuries, documentation and evidence collection for legal purposes, prevention and treatment for possible sexually transmitted infections and pregnancy. Medical follow up is offered in our Sexual Assault Follow Up Clinic along with referral for counseling to reduce emotional trauma.

New Jersey Coalition Against Sexual Assault (NJCASA)
2233 Whitehorse Mercerville Road, Suite J
Trenton, New Jersey 08609
Phone: 1-800-601-7200 (24 hour hotline)
Website: http://www.njcasa.org/programs.htm
Description: NJCASA programs provide the following free, confidential services: Twenty-four hour hotline and crisis intervention, information and referral services, short-term crisis counseling, advocacy, accompaniment to the hospital, police department and/or court, support groups, emergency client needs. There are rape crisis centers in 21 New Jersey counties.

Women Organized Against Rape (WOAR)
100 N. 17th Street
Philadelphia, PA 19103
Phone: 1-215-985-3333 (24 hour hotline)
Website: http://www.woar.org
Description: Counseling and information about sexual violence are available twenty-four hours a day, seven days a week, through WOAR’s hotline. WOAR’s staff and experienced volunteers provide counseling and support for victim/survivors receiving medical treatment in the emergency rooms at Episcopal Hospital in North Philadelphia and Thomas Jefferson University Hospital in Center City Philadelphia. Any student needing assistance in contacting any of these off-campus programs or counseling services related to sexual assault and/or prevention may contact the Mary W. Walker Center ’33 for Academic Excellence at 888.GO.PEIRCE, ext. 9251 or WCAE@Peirce.edu.

For more information about sexual assault awareness and counseling services, please visit: http://www.4women.gov/faq/sexualassault.htm.

Campus Disciplinary Action
Allegations of sexual offenses are subject to disciplinary action under the Student Disciplinary System. The procedures of the Student Disciplinary System are detailed under the Code of Student Conduct and Student Responsibility policy, which appears in SECTION I of this Handbook. Although ordinarily the proceedings are not open to the public, in the case of claims involving sex offenses, both the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the disciplinary process. In addition, both the victim and the accused will be informed of the outcome of the disciplinary proceedings, specifically, the College’s final determination with respect to the alleged sex offense as well as any sanctions imposed.

A student found to have engaged in a sexual offense may be suspended and/or expelled for the first offense. The student may also be required to attend mandatory counseling or educational programs or such other penalties deemed appropriate by the College. In addition, students should be aware that independent of any action taken by the College, students may be subject to both civil and criminal authorities (including local police) and may be subject to both civil and criminal prosecution.

SECURITY SEARCHES
To protect our students and the College community, the College reserves the right to search at any time any person or property on the College’s premises, including, but not limited to a student’s personal possessions, handbag, back pack, brief case, packages, belongings, files or any other bag or container that the College deems necessary to search.

In addition, the College reserves the right to monitor, access, search, block, copy, review, and disclose...
at any time (both in real time and after the fact) messages or documents created, sent, stored, or received, as well as any websites visited on (and, for each, regardless of whether accessed remotely or on-premises), any the College’s communication systems, including, but not limited to:

- Telephone system
- Fax machines
- Computer software and hardware
- Email system
- Voicemail system
- Internet Server

By using the College’s communication systems (with respect to which you have no expectation of privacy), individuals consent to the College’s monitoring, accessing, searching, blocking, copying, reviewing and disclosing, both in real time and after the fact, any documents or messages which they create, send, store, or receive, as well as websites visited on (and, for each, regardless of whether accessed remotely or on-premises), the College’s communications systems.

In addition, the College reserves the right to view, record, play back, and print recorded images from the College security surveillance system to be used for investigative and/or informational purposes.

The College also reserves the right to hand search individuals entering the building or use mechanical devices such as a magnetometers and X-ray equipment for heightened screening.

Further, periodic unannounced searches are the sole discretion of the College. Anyone refusing to have their person or property searched will either be escorted out of the building or not be permitted to enter the building. Furthermore, any student who fails to submit to a search, as required, will be subject to disciplinary action, up to and including expulsion from the College.

For purposes of this Policy, the College’s premises include all College owned or leased facilities, buildings, parking areas, campus, and surrounding grounds, and motor vehicles.

**TIMELY WARNING POLICY**

In the event that a situation arises, either on or off campus, that, in the judgment of the College, constitutes an ongoing or continuous threat, a [campus wide] “timely warning” will be issued to students, faculty and staff. This warning will be issued through the College email system, public address system, student portal at https://my.peirce.edu, the College website at http://www.peirce.edu, and/or other means deemed appropriate by the College. Depending on the particular circumstances of the crime or threat, especially in situations that could pose an immediate threat to the community and individuals, additional notices may be posted within and outside of the premises of the College, including any site other than the 1420 Pine Street campus.

Anyone with information warranting a timely warning should report the circumstances to Security Services by dialing 215-670-9444. Security telephones, located on the wall adjacent to the elevators on each floor of College Hall and inside the elevators of College Hall and Alumni Hall connect directly to Security Services by dialing ext. 9444. Students at any site other than the 1420 Pine Street campus should immediately contact the local Police Department by dialing 911.

**IDENTIFICATION CARDS**

To enhance the security of our premises, the College requires all students, alumni, officers, employees (including faculty members, administration, and staff), and visitors (including, but not limited to, contractors and vendors) to possess and display while on College property, as well as to access College services and events, a valid College-issued Identification Card (ID Card). All current students, alumni, officers, employees, and visitors are also required to produce
proper photo identification upon request from Security or a College official upon entering any Peirce facility. Periodic identification checks may be made for the safety of the campus community. Moreover, in order to have a College-issued ID Card processed, the student must present a valid state or federal photo identification and proof that he or she is currently enrolled.

Graduates will be issued a unique Peirce College alumni photo identification card upon entering the campus after graduation when they identify themselves as a graduate at the Customer Service Desk and Security can confirm their graduation status. Alumni are required to follow the same state or federal photo identification requirements listed above. Security reserves the right to make a copy of their proof of identification submitted. In the event that a graduate cannot produce one of the above forms of identification or their graduation status at Peirce College cannot be confirmed, the graduate will not be permitted in the building.

Students will not be permitted to enter the buildings without an ID Card. Absences in class as a result of not having the appropriate ID Card will be considered unexcused. Students may make up missed class work at the faculty member’s discretion. Students wishing to borrow Peirce library materials must display a current Peirce ID Card. Alumni are welcome to utilize Library resources in accordance with school policy, but may not check material out of the Library.

Students needing new ID Cards may obtain them between 8:00 a.m. and 10:00 p.m., Monday through Friday, and the first Saturday of each new session from 8:00 a.m. to 3:00 p.m. at the Security Command Center located on the first floor in Alumni Hall. There is a $15.00 replacement fee for any lost ID card. Students who are unable to visit the Peirce campus should contact their Program Advisor to obtain a Peirce ID Card.

VISITORS

Any visitor to campus, including but not limited to vendors, must be escorted by a member of the host department from the Customer Service Desk to the scheduled meeting place.

Prospective students entering through the College Hall, Pine or Carlisle Street entrances must sign in at the Customer Service desk. They will be permitted to enter only the Admissions Office without an escort. Someone from the host department must escort students going to any other College location.

It is understood that there will be times when a prospective student, current student, or graduate brings a guest or child on campus. Nonetheless, children are not permitted in the buildings unless they are accompanied at all times by their parent or guardian. Under no circumstances are guests or children permitted in learning environments, including but not limited to classrooms, computer labs, and the Library.

REPORTING POLICY VIOLATIONS OF SAFETY AND SECURITY

As a member of the Peirce College community, students are responsible for reporting violations of the College’s safety and security policies as soon as they becomes aware of such violations.

Students should report immediately to Security Services any violation of policy or other event that results in a dangerous or threatening situation. At the 1420 Pine Street campus, students can reach Security Services by using the telephone located by the elevators on each floor of College Hall, or by using the telephones inside the elevators of College Hall and Alumni Hall. In College Hall or Alumni Hall, students can reach Security Services by dialing extension 9444. Students at any site other than the 1420 Pine Street campus should immediately contact the local area police.
Students should report any violation of policy which does not result in a dangerous or threatening situation, but which occurs during a class, to the faculty member responsible for the class, or to the Dean of Students. Similarly, if, while in a supervised department setting, students become aware of a policy violation that does not result in a dangerous or threatening situation, he/she should report the violation to the department supervisor or to the Dean of Students.

ON CAMPUS WALKING ESCORT SERVICE
Upon availability, Security Services provides a Walking Escort Service for students, staff, faculty, and administration, Monday–Friday from 8:00 a.m. to 10:00 p.m. This service is provided within a two block radius of the 1420 Pine Street campus. Students may request this service by dialing 215-670-9284 or by making a request at the Customer Service Desk in College Hall.

ADDITIONAL SECURITY MEASURES
Physical security is continually under review to further enhance the physical security of the campus and safety of the College's students, faculty, staff, and administration.

Students, alumni, and visitors entering the Pine or Carlisle Street entrances of College Hall will be required to access the lower level only by way of the elevators at all times.

Unusual or suspicious parcels or incoming mail will not be delivered.