2012-13 Student Policy Handbook

Substantial Changes

For a full listing of student policies student, please visit http://www.peirce.edu/About/CollegeCatalog.

Updated Policies:

Attendance and Participation
Regular and punctual class attendance is required of all students in all courses. Class attendance and participation is tracked on a weekly basis. Students who do not attend and/or participate in class for the first two consecutive weeks from the start of class will be administratively dropped. Financial penalties may apply for students who are administratively dropped. Solely logging into an online course does not demonstrate academic attendance and/or participation. “Attendance” in online courses is determined by the student’s participation in the course. Participation in online courses may include the following academic activities: initiating contact with a faculty member to ask a course related question, submitting an assignment, taking an exam, contributing to threaded discussions, or participating in a chat. Students who stop participating and/or attending courses may be considered unofficially withdrawn and therefore subject to the Return to Title IV Calculation.

Drop / Add
Drop
Students are allowed seven calendar days from the start date of a course to drop a course and receive 100% tuition reimbursement. Students who do not attend and/or participate in class for the first two consecutive weeks from the start of class will be administratively dropped. Financial penalties may apply for students who are administratively dropped.

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.

Students are encouraged to discuss course schedule changes or additions with their Financial Aid Specialist and Academic Advisor. Full tuition will be charged for a class that is added. Students are responsible for contacting the professor, obtaining textbooks, and completing any missed work for the newly added course. Generally, students can expect to have some course assignments due during the first week of class. Adding a class after the course start date, may result in a student missing required assignments for the first week. It is strongly encouraged that students register for classes and obtain their required textbooks in advance of a class start date.

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. 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 Academic Advisors or online at https://my.peirce.edu under the MyAdvising tab.

The completed withdrawal form is submitted to the Academic 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 Academic Advisor. Students must discuss the academic consequences of withdrawing from a course with their Academic Advisor. All withdrawals are subject to a Return to Title IV calculation. This may result in the reduction of a student’s Financial Aid award. This change may also result in a student owing a balance to the College and/or not receiving an expected refund. Students should be aware that ceasing class attendance/participation prior to the end of a payment period may negatively impact their Financial Aid package. Not attending or participating in class does not automatically result in a course withdrawal. Students who wish to withdraw from a class must follow the withdrawal procedure. Students who stop attending and participating in class and do not follow the withdrawal from class procedure may be subject to Financial Aid penalties as listed under the Unofficial Withdrawal policy.

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.
Students who request a course withdrawal from their Academic 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 deleted upon completion of the processing of the withdrawal.

**Placement Policy**
Students who are admitted or readmitted to Peirce College without approved transfer credit (i.e. a grade of “C” or above from an accredited college) in English101 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. A paper and pencil version of the assessments and special accommodations for disabled students are available. Students who wish to waive the assessments are placed directly into the developmental classes. Students who choose this option must meet with a Financial Aid Specialist to discuss financial planning. Students receiving a score of 73% or above in the assessment(s) will select college-level courses with the guidance of an Enrollment Representative. Students receiving a score less than 73% in these assessments will be required to take and pass developmental English and/or developmental math with a grade of “C” or above. Students who do not pass their designated developmental course(s) must immediately repeat the course in the following academic term. Students who do not pass their assigned developmental course(s) within one calendar year will be academically dismissed from the College.

Students placing or opting into the developmental education program are required to participate in a mandatory orientation session. This orientation session provides an introduction to the developmental education program as well as provides an overview of requirements for new students to the College. The session will also include an overview of basic computer skills essential for students enrolled at Peirce College. Students enrolled in developmental education courses are also required to take the Student Success Seminar, PRC 100. This three credit orientation course is provided on campus and online. Students must take and pass PRC 100 with a grade of “C” or above.

**Student Printing**
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 or the Smartphone App are required to release print requests, make copies, and send a fax. Each session, students will have an allowance of $5.00 per course in order to meet printing and copying needs. For example, students taking 2 classes per term will have $10 on their account for printing and copying. Color printing and fax is now available to students. Double-sided printing is highly encouraged because it allows students more printing impressions at lesser cost than single-sided printing. Printing accounts will be replenished at the start of each academic session. Print allowances do not roll over from session to session.

Students who use more than their print allowance will be able to add additional funds using their physical student ID card at the Student Print Pod located on the third floor of College Hall. Additional funds added by students cannot be refunded, however these additional funds can roll over from session to session. Students will not be able to apply financial aid funds to their printing accounts.

**Pricing information for students who need to purchase additional impressions:**
- Printed Single-sided impression = .05 each (Two single-sided prints = .10 each)
- Printed Double-sided impression = .04 each (One double-sided print = .08 each)
- Printed in Color (single-sided) impression = .20 each (Two single-sided prints = .40 each)
- Printed in Color (double-sided) impression = .15 each (One double-sided print = .30 each)
- Color copies = .10 each
- Faxing = .25 each

**Printer locations:**
- Library
- Walker Center for Academic Excellence
- Student Print pods (College Hall 3rd & 6th floors)

**Pay Station (no refunds)**
The Pay Station is located on the 3rd Floor of College Hall
The Pay Station will accept $1, $5 and $10

**New Policies**
Sex Offender Registration

In accordance with the Jeanne Clery Act and the Family Rights and Privacy Act of 1974, the College is required to issue information advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already obligated to register in a State to provide notice to each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Students and employees of Peirce College seeking law enforcement agency information concerning registered sex offenders can visit www.pameganslaw.state.pa.us, an online listing established by the Pennsylvania State Police to provide timely information to the public on Sexually Violent Predators residing in the Commonwealth. Students and employees may also refer to sex offender registries for Delaware and New Jersey:

- Delaware: http://desexoffender.dsp.delaware.gov/SexOffenderPublic/#
- New Jersey: http://www.njsp.org/info/reg_sexoffend.html

Unlawful use of the information for purposes of intimidating or harassing another is prohibited.

If you suspect that a child is being abused or neglected, please contact your local child protective services office or local law enforcement agency. Many States have a toll-free number to report suspected child abuse or neglect. To find out where to call, visit http://www.childwelfare.gov/pubs/reslist/rl_dsp.cfm?rs_id=5&rate_chno=W-00082.

Required Background Clearances and Other Requirements for the Health Information Technology Program

All students enrolled in the Associate in Science degree in Health Information Technology (HIT) program are required, as a condition of completing their degree, to satisfactorily complete two Professional Practice Experiences (“PPEs”) by earning a grade of “C” or above. The Program Manager has the ultimate responsibility for identifying, securing, and managing adequate and appropriate sites in which students can receive quality PPEs. Examples of the types of health care providers and agencies that may serve as host PPE sites include, for example; HIM service providers, software vendors, insurance companies, pharmaceutical firms, outpatient behavioral health centers, and various state agencies.

As a condition of being accepted by an approved health care provider or agency, HIT students must satisfy the requirements of the health care provider or agency as well as applicable law, both prior to being placed in the Professional Practice Experience. These requirements in most instances include but are not limited to the following background check and other clearances:

- Completed physical exam, immunization records, and/or diagnostic tests
- Hepatitis B vaccine series (3 doses) completed or in progress or signed waiver
- Flu Shot
- All immunizations up to date and corresponding Immunization Record completed
- Negative PPD test for TB (tuberculosis) within last 6 months.
- Chest x-ray (normal results) for positive TB test.
- Child Abuse Clearance
- PA State Police Criminal Background Check
- For additional information on Child Abuse Clearances and PA Police Criminal Background Checks, please visit the Pennsylvania Department of Public Welfare website at http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm or call 1-800-692-7462
- If student has been a resident of PA for less than 2 years, an FBI Background Check is required.
- Drug testing (prior to placement) as well as drug and/or alcohol testing during placement.

These requirements may need to be periodically updated and/or renewed as required by the College, the health care provider or agency and/or applicable law. There also may be additional requirements that must be met throughout the PPE experience. Please be advised that the list above is a general summary only and the specific requirements of Peirce College, the health care provider or agency as well as applicable law are subject to change at any time, with or without prior notice. It is the responsibility of the student to furnish, to the host PPE site (or as may be directed otherwise), all background checks and clearances as a condition of acceptance at the host PPE site as well as a condition of continued eligibility to participate in the PPE. The host PPE site makes the sole determination of accepting the student for the PPE. Peirce College shall not be responsible for any changes that may occur with respect to the requirements for placement. HIT students are expected to comply with all applicable requirements.

Failure to satisfy these requirements will prevent a student from being able to be placed in and/or remaining in a Professional Practice Experience and will delay and/or may prevent a student from completing his/her degree. The student is also responsible for
the cost of these clearances. Eligible students may submit a receipt to a Financial Aid Specialist for reimbursement. Peirce College cannot guarantee that the costs of the clearances will be covered by financial aid.