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 student academic and/or student social activities) including, but not limited to the following academic publications:

- Academic Calendar
- Schedule of Courses
- Undergraduate College Catalog including all student policies listed therein

If students have any questions about a particular policy, procedure, or regulation, they should contact the Assistant Dean of Students at 215-670-9351 or via email at info@peirce.edu. We are here to help. Any changes in a student’s educational schedule could have an effect on his or her academic or financial status. It is the student’s responsibility to follow the appropriate academic policies, procedures, and regulations when making or adjusting educational plans.

Students should contact their Academic Advisor and Financial Aid Specialist before making any decisions about their studies at the College.

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.
I. ACADEMIC

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.

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. 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 each term (fall, spring, and summer). Students carrying a full load of 12 credits during a term (fall, spring, and summer) (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 term (fall, spring, and summer) and earning a cumulative GPA of 3.50 to 3.69 will earn the distinction of being on the Dean’s List for the previous academic year. A letter from the Assistant 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 each term (fall, spring, and summer). Students carrying a full load of 12 credits during a term (fall, spring, and summer) 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 term (fall, spring, and summer) 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 term (fall, spring, and summer). Students carrying a full load of 12 credits during a term (fall, spring, and summer) 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 term (fall, spring, and summer) 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 Assistant 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 16-week period of time (fall, spring) and 14-week period of time (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 16-week period of time (fall, spring) and 14-week period of time (summer). Both full-time and part-time accounting students must demonstrate academic progress.
If, after the completion of a term (fall, spring, and 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 term (fall, spring, and summer) to improve his/her GPA to 2.7. The Assistant 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 term (fall, spring, and 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.

The Assistant 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 student on academic probation may be restricted to 12 credits per term (fall, spring, and summer). Academic Dismissal

A student placed on academic probation who does not improve his/her GPA to at least 2.0 in the next enrolled term (fall, spring, and summer) 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 Assistant 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 term (fall, spring, and summer). Academic Dismissal

A student placed on academic probation who does not improve his/her GPA to at least 2.0 in the next enrolled term (fall, spring, and summer) 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 Assistant 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 Assistant Dean of Students no sooner than one year after the date of dismissal.

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.
Academic dismissal may be appealed in writing to the Assistant Dean of Students within ten calendar days of notification. Students will receive written notification of the decision made by the Assistant Dean of Students. The decision made by the Assistant 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.

TIME TO DEGREE COMPLETION

From the date of matriculation to the College, the maximum timeframe for students to complete an associate degree is five (5) years and the maximum timeframe for students to complete a bachelor’s degree is ten (10) years. Students who fail to meet this requirement will have their coursework re-evaluated and it will be determined if additional coursework is needed to satisfy the graduation requirements. Throughout their course of study, students are required to maintain contact with their academic advisor and/or financial aid specialist to ensure that they are making academic progress and that they have sufficient funds (if eligible) to sustain enrollment.

Students who are re-admitted to the College, after one calendar year or more of non-enrollment, will return to the College under the most current degree program requirements and College policies. For more information on the Re-admittance policy and procedures, please refer to the Readmit Policy, which appears in SECTION IV.

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 tracked on a weekly basis. 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 and/or lose financial aid funding. 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.

It is the student’s responsibility to contact the instructor when the student anticipates being absent or late for class. If the student arrives after the class has begun, it is the student’s responsibility to inform the instructor for the purpose of confirming attendance. The student is responsible for making up missed assignments when permitted by the instructor.

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.

Given the 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. Students who stop participating and/or attending courses may be considered unofficially withdrawn and therefore subject to the Return to Title IV Calculation (R2T4). For more information, please review the Drop/Add, Withdrawal, and Unofficial Withdrawal policies found in SECTION I.

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.

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 Business Administration, Information Technology, Paralegal Studies, Human Resource Management, Accounting, Health Information Administration, Health Information Technology, Healthcare Administration, Criminal Justice, and General Studies courses may be directed to the designated Faculty Chair/Program Manager.

C. Should the matter not be resolved with the aid of the designated Faculty Chair/Program Manager, the student may seek assistance from the Assistant 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 Assistant 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 Assistant Dean of Students. Such a request must be made in writing to the Vice President, Academic Advancement and must document the student’s attempt to first resolve the grievance with the Assistant Dean of Students. If no written request is submitted within the seven-day period, the decision of the Assistant Dean of Students shall be final.

E. Upon a student’s written request for a review, the Vice President, Academic Advancement will confirm that a proper review of the grievance was conducted. If, upon review, the Vice President, Academic Advancement determines that a proper review was conducted, the decision of the Assistant Dean of Students shall be final. The Vice President, Academic Advancement 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 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 must adhere to the following procedure:

A. Contact his/her Academic Advisor to discuss the grievance. Only after the student has met with the Academic Advisor, either in person or by phone

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1 However, if a student has a complaint about unlawful discrimination, harassment or retaliation, he or she is directed to follow the complaint procedure set forth in the College’s Equal Opportunity policy in Section VI. 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.
may the student move to the next step.

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

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

D. If, after the Assistant Dean, Academic Advising and Registrar 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 Assistant Dean, Academic Advising and Registrar by submitting a written request to the Vice President, Student Services for review. If no written request is submitted within the seven-day period, the decision of the Assistant Dean, Academic Advising and Registrar shall be final.

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

BOOKSTORE
Peirce College uses an online bookstore called Ecampus. The bookstore can be accessed at www.ecampus.com/peirce. If using Financial Aid to purchase books, instructions can be found at http://www.peirce.edu/Current/Services/Bookstore.aspx.

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 Experience (Co-op)
Cooperative Work Experience (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 runs for an entire term (fall, spring, and summer) 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.

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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.
• 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 (215-670-9297) 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 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.
• 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 (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 Assistant Dean of Students. After a preliminary investigation, the Assistant Dean of Students shall determine if there is sufficient information to bring charges against a student. Disciplinary proceedings are initiated by the Assistant 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 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 offcampus community, such conduct may be subject to disciplinary action and review by the College.

**Policies and Offenses Covered by the Code of Student Conduct and Responsibility**

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

In cases of misconduct, Peirce College reserves the right to discipline any student responsible for such behavior. Examples of misconduct covered by the Code of Student Conduct and Responsibility and subject to review and enforcement through the Student Disciplinary System include, but are not limited to the following:

- Violating the provisions of Peirce College’s Code of Student Conduct and Responsibility or the provisions of any published policy or procedure or regulation of the College, including, but not limited to the policies set forth in this Handbook, including without limitation the policies entitled Equal Opportunity, Academic Honesty, Acceptable Usage of Computer Systems and Facilities, Alcohol and Illegal Drugs and Non-Violence.
- Intentionally engaging in behavior that disrupts or obstructs the instruction of students, any College-sponsored or supervised student activities, and/or the management and business affairs of the College.
- Verbally or physically abusing any person while on College premises or at a College-sponsored or College-supervised function.
- Stealing property that belongs to the College, to any student or employee of the College, or to any other person doing business with and/or associated with Peirce College.
- Failing to comply with directions given by any employee of the College who is engaged in performing his or her official duties.
- Engaging in other serious misconduct as determined in the sole discretion of the College.
- Committing or threatening to commit an act of violence against any member of the College community (including any student, officer, faculty member, manager, supervisor, employee or graduate of the College or any other person doing business with or associated with the College).

**Disciplinary Penalties for Violations of the Code of Student Conduct and Responsibility**

Students found guilty of a violation of this Code of Student Conduct and Responsibility will be penalized based on the nature and extent of the violation. Although, generally, the College will follow a disciplinary system as described in the following three sections, every situation is unique and the College reserves the right to decide that a level of sanction different from that which normally would apply would be more appropriate, including initiating discipline at an intermediate level or bypassing a level of sanction.

In addition, some types of violations are so serious that, if engaged in, the College will almost always give a sanction of disciplinary dismissal/expulsion even where the student had not previously received any other lesser disciplinary sanction.

**Violations Involving Academic Dishonesty**

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

- **Level One:** The student shall be given a grade of zero for the assignment, test, or paper that is the subject of an incident of academic dishonesty.
- **Level Two:** The student shall be given a failing grade for the course.
- **Level Three:** The student shall be expelled from the College and will not be eligible for re-admittance.

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

Once a student has been penalized at a certain violation level, the next subsequent violation by that student shall be initiated at the next higher violation level.
In addition, other penalties may be given including, without limitation, dismissal from leadership positions and/or honor societies related to the College and/or being prohibited from participating in the College’s commencement ceremony and/or related activities. In the event a student receives any of these penalties, a notation of the violation shall be placed in the student’s file in the Office of the Assistant 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.

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

- 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 Assistant 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.

**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 Assistant 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 Assistant 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 Assistant Dean of Students deems relevant in his or her sole discretion.

Evidence is admissible, at the sole discretion of the Assistant 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 Assistant 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.

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3 References to the “Assistant Dean of Students” throughout this policy also includes his or her designee, where the Assistant Dean of Students is either unavailable or believes it is appropriate to excuse himself/herself for conflict reasons.
All interviews or meetings conducted by the Assistant 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 Assistant Dean of Students shall determine whether separate investigations are warranted.

After the Assistant 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 Vice President, Academic Advancement 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 Assistant Dean of Students shall be final.

Students found guilty may request an appeal to the Vice President, Academic Advancement 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 Vice President, Academic Advancement shall have the discretion to grant written requests for appeal by students found guilty by the Dean of Students. If the Vice President, Academic Advancement denies a written request for appeal, the decision of the Assistant Dean of Students is final. If the Vice President, Academic Advancement determines that a student’s request for appeal has merit, the Vice President, Academic Advancement shall hear the appeal and render a decision. Vice President, Academic Advancement 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 Vice President, Academic Advancement 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 Vice President, Academic Advancement, 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 Vice President, Academic Advancement shall be final. If a proper written request is received, the President & Chief Executive Officer will confirm that the Assistant Dean of Students and the Vice President, Academic Advancement 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 Vice President, Academic Advancement 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 Vice President, Academic Advancement 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/Interim Suspension

Because situations may arise that may not be fully covered by this Code, the Assistant Dean of Students is granted the sole discretion to exercise good judgement in emergency situations. Toward that end, the Assistant 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 Assistant 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 Assistant 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 Assistant Dean of Students may expedite the investigation of a charge against a student against whom an interim suspension or conditions of attendance are imposed.

COMMENCEMENT CEREMONY

Although degrees are conferred three times per year in August, December, and May, the commencement ceremony is held once a year in June. All candidates for graduation must complete an Application for Graduation, pay the graduation fee at time of application, and submit the form electronically to the Office of the Registrar. Students can go to the following website to apply for graduation: https://my.peirce.edu under the My Classes tab. Failure to complete this form in a timely manner may preclude a student from participating in the ceremony and graduating within a student’s desired timeframe.

Degrees will not be conferred retroactively. Students who have met all academic and financial obligations, but who have not applied for graduation will have their degrees conferred during the next conferral period. To participate in Commencement, all degree and/or certificate program requirements must be satisfied. For more information, please review the Degree and Certificate Program Requirements for Graduation policy.

All students must pay a graduation fee. The graduation fee helps subsidize the cost of the commencement ceremony, the diploma and cover, 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. In addition, students who are being investigated for a violation of the College’s Code of Conduct or have been found to be in violation of the College’s Code of Conduct may be prohibited from participating in the ceremony.

DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS FOR GRADUATION

The College offers degree programs in Business Administration, Accounting, Human Resource Management, Information Technology, Paralegal Studies, Health Information Administration, Health Information Technology, Criminal Justice, and General Studies. For more information about these programs, students should contact their Enrollment Representative or Academic Advisor.

For programs that offer this option, students may complete more than one concentration within a degree program; however, only one degree will be conferred. Students are encouraged to speak with their Academic 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 section of the Undergraduate College Catalog.

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.
- 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 section of the Undergraduate College Catalog.

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 Vice President, Academic Advancement. 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 each term (fall, spring, and summer) 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.

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 Assistant Dean, Academic Advising and Registrar. Students or alumni have seven calendar days from the start date of a course to drop or add an audited course. Refund schedules from the College's drop/add and withdrawal policies will be applied to audited courses.

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

DROP/ADD

Students are strongly encouraged to discuss with their Academic 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:

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 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. Please refer to the Attendance and Participation policy that appears in SECTION I and the financial aid policies that appear in SECTION VIII.

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 Academic Advisor. Students should discuss the academic consequences of dropping a course with their Academic Advisor. Students should discuss the financial ramifications of dropping a course with their financial aid specialist. The effective drop date is determined by the date the student phones, faxes, emails, or submits online or in person the drop request to the academic advisor.
It is strongly recommended that students drop/add courses at https://my.peirce.edu. Any work the student has contributed and submitted via class companion websites will be removed upon completion of processing a drop.

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

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 Academic Advisor. In general, students are not required to have the approval of an Academic Advisor and/or Financial Aid Specialist to drop/add courses. However, students who have a hold on their account such as a Financial Aid or Placement hold are required to gain approval from their Academic 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 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 My Advising 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 (R2T4). 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, which appears in SECTION VIII.

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.

For related information, please refer to the Institutional Withdrawal and Refund and SAP policies which appear in SECTION VIII.

WITHDRAWAL FROM THE COLLEGE

Students who wish to withdraw from the College may do so by submitting a written or email request to their Academic 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.

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.

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 (financial stipulations may vary for students using VA benefits)
• Students must inform their instructor, Academic Advisor, and the College’s VA Certifying Official 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 session.
• 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.
• 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.

The original grade earned will remain on the transcript. The higher of the two grades will be computed in the grade point average.

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.

It is the student’s responsibility to withdraw from a course.

Instructors do not have the authority to enter a grade of “W.”

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.

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.

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 Academic Advisor and Financial Aid Specialist.
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 on campus 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)(ii) 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)(5)(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 Academic Advisors should always keep in mind that one year or more of full-time CPT disqualifies students for their Optical Practical Training (OPT). In addition, students must have completed one academic year of full-time academic study and presently be in F-1 status before participating in undergraduate CPT. A request for CPT must be made with Peirce College’s DSO. After reviewing and approving the request, Peirce’s DSO shall complete the following:

A. Verify the student’s F-1 status and completion of one full academic year.
B. Update the student’s SEVIS record with an authorization of CPT for part time or full time employment.
C. Print and endorse student’s updated I-20 that shows the CPT authorization.
D. Provide student with I-20 and approval to begin CPT. A student may begin curricular practical training only after receiving his/her I-20 with DSO’s endorsement.

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

- Internship with an International Organization as defined by ICE rule 214.2 (f) (9) (iii): “A bona fide F-1 student who has been offered employment by a recognized international organization within the meaning of the International Organization Immunities Act (59 Stat. 669) must apply for employment authorization to the Service office having jurisdiction over his or her place of residence.” Students must present a written certification from the international organization describing the student’s employment responsibilities, along with Form I-20 (certified by DSO showing eligibility for employment, and completed form I-765 with relative fee).
- Severe Economic Hardship as defined by 8 C.F.R. 214.2 (f) (9) (ii) “is caused by unforeseen circumstances beyond the student’s control. These circumstances may include loss of financial aid or on campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student’s source of support, medical bills, or other substantial and unexpected expenses.” The DSO may recommend the student for off-campus employment by certifying the following:
  A. The student has been in F-1 status for one academic year (nine months).
  B. The student is in good academic standing as defined by the academic institution and is carrying a full course of study (at least 12 credits per term).
  C. The student has shown that acceptance of employment will not interfere with the student carrying a full course of study and that it will not exceed 20 hours per week when school is in session.
  D. The student has proven through affidavits, bills, and/or currency rates that employment is necessary to avoid severe economic hardship. The DSO shall copy these documents and enclose them with the student’s EAD application. These supporting materials aid in a positive, efficient adjudication result from the USCIS Service Center.
- Students must re-apply for employment authorization under Severe Economic Hardship on a yearly basis.
- Special Student Relief Program is defined as students whose means of financial support, as reflected in their I-20, comes from Indonesia, South Korea, Malaysia, Thailand, or the Philippines and who demonstrate severe economic hardship may be authorized to work off campus under more relaxed standards than those applicable to other students seeking authorization based on unforeseen economic necessity. Special benefit requirements are available for Haitian students from September 15, 2010–July 22, 2011.
- Optional Practical Training (OPT), as defined by 8 C.F.R. 214.2 (f) (10) (ii), “permits students to be authorized before and/or after completing his/her
studies to work up to a total of 12 full-time months. A job offer is not required but may be advantageous to enable the student to utilize the full amount of authorized time.” After a student has been enrolled for one academic year of full-time academic study and is presently in F-1 status, OPT can be authorized by the DSO under any of the following circumstances:

A. During annual vacation, or when school is not in session, provided that the student intends to enroll for the following session and has remained in acceptable legal and academic standing.

B. While school is in session, provided that OPT does not exceed 20 hours per week, but authorization is immediately terminated if the student transfers schools.

C. Must request (recommended 90 days in advance) before bachelor's graduation keeping in mind students must complete all Practical Training within 14 months following graduation.

D. Students who completed a bachelor's master's, or doctoral degree in a STEM field (Science, Technology, Engineering, or Math) and are on post-completion OPT may apply for a 17 month extension if they have a job or job offer from an E-Verify employer. The I-765 must be filed with USCIS before the student's current post-completion OPT employment authorization expires.

EMPLOYMENT AUTHORIZATION CHECKLIST

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

International Student Responsibilities:

- All students must apply in-person to Peirce College's Designated School Official before submitting EAD application.
- Complete Form I-765 (application for employment authorization) and its accompanying signature card (Form I-765Card). Obtain forms at 1600 Callowhill Street, Philadelphia's INS Service Center.
- Provide two photos (19/16” x 13/8”). 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
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 Assistant 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 Assistant Dean, Student Support Services 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 Assistant Dean, Student Support Services the student or person(s) acting on behalf of the disabled student may appeal to the Vice President, Student Services. Students must appeal within seven calendar days from the date of the determination by the Assistant Dean, Student Support Services. Such a request must be made in writing and must document the student’s attempt to first resolve the grievance with the Assistant Dean, Student Support Services.

D. Upon a student’s written request for a review, the Vice President, Student Services will confirm that a proper review of the grievance was conducted. If, upon review, the Vice President, Student Services determines that a proper review was conducted, the decision of the Assistant Dean, Student Support Services shall be final. The Vice President, Student Services may choose to affirm or alter the decision and therefore, is responsible for the final decision.
AVERAGE STUDENT COURSE LOAD
During a term (fall, spring, and summer), the normal full-time student course load falls between 12 and 18 credit hours. Students considering taking more than 18 credits per term (fall, spring, and summer) are encouraged to meet with their Academic 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 Academic 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, ENG 103, BIS 111, MAT Elective, SOC SCI Elective, SCI Elective, General Education 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 Academic Advisor or Enrollment Representative for a list of these courses. In addition, students who are solely seeking a certificate program must consult with their Academic 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 Academic 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 Transfer Credit Evaluator 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 (ACE) Guides 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 award transfer credit to students who successfully complete Advanced Placement examinations when applicable to the student’s chosen program. Students must consult with their Academic 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.

Transfer credits do not impact the 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 15-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 NONTRADITIONAL 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 Academic 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.
• Consult with the designated Faculty Chair/Program Manager prior to constructing the work experience document. The completed document is to be submitted to the Transfer Credit Evaluator. Students must submit documentation during his/her first term (fall, spring, and summer) 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 Academic 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 term (fall, spring, and summer). 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 Transfer Credit Evaluator who forwards it to the Assistant Dean, Student Support Services, 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 term (fall, spring, and summer) 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 term (fall, spring, and summer). 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 Academic 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 term (fall, spring, and summer).
- 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.

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 Academic Advisor.

In accordance with the Grading policy, found in SECTION I, please note the following:
• Courses in which grades of F, D-, D, D+, or C- have been earned may be repeated
• Courses for which a grade of “C” or above has been earned may not be repeated.

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.

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 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 Academic 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”), or if a credit was earned prior to the second time. 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.

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 Faculty Chair, Health Programs 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 within [insert time period]
- Hepatitis B vaccine series (3 doses) completed or in progress or signed waiver.
- 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.

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.

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 is 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.
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.
  o Students shall not, under any circumstances, use Peirce College Electronic Communications Resources for unlawful activities.
  o commercial purposes.
  o personal financial gain.
  o disruptive purposes or to defame the College or any third party.
  o 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. Peirce College does not restrict access to, nor prohibit the use of personal mass storage devices for students. Examples include thumb drives and USB storage devices. 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:

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

Students are required to act in compliance with the Student Code of Conduct at all times, including when using Peirce College Technology or Electronic Communications. This includes when using Peirce College Technology to access and use social media networks. Students are prohibited from using Peirce College Technology or Electronic Communications Resources to send and post messages that contain abusive objectionable language, that defame, bully, harass, or libel others or 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, sexists comments, racists 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 Assistant 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.

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.

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 Assistant Dean of Students.

### 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 will be able to view their printing account at my.peirce.edu. 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 bills only.
IV. ADMISSIONS

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.
• 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.

Part-time Students
Part-time students enrolled in a degree or certificate program are enrolled in fewer than 12 credits per term (fall, spring, and summer).

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 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.

To support students in meeting this requirement, Peirce offers the option of purchasing a new, fully configured custom laptop bundle (Apple Mac or Windows). Students eligible for financial aid and who have unexpended funds can use those funds toward the purchase of a laptop computer. Students who do not have financial aid and/or are not receiving a refund can work with the Business Office to make payment arrangements toward the purchase of a laptop computer.

MICROSOFT OFFICE
Peirce provides every student with a full copy of the Microsoft Office Software suite, for either Apple Mac or Windows. There are several classes that require the Windows Version of Office be used.

APPLE Mac
Peirce offers the Apple Mac version of Microsoft Office and an Apple Mac purchase option to students. All students should expect on occasion to need in their classes the ability to run Windows-based software. Apple Mac users have the option of using a dual boot or virtualization option to run Windows.
Students who have questions before making any computer purchase may contact the Information Technology department at 215-670-9400 or email servicecenter@peirce.edu.

**ORIENTATION COURSE REQUIREMENT**

Peirce College’s orientation courses are designed to assist students’ transition into the College by focusing on the necessary skills to achieve academic success. PRC 100, the Student Success Seminar, is a required three-credit orientation course for all new, returning, or transfer students with fewer than 15 college credits earned. This course will be offered both online and on campus. Students must earn a minimum grade of “C” to pass this course. Students enrolled in developmental courses are required to take and pass PRC 100.

PRC 101, Peirce College 101, is a required one credit orientation course for all returning or transfer students with 15 or more college earned credits and who are not enrolled in the developmental courses. This course is offered primarily online. Students must earn a grade of “P” in this pass/fail course.

Students must complete the designated orientation course within the first term (fall, spring, and summer) of enrollment. Students who do not successfully complete this course upon the initial attempt must immediately repeat it in the subsequent session. **Students must take and pass their designated orientation course to continue their enrollment at the College.**

To register, students can contact the Admissions Office at 888.GO.PEIRCE, ext. 9214, contact their Academic Advisor, or register through https://my.peirce.edu. Financial Aid can be applied to the orientation courses for students who meet Financial Aid eligibility requirements. For more information about PRC 100, PRC 101, or other support services for first year students, please visit the First Year initiative website at https://my.peirce.edu/ics/New_Students/.

**PLACEMENT POLICY**

**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 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. 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. Please refer to the Academic Progress policy, which appears in **SECTION I** and the Course Repeat policy, which appears in **SECTION II**.

**SAT/ACT Scores**

Students who have achieved the minimum SAT or ACT scores listed below, within five years of their admission to the College, are waived from taking the English and math skills assessments and are placed directly into college-level mathematics and English courses.

**SAT:**
- Math 550
- Critical Reading 550
- Writing 550

**ACT:**
- Math 23
- English 23
- Reading 23
Completion of Developmental Courses
Students who do not pass their assigned developmental course(s) after their second attempt are academically dismissed. The Assistant 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. Students may request a one-time reinstatement, in writing to the Assistant Dean of Students within ten calendar days of notification. Students will receive written notification of the decision made by the Assistant Dean of Students. The decision made by the Assistant 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.

For more information, please review the Academic Dismissal policy that appears in SECTION I.

Grievance
A student with a grievance related to developmental program services such as developmental courses, academic advising, or tutoring, must adhere to the following procedure:

A. Contact his/her Academic Advisor or instructor to discuss the grievance. Only after the student has met with the Academic Advisor or 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, the student may appeal to the Assistant Dean, Student Support Services. Students must appeal within seven calendar days from the date of the determination by the Academic Advisor or instructor. Such a request must be made in writing and must document the student’s attempt to first resolve the grievance with the Academic Advisor or instructor.

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

D. Upon a student’s written request for a review, the Vice President, Student Services will confirm that a proper review of the grievance was conducted. If, upon review, the Vice President, Student Services determines that a proper review was conducted, the decision of the Assistant Dean, Student Support Services shall be final. The Vice President, Student Services may choose to affirm or alter the decision and therefore, is responsible for the final decision.

Mandatory Orientation Program
The Orientation Program consists of an orientation session for students taking developmental courses and the Student Success Seminar, PRC100.

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. Please see the Peirce College Orientation Course policy found in SECTION II.

Academic Advising
Upon enrollment and placement into the developmental education program, students will work with an enrollment representative. Within the first few weeks of classes, students will be assigned an academic advisor. Students enrolled in developmental courses are required to complete an education plan with their assigned academic advisor and work with their advisor to select courses for their first year of enrollment at the College.
Students are required to consult with their academic advisor to select courses for their first year of enrollment. The goal is to provide students with an understanding of their educational goals, starting with year one.

**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 Assistant Dean of Students 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 application fee. Please refer to the Placement policy, which appears in this section.

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 Assistant Dean of Students 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 ten years old. Courses more than ten years old will be reviewed by the Assistant Professor and Assistant Dean, I.T. and General Ed 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 Assistant 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 on the student’s academic record 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.
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
  - entrance and exit counseling
- **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
  - job placement and type of employment information on graduates
  - graduate and professional education information on bachelor degree graduates
  - description of any written agreements the College has entered into
  - net price calculator
  - gainful employment program information and disclosures
  - contact information for filing complaints with the College’s accreditors, state approval or licensing entities
- **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.**
• Drug and Alcohol Abuse Prevention Information. For related information, please refer to the Campus Safety and Security policy, which appears in SECTION XI.
• 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 Vice President, Finance 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 Controller at 215-670-9600.
VI. EQUAL OPPORTUNITY

NONDISCRIMINATION
Peirce College is an Equal Opportunity Institution. The 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 the basis of race, gender, ethnicity, religion, age, national origin, color, disability, marital status, familial status, veteran status, ancestry, genetic characteristics, pregnancy, creed, citizenship, sexual orientation, military status, or any other protected classifications in its employment, admissions, programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and regulations.

The College’s policy on equal employment 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 of diversity and promote inclusion.

RESOURCES/CONTACT INFORMATIN

The following individuals have been designated as Equal Opportunity/Title IX Coordinators to handle inquiries regarding non-discrimination policies (including policies prohibiting harassment and retaliation) and to serve as the overall campus coordinators for purposes of Equal Opportunity and Title IX compliance:

- For prospective or current employees, the Assistant Vice President, Human Resources/Chief Equal Opportunity Officer who is available at 3R Alumni Hall (215-670-9328); and
- For prospective or current students, the Assistant Dean of Students, who is available at 2R Alumni Hall (215-670-9351).

The following individuals have been designated to handle inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes and regulations:

- For prospective or current employees, the Chief Employee Services/Risk Management Officer, who is a member of the Human Resources Department and is available at 3R Alumni Hall (215-670-9277); and
- For prospective or current students, 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).

Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX Coordinators or to the Office for Civil Rights, United States Department of Education. For further information on notice of nondiscrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.

POLICY PROHIBITING SEXUAL HARASSMENT

The College will neither engage in nor tolerate sexual harassment. Consistent with the foregoing, the following behaviors are prohibited, whether by a man or a woman and whether directed at a man or a woman:

- To threaten or insinuate, expressly or implicitly, that any person is required to submit to sexual advances or to provide sexual favors as a condition for or that a person’s refusal to submit to sexual advances or to provide sexual favors will affect adversely the person’s:
  - Establishing eligibility for or enjoying any term, condition, or benefit associated with any of the College’s academic or student services or programs,
VI. EQUAL OPPORTUNITY

- Satisfying successfully the academic requirements for a course of study, or for continued enrollment and participation as a student of the College, or
- Qualifying for or continuing in a Work Study program with the College; and

- To make any decision or take any academic or student employment action based on a person’s submission to or refusal to submit to sexual advances; and
- To engage in unwelcome sexually-oriented or otherwise hostile conduct which has the purpose or effect of interfering unreasonably with another person’s academic or student employment performance or of creating an intimidating, hostile, abusive or offensive academic or work environment.

Sexual harassment also includes acts of sexual violence, sexual assault and other sexual misconduct (collectively, “sexual violence”) and is prohibited by this policy.

Sexual violence refers to when a person is physically forced to engage in a sexual act against a person’s will, is coerced into engaging in such acts or where a person is physically or mentally incapable of giving consent including, for example, due to the use of drugs or alcohol or an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. (For additional information and resources, please refer to the Sexual Assault Awareness, Prevention, and Response policy which appears in Section XI of this Handbook.)

Examples of behaviors, communications, etc. that are inappropriate, and as such, prohibited, regardless of whether they constitute unlawful sexual harassment include, but are not limited to:

- Demanding or threatening adverse academic student employment actions if sexual favors are not granted;
- Unwanted and unnecessary physical contact such as pinching, patting, repeated brushing against an individual’s body;

- Demands for sexual favors in exchange for favorable treatment or continued student employment;
- Display of pornographic material;
- Excessively offensive remarks, including unwelcome graphic or suggestive comments about an individual’s body, appearance or dress;
- Obscene jokes or other inappropriate use of sexually explicit or offensive language;
- Cyber-harassment;
- The display in the academic or student work environment of sexually suggestive objects or pictures which create an intimidating or hostile academic or student employment environment; and
- Other unwelcome and unwanted conduct of a sexual nature, such as leering, name calling and sexual innuendos.

POLICY PROHIBITING HARASSMENT ON ACCOUNT OF OTHER PROTECTED CATEGORIES

Harassment of an individual on account of other protected categories is unlawful and prohibited by this policy. Such harassment includes any unwelcome or unwanted attention, and other verbal, visual, or physical conduct or other form of offensive behavior directed toward an individual because of or on account of the individual’s race, ethnicity, religion, age, national origin, color, disability, marital status, familial status, veteran status, ancestry, genetic characteristics, pregnancy, creed, citizenship, sexual orientation, military status, or any other protected classifications when:

- Submission to or rejection of such conduct by an individual is used as a basis or factor in decisions affecting the terms or conditions of educational instruction, student employment, or status and/or participation in other College program or activity;
- Submission to or rejection of such conduct by an individual is used either explicitly or implicitly as a basis for a decision affecting an individual’s educational instruction, student employment, or status and/or participation in other College program or activity; or
Such conduct has the purpose or effect of unreasonably interfering with an individual's, educational experience, student working conditions, and/or participation in a program or activity by creating an intimidating, hostile or offensive academic or student employment environment.

Examples of the types of conduct that are inappropriate and violate this policy, regardless of whether they constitute unlawful harassment on account of other protected categories include, but are not limited to:

- Communication or display of offensive material capable of a stereotypical or discriminatory meaning;
- Offensive remarks containing stereotypical or discriminatory references, including unwelcome comments about an individual's body, appearance, manner, speech or dress capable of a stereotypical or discriminatory meaning;
- Racial, religious, ethnic or other stereotypical or discriminatory jokes or other inappropriate use of racial, religious, ethnic or other discriminatory language capable of a stereotypical or discriminatory meaning;
- The display in the academic or student employment environment of objects, drawings or pictures which create an intimidating or hostile academic or student employment environment; and
- Other unwelcome and unwanted conduct of a stereotypical or discriminatory nature, such as name calling and racial, religious or ethnic innuendos.

**SCOPE OF THE POLICY**

It is important to remember that these prohibitions apply not only to oral and written communications, but also to electronic communications via Peirce 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 the 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. If the inappropriate behavior occurred off campus, we have no jurisdiction but will prevent, respond, and correct continuing effects. 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.

**POLICY 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.

Prohibited retaliation includes adverse tangible employment or educational or student employment actions, such as a reduction in a course grade or termination of student employment. Prohibited retaliation also may include adverse actions independent of the educational or student employment environment, such as trying to exclude an individual from membership in an outside professional organization because of a complaint he or she made during the course of his or her academic or student employment experience.

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.
VI. EQUAL OPPORTUNITY

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 or student employment 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 and suppliers), we urge you to use the complaint procedure set forth below.

TITLE IX COORDINATOR
The Title IX Coordinator is the Assistant Vice President, Human Resources and can be reached at 215-670-9328, hsgolen@peirce.edu and is located in Human Resources Department, 3R Alumni Hall.

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.

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 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

vi. Equal Opportunity

4 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 Assistant Dean of Students.

5 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.
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 form 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.

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 Assistant Dean of Students, the Vice President, Academic Advancement, Vice President, Student Services, or the College’s Assistant Vice President, Human Resources. Please speak with the person with whom you feel most comfortable. 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 Assistant Dean of Students. Upon receipt of the complaint, the College will do the following:

- Conduct a prompt and thorough impartial investigation within 60 calendar days, complex cases may take longer.
- Use a preponderance of the evidence standard in the investigation (meaning it is more likely than not the sexual harassment or violence occurred.
- 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
- 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.

**COMPLAINT PROCEDURE FOR EQUAL OPPORTUNITY RELATED CONCERNS**

The College encourages the reporting of all incidents of discrimination, harassment (including but not limited to sexual assault and violence), and/or retaliation.

If you believe that you have been unlawfully discriminated against, harassed, or retaliated against by any College officer, employee (including a member of the faculty, administration, or support staff), student, alum, contractor (including a Co-op employer), vendor, or supplier, or other nonemployee with whom you may come into contact and/or interact in connection with your employment with the College, please speak immediately to Assistant Dean of Students, Vice President, Academic Advancement, or the Vice President, Student Services. The Assistant Vice President, Human Resources/Chief Equal Opportunity Officer who also serves as the Title IX Coordinator is a member of the Human Resources Department and is available at 3R Alumni Hall, 215-670-9328. Please speak with the person with whom you feel most comfortable.

The College will:

- Conduct a prompt and thorough investigation; 
- Disclose allegations only to the extent necessary to conduct the investigation and/or take corrective action; 
- Take corrective/disciplinary action with respect to any student, graduate, employee or nonemployee who has engaged in illegal and/or inappropriate behavior, up to and including discipline up to termination of his or her relationship with the College; and

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6 As mentioned above, the College makes additional resources available to individuals who believe they have been subjected to an incident of sexual assault/sexual violence. (Please refer to the Sexual Assault Awareness, Prevention, and Response policy which appears in Section XI of this Handbook for additional information and resources.)

7 You also may approach the person who is harassing you or treating you unfairly and notify the person that the conduct or behavior is unwelcome. However, the College realizes that in some instances such action may not be appropriate and you are not required to do so.

8 The investigation shall proceed in a timely manner and every effort will be made to conclude the investigation within 60 days of the College's receipt of the complaint.

9 An individual has the option to file a formal criminal complaint with the appropriate law enforcement agency, to pursue the College's internal complaint process or to pursue both processes simultaneously. Where both an external criminal complaint is being investigated as well as an internal complaint is being investigated by the College, the College will proceed with its own internal investigation and will not unduly delay such investigation, even while law enforcement personnel are conducting their investigation.
Neither engage in nor tolerate any unlawful retaliation against anyone who makes a complaint alleging unlawful discrimination, harassment, or retaliation, serves as a witness, or participates in the College’s investigation.

At times, it may be appropriate to explore whether informal resolution will address a conflict. However, the College does not require that parties participate in the informal resolution process. Moreover, the parties have the right to end the informal resolution process at any time and utilize the formal complaint process at any time. Finally, some reports of discrimination or harassment, such as sexual violence of other forms of physical assault are never appropriate for informal resolution and will require a formal investigation.

Regardless of whether a formal complaint is filed, if the College has credible notice – either direct or indirect – of possible discrimination, harassment or retaliation against a member of the College community, it will take immediate and appropriate steps to evaluate what occurred and determine if further action is required as well as prevent any further recurrence. Any response to such notice may be limited if the events giving rise such notice cannot be verified by independent facts. By way of example, the College will investigate allegations of sexual harassment, and take appropriate action, even if a complainant does not wish to pursue the disciplinary process; however, a complainant should be aware that any response may be hindered by the complainant’s wish to anonymity and/or inaction.

**NOTE:** In connection with complaints of sexual violence/harassment, additional procedures may apply.

Students who are not entirely satisfied with how a complaint has been handled, should contact the President/Chief Executive Officer of the College in writing so that he or she can look into your concerns.
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 Undergraduate Academic Catalog 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 fortyfive (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 Assistant Dean, Academic Advising and 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 Assistant 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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10 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.
WHERE DO I BEGIN?

The Federal Government’s Department of Education created a document called Free Application for Federal Student Aid or FAFSA for short. This application is the same no matter what college or university you attend. Every year you think you will attend a college or university; you need to complete the FAFSA to see what funding you might be eligible to receive. The fastest way to complete the FAFSA is online at www.fafsa.ed.gov. If you are new to this process (meaning you have never filed a FAFSA before in your name) you will need a Personal Identification Number or PIN in order to sign your FAFSA electronically. If you are a student who needs to provide your parents’ information on your FAFSA then one parent will need his/her own PIN so he/she can sign your application. Please hold on to your PIN as you will need this every year you file your Free Application for Federal Student Aid.

At Peirce College, the Office of Financial Aid has work stations where you can complete your FAFSA online and we are here to answer any questions while you are filling out the application.

You will need to have the following items handy when you file your Free Application for Federal Student Aid (FAFSA):
1. Your social security number
2. Your parent(s) social security number (if applicable)
3. Your tax return and W2s if you worked or received any federal benefits during the prior year
4. Your parents’ tax return and W2s if they worked or received any federal benefits during the prior year (if applicable)
5. Peirce College’s school code of 003309.

Please Note: You do not have to wait until you file your Federal tax return to file the FAFSA. You can file with estimated information and then go back into the form and update once you have completed your Federal tax return.

Should you have questions while completing this application, you can call 1-800-433-3243 which is the Department of Education’s help line or contact the Office of Financial Aid at 1-888-GO-PEIRCE x9370.

ELIGIBILITY REQUIREMENTS

In order to be eligible for federal financial aid, you must meet the following eligibility requirements:
• Have a high school diploma or a General Education Development (GED) Certificate, pass a test approved by the U.S. Department of Education, or meet other standards established by your state and approved by the U.S Department of Education
• Be accepted for enrollment as working towards a degree or certificate in an eligible program
• Be a United States citizen or eligible non-citizen
• Have a valid Social Security Number
• Make Satisfactory Academic Progress (if you are a returning student)
• Register with the Selective Service, if required as a male student. You can register online at www.sss.gov

WHEN ARE FORMS DUE?

Federal Deadlines
The Department of Education will allow you to file your Free Application for Federal Student Aid after January 1st each year in order for your eligibility to be determined for all the aid programs they offer. For example, if you are going to attend college in August 2013, you will need to complete the 2013-2014 FAFSA after January 1, 2013.

State of Pennsylvania Deadlines
The Pennsylvania Higher Education Agency Association (or PHEAA as it is also known) offers eligible Pennsylvania residents the opportunity to apply for the state grant. A grant is money that does not have to be repaid. PHEAA suggests that students and family file the FAFSA by May 1st each year for the following award year as the Free Application for Federal Student Aid lets PHEAA know you are a Pennsylvania resident. These funds are limited and if you miss the deadline you may not receive a grant for that award year.

Peirce’s Suggested Deadlines
The Office of Financial Aid suggests you file your Free Application for Federal Student Aid as close to the beginning of the year (January through May) as possible to ensure you are in the running for all forms of funding. Several funds are limited and often run out early in the year.
VIII. FINANCIAL AID

Please Note: You do not have to wait until you file your Federal tax return to file the FAFSA. You can file with estimated information and then go back into the form and update once you have completed your Federal tax return.

What does an academic year look like at Peirce?
We have a traditional academic calendar with two primary semesters 16 week semester (fall and spring) and offer a 14 week summer semester as well. Within each semester we have sessions that are 8 weeks in the fall or spring and 7 weeks in the summer. Here’s a closer look at our academic year:

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<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
<th>SUMMER SEMESTER</th>
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<tr>
<td>16 week courses</td>
<td>16 week courses</td>
<td>14 week courses</td>
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<td>Session 1 (8 weeks)</td>
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<td>Session 5 (7 weeks)</td>
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<td>Session 1 Interim (8 weeks)</td>
<td>Session 3 Interim (8 weeks)</td>
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<td>Session 2 (8 weeks)</td>
<td>Session 4 (8 weeks)</td>
<td>Session 6 (7 weeks)</td>
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<td>Session 2 Interim (8 weeks)</td>
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In order to be considered for most forms of financial aid a student needs to be at least 6 credits for the semester where the student is seeking funds.

Eligible students will only be awarded Financial Aid upon the College’s receipt of their official high school transcript or its equivalency. No funds will be disbursed until the high school transcript is received.

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. All associate degree seeking students are considered to be either first year or second year students for financial aid purposes.

Federal direct loans are a major source of financial aid for many college students. All loans, including federal direct loans, represent debts that must be repaid; however, most federal direct loans do not go into repayment until 6 months after you cease enrollment or graduate. In addition to delayed repayment, most federal direct loans have relatively low interest rates, several repayment options from which a student can choose.

Direct Subsidized Loan
A loan for students with financial need as determined by federal regulations. No interest is charged while you are in school at least half-time (6 credits), during your grace period, and during deferment periods.

Direct Unsubsidized Loan
A loan for students that has interest while the student is in school. The student can choose to pay the interest while in school or make payments when he/she has stopped attending on an at least half-time (6 credits) basis.

Please Note: Unsubsidized student loans begin to accrue interest at the time of disbursement, so you can expect to repay more than the amount you borrowed.

Direct Parent Loan for Undergraduate Students (PLUS)
The parent or parents of a dependent student can borrow a PLUS for their son or daughter. This is a credit-worthy note so the parent would go through a credit check. The parent should know that the federal government is going to check the credit bureau such as Transunion, Equifax and/or Experian. If the parent is approved for this loan then the PLUS is in the parent’s name. If the parent is denied, then the student is eligible for additional funding in the unsubsidized loan.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) denotes a student’s successful completion of coursework
toward a certificate or degree. Federal regulations require the Office of Financial Aid to monitor the progress of each federal aid recipient’s progress toward certificate/degree completion. The college’s academic year and certificate/degree completion requirements are defined in the catalog. The SAP policy (defined herein) for financial aid recipients is stricter than the academic standards for those students who do not receive federal Title IV aid. A student who fails to complete his/her courses, fails to achieve minimum standards for his/her cumulative grade point average or fails to complete the certificate or degree- within the maximum timeframe, may lose his/her eligibility for all types of federal student aid administered by the Office of Financial Aid. SAP standards are applied to for all categories of students (i.e. full and part time) and are be reviewed at the conclusion of every spring semester.

Aid Programs and SAP
The Satisfactory Academic Progress policy affects student eligibility for the following federal programs:

Federal Pell Grant
Federal Supplemental Educational Opportunity Grant
Federal Direct Loan (subsidized and unsubsidized)
Federal Direct Parent Loan for Undergraduate Students (PLUS)
Federal Work Study

NOTE: The Pennsylvania Higher Education Assistance Agency (PHEAA) has a separate Eligible students will only be awarded Financial Aid upon the College’s receipt of their official high school transcript or its equivalency. No funds will be disbursed until the high school transcript is received.

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- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Work Study

**NOTE:** The Pennsylvania Higher Education Assistance Agency (PHEAA) has a separate policy regarding state grant funds and satisfactory academic progress.

**Requirements for maintaining Satisfactory Academic Progress**

To maintain Satisfactory Academic Progress, a federal financial aid recipient must:

1. **Maintain a minimum cumulative grade point average (GPA)**
   The minimum for undergraduate students is a 2.0 (out of a 4.0 scale) cumulative GPA at the end of each spring semester. Your cumulative GPA includes all of the courses that you have attempted at Peirce College to date including those in which you received incompletes, withdrawals or were repeated from an earlier term. (GPA requirements for institutional scholarships may be higher) A 2.0 cumulative GPA is required in order to graduate from Peirce College; and,

2. **Complete at least 67 percent of all credit hours attempted.**
   At the conclusion of the spring semester the total number of credits that a financial aid recipient has attempted at Peirce College will be compared to the total number of credits the recipient has completed.

   Grades of A, B, C, D count as coursework that was attempted and satisfactorily completed toward the percentage of credits earned.

   Grades of F, W and I count as coursework that was attempted but not satisfactorily completed.

   (For example, an undergraduate student who enrolls for 12 credit hours and completes only 7 credit hours has completed 58.33 percent of attempted credit hours.) All attempted credits including failed courses, incompletes, withdrawals, repeated courses and credit bearing developmental courses will be included in this assessment; and,

3. **Complete a certificate or degree program in a maximum timeframe of no more than 150 percent of the average length of the program**
   Maximum Credit Hours: A student may receive financial aid for attempted credits in their program of study; however, the number of attempted credits cannot exceed 150% of the College’s published credit hours for the educational program in which the student is enrolled.

<table>
<thead>
<tr>
<th></th>
<th>Certificate Program</th>
<th>Associate’s Degree</th>
<th>Bachelor’s Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Credits in degree</td>
<td>30</td>
<td>60-63</td>
<td>121-123</td>
</tr>
<tr>
<td>150% of length</td>
<td>45</td>
<td>90-94</td>
<td>181-184</td>
</tr>
</tbody>
</table>

All credits attempted during the student’s enrollment count when assessing the maximum time frame even those semesters in which the student did not receive federal financial aid funds.
**For transfer students:** The number of transfer hours accepted at the point of admission will be used to calculate the student’s remaining eligibility under the 150 percent rule and will be included in the quantitative standard which includes number of credits attempted and completed. Transfer credits will be counted as attempted and earned credits in the calculation for determining SAP. See sample below:

<table>
<thead>
<tr>
<th>Summer 2013</th>
<th>Fall 2013</th>
<th>Fall 2013</th>
<th>Spring 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credits</td>
<td>15 transfer credits</td>
<td>15 credits</td>
<td>15 credits</td>
</tr>
</tbody>
</table>

The student transferred and registered for a total of 48 credits during summer, fall and spring. Based on 48 credits, the student needs to pass a minimum of 33 credits (48 attempted credits multiplied by 67% = 32.16 credits) to successfully meet the credit completion rate. A student’s grade point average at Peirce College is not affected by the transfer credits as only the credits will transfer not the actual grade(s).

**Change of Program**
If a student changes his/her degree program or graduates and requests another degree program, his/her coursework will be evaluated to determine the credits that count toward the new major or program. After a degree audit has been evaluated, the count of credits attempted will be reset based upon the credits completed that satisfy requirements in the new degree program. For example, if a student has attempted 60 credits but only 30 (including transfer credits) will satisfy requirements in the new degree program, then the count of the attempted credits will be reset from 60 to 30. The student in this example would have a new maximum of 60 additional credits to complete the new associate’s degree program. Further, this student would have a new maximum of 151 credits to complete a new bachelor’s degree.

**PLEASE NOTE:** A student who completes all the academic requirements for a certificate or degree but does not yet have a certificate or degree (or has not applied for graduation) is not eligible for further financial assistance for that certificate or degree.

**Change of Major**
A student must provide reasonable rationale for pursuing a new major if he/she has been on academic probation and the student is not making satisfactory academic progress. Such appeals will be reviewed in the conjunction with prior information obtained through the appeal process. Please consult the course catalog.

**Reestablishing Eligibility**
Students who fail to meet the SAP requirements will be placed on financial aid suspension and as a result will not be eligible for continued assistance from the Title IV programs to pay for their classes. Ineligible students are required to meet the SAP standards detailed above in numbers 1-3 in order to regain their eligibility for Title IV aid. When extraordinary circumstances have contributed to the failure to maintain the SAP standards the student may appeal as provided below.

**Satisfactory Academic Progress Appeal Policy:**
All students placed on Financial Aid Probation due to failure to meet satisfactory academic progress have a right to appeal. In order for the Office of Financial Aid to evaluate your appeal, please follow the guidelines below, providing as much detailed information regarding the circumstances of the appeal as possible. The details of the appeal must be thoroughly explained before your appeal will be evaluated. Appeals will be reviewed on a case-by-case basis.

**Instructions for Submitting an Appeal**
1. Complete the Satisfactory Academic Probation appeal application.
2. Attach a typed and signed letter. The appeal letter must explain the following:
   a. A description of the unforeseen circumstance which may have prevented the student from meeting the SAP standards;
   b. How the circumstance(s) have been resolved and;
   c. How the circumstance(s) will not affect the student’s future academic progress.
   d. An academic plan (which has been created with your Peirce academic advisor and/or a Peirce faculty member)
3. Attach supporting documentation.
Documentation of circumstances described in your letter must be included with the written appeal.

**NOTE: Additional documentation may be requested after your appeal has been submitted.**

**Appeal of Maximum Time Frame**
A student who is close to exceeding the maximum time frame may appeal that status if he/she believes that there are special or extenuating circumstances. Examples of special circumstances would be: injury, illness, death of a close relative, or other extenuating circumstances. A student may submit an application for appeal (see procedure above), with supporting documentation, to the Office of Financial Aid. The Office of Financial Aid will notify the student of the outcome of the appeal, and if he/she will be eligible for any additional time.

**Monitoring the Status of Your Appeal**
It may take up to seven business days to review your appeal once it is submitted to the Office of Financial Aid before a decision is made. All decisions are final. A second review can only be requested if you can provide new information and documentation that may have been omitted from the initial appeal. If you have not submitted your initial or follow-up documentation within the timeframe allotted, typically within seven business days of the date of the decision email, you will be responsible for any potential balance and you can discuss your payment options with the Business Office.

You will receive written electronic mail notification of the decision made on your appeal. You can monitor the status of your appeal on Net Partner.

Below is a listing of the potential appeal statuses:

- **Not Received:** Based upon your current SAP status you are ineligible for federal financial aid and have not submitted an appeal.
- **Received:** Your appeal has been received, but not reviewed.
- **Incomplete:** Your appeal has been reviewed, but the Office of Financial Aid has deferred a decision on your appeal pending the receipt of additional information. The Office of Financial Aid will send an email to your Peirce College email address detailing the additional information or documentation needed.
- **Approved:** Your appeal has been approved, and you are on SAP probation. While on probation you must follow the requirements set forth within the terms of your academic plan. The Office of Financial Aid will monitor your academic progress each term to ensure you are meeting your individualized SAP requirements.
- **Denied:** Your appeal was not approved based on the information you provided. You are not eligible to receive federal financial aid. If you intend to remain enrolled at Peirce College, you must pay your bill with other sources.

**Subsequent Appeals**
Students who submit appeals for subsequent semesters may not present the same extraordinary or extenuating circumstance more than once, unless it has recurred. The basis for all subsequent appeals must be fully documented in order to be reviewed by the Office of Financial Aid.

**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 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 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 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 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 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 place 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 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 an Academic 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

Table: RETURN OF TITLE IV FUNDS POLICY

<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>

INSTITUTIONAL REFUND

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:

VIII. FINANCIAL AID
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).

This Return of Title IV Funds (R2T4) Policy applies to any student who receives federal financial aid, has begun classes, and subsequently either withdraws from the courses the student was scheduled to complete and/or receives all failing grades during the payment period. (We have three payment periods at Peirce College: summer semester, fall semester, and spring semester.) State grant awards may also be decreased or eliminated if a student meets any of these three criteria.

Overview of the R2T4 Policy
When a student withdraws from his/her courses, for any reason including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds the student was originally scheduled to receive. Peirce College follows the federally prescribed policies and procedures for calculating whether the student has earned all or a portion of their federal financial aid.

For students in accelerated courses (sessions) within the 16 week payment period, such as 8 week session 1, 8 week session 2, 8-week session 1 or session 2 interim, and/or any other variable length course that is not scheduled to run the entire term, we are required to review each session individually. This means that even if a student successfully completes one session and subsequently withdraws from a later session within the same payment period, we still must review eligibility under the most recent federal guidance.

Peirce College is required to return all unearned federal aid attributed to school charges. This means that a portion of the student’s tuition and fees is no longer covered by financial aid, and the student is liable for paying the balance of school charges. This amount will be subject to immediate repayment and no further registration activity will be allowed and official transcripts will not be released until the balance is paid in full.

Return of Title IV Funds Process
The Financial Aid office follows the instructions outlined in the federal worksheet when calculating Title IV earnings according to the following steps.

Step 1: Student’s Title IV Aid Information:
• The total net amount of Title IV aid disbursed (if any) for the payment period in which the student withdrew. A student’s Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student’s account on or before the date the student withdrew or ceased to attend. If aid was disbursed after the student ceased attendance but prior to the date Peirce College determined the student withdrew, this aid would be considered aid that could have been disbursed and is required to be reversed from the student’s account.
• The total net amount of Title IV aid disbursed plus the aid that could have been disbursed (if any) for the payment period in which the student withdrew.

Step 2: Percentage of Title IV Aid Earned
The Financial Aid Office will calculate the percentage of aid earned as follows:
• For students attending non-accelerated courses, the number of calendar days completed by the student divided by the total number of calendar days in the payment period (weekends included) in which the student withdrew minus any scheduled breaks of 5 days or more.

Days Attended (minus scheduled breaks if attended through that period) / Days in Payment Period (minus scheduled breaks) = Percentage Completed

• For students attending accelerated courses within the payment period, the number of calendar days completed by the student divided by the total number of calendar days in the payment period (weekends included) in which the student withdrew minus any days the student was not scheduled to attend (unscheduled breaks) and any scheduled breaks of 5 days or more.

Days Attended (minus scheduled breaks if attended through that period) / Days in Payment Period (minus scheduled or unscheduled breaks) = Percentage Completed
PLEASE NOTE: If the calculated percentage exceeds 60%, then the student has “earned” all aid for that period to the extent that it has been applied to the student’s account. If all aid has not been disbursed to the student’s account prior to the last date of attendance the student would be entitled to all originally scheduled Title IV aid less second or subsequent direct loan disbursements.

Step 3: Amount of Title IV Aid Earned by the Student
The Financial Aid Office will calculate the amount of aid earned as follows:

- The percentage of Title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or by what could have been disbursed for the payment period in which the student withdrew (Step 1).

\[ \text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid} \]

Step 4: Amount of Title IV Aid to be Returned or Disbursed
- If the aid already disbursed equals the earned aid, no further action is required.
- If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program in accordance with the federal guidelines. Go to Step 5.
- If the aid already disbursed is less than the earned aid, the Financial Aid Office will calculate a Post-Withdrawal Disbursement. If this post-withdrawal disbursement contains loan funds, the student will be notified and will need to accept or decline these funds. If the student fails to respond to Peirce College within 14 days of receiving the notification, Peirce College will apply the loan funds to cover any outstanding tuition and fee charges due to the College and will cancel any remaining loan funds. (A student should evaluate the situation as not to incur additional debt unnecessarily.)

\[ \text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned} \]

Step 5: Amount of Unearned Title IV Aid to be Returned by the School
- Add the total of institutional charges for the period.
- Multiply the percentage of unearned aid by the institutional charges.
- Calculate the lesser amount of the Title IV aid to be returned with the amount of unearned charges. This equals the amount of Title IV funds to be returned by the school.

Step 6: Order of Returned Funds by the School
The order of return of funds is proscribed by the Department of Education regulations as follows:
1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS Loans (both Parent and Graduate)
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)

The student’s grace period for loan repayments for Federal Unsubsidized and Subsidized Direct Loans and Federal Perkins Loans will begin on the day of the withdrawal from the College. The student should contact the servicer if he/she has questions regarding the grace period or repayment status. If the student is not returning to Peirce College, exit counseling should be completed online at http://www.nslds.ed.gov/nslds_SA/.

Step 7, 8, 9, &10: Unearned Title IV Funds Due Directly from the Student
- Subtract the amount of Title IV aid being returned by the school from the amount of Title IV aid to be returned. If the amount is greater than zero, subtract the total loan funds the school must return from the total amount of net loans disbursed to the student. If the amount is less than or equal to the total, the school will notify the holder of the loan and Federal Direct loan funds are paid back to the lender by the student in accordance with the terms of the borrower’s promissory note.
- If the amount is greater than the total, subtract the unearned Title IV aid due from the student with the amount of loans to be repaid by the student. Multiply the amount of Title IV grant aid that was or could have been disbursed by 50%, this is the amount of grant protection available.
Subtract the initial amount of Title IV grant funding for the student to return with the grant protection. If this amount is less than or equal to zero, no further action is necessary.

If the amount is greater than zero, the student must return the funds as proscribed by the Federal guidelines.

**Notification**

Students will receive a notification indicating the actions taken by the Financial Aid office including any information on funds that may have been returned to the federal aid program(s) on behalf of the student and the contact information for the Business Office if the student has a balance due.

**Example of Return of Funds Calculations**

In the following example the student's institutional charges will be adjusted by the amounts that must be returned to the Title IV programs. Please note that charges used in these examples may not reflect true College charges. In this example the student is enrolled in two session 2 classes. The session runs from 10/31 to 12/18.

Tuition and all fees: $3,745

Student's financial aid package consists of:
- Federal Pell Grant $1,388
- Federal SEOG $200
- Subsidized Direct Loan $1,742
- Unsubsidized Direct Loan $2,988

Total financial aid package $6,315

College charges paid $3,745

Amount of excess funds to student $2,570

The student withdraws on 11/15. This is day 16 out of 49 days in the session. 16/49 = 32.7% of Title IV funds earned by the student. Title IV funds total $6,315.00, therefore, $6,315.00 x 32.7% = $2,065 Title IV funds earned.

Title IV funds to be returned: $6,315 - $2,065 = $4,250 to be returned to Federal Programs. Unearned Title IV funds due from the College:

Institutional charges = $3,745.00; unearned Title IV = 67.3% (100% - 32.7%); $3,180 x 67.3% = $2,520.00. (This will become a balance due on the student account since Return of Title IV Funds calculation is required.)

Peirce College must return $2,520.00 of the Title IV funds. The Financial Aid Office will reduce the Unsubsidized Federal Direct Loan by this amount since this type of aid is ahead of Subsidized Direct Loan, Federal Pell Grant, and Federal SEOG on the federal order list. (The amount of overall student loan debt is reduced.)

Unearned Title IV funds to be returned by the student:

Unearned Title IV aid to be returned - amount returned by Peirce College = amount to be returned by student:

$4,520 - $2,520 = $2,207.00 to be returned by the student.

**NOTE:** Loans amounts to be returned by student (or parent in the case of a PLUS loan) are returned in accordance with the terms of the promissory note. The loan amount will be returned in accordance with the terms of the promissory note.

**How can a student attending accelerated courses (terms) determine if they are a withdrawal for Title IV purposes?**

1. After beginning attendance in the payment period, did the student cease to attend or fail to begin attendance in a course he or she was scheduled to attend? If the answer is no, this is not a withdrawal. If the answer is yes, go to question 2.

2. When the student ceased to attend or failed to begin attendance in a course he or she was scheduled to attend, was the student still attending any other courses? If the answer is yes, this is not a withdrawal; however other regulatory provisions concerning recalculation may apply. If the answer is no, go to question 3.

3. Did the student confirm attendance in a course in a session beginning later in the payment period? If the answer is yes, this is not a withdrawal, unless the student does not return. If the answer is no, this is a withdrawal. Take, for example, a student who is a recipient of Title IV program funds who is scheduled to complete two courses in each of the two sessions within the payment period (8 week session 1 and 8 week session 2).
**Scenario 1:** The student begins attendance in both courses in the first session, but ceases to attend both courses after just a few days and does not confirm that he/she will return to any courses in session 2. The student is a withdrawal because he or she ceased to attend courses he/she was scheduled to attend (Yes to question 1); was not still attending any other courses (No to question 2); and did not confirm attendance in a course in a session beginning later in the period (No to question 3).

**Scenario 2:** The student begins attendance in both courses in the session 1, but withdraws from just one of the courses after just a few days. The student is not a withdrawal. Although the student ceased to attend a course he or she was scheduled to attend (Yes to question 1), the student was still attending another course (Yes to question 2).

**Scenario 3:** If the student completes both courses in session 1, but officially drops both courses in session 2 while still attending the courses in session 1, the student is not a withdrawal. Because the student officially dropped both courses in session 2 before they began and prior to the end of session 1, the student did not cease to attend or fail to begin attendance in a course he or she was scheduled to attend (No to question 1). However, because the student did not begin attendance in all courses, other regulatory provisions concerning recalculation may apply.

**Scenario 4:** If the student completes both courses in session 1, but is administratively dropped or officially drops both courses in session 2 after completing the courses in session 1, the student is a withdrawal. Although the student successfully completed the first session, because the student dropped both courses in session 2 after the end of session 1, the student ceased to attend courses he or she was scheduled to attend (Yes to question 1); was not still attending any other courses (No to question 2); and did not confirm attendance in a course in a session beginning later in the period because there are no later sessions within that term (No to question 3).

**Scenario 5:** If the student completes both courses in session 1, starts attending both courses in session 2 but withdraws from both of these courses, the student is a withdrawal. Although the student successfully completed the first session, the student ceased to attend courses he or she was scheduled to attend (Yes to question 1); was not still attending any other courses (No to question 2); and did not confirm attendance in a course in a session beginning later in the period (No to question 3).

**Intent to Enroll: Confirmation of Attendance in a Future Module during the Payment Period**

As mentioned in the above scenarios, when it is determined that a student has withdrawn, students must confirm attendance in a future course within the same payment period, even if the student is already registered for future courses. This action allows us to suspend the Return of Title IV Funds Calculation. As long as the student successfully completes the future course(s) within the current payment period, no other action will be necessary.

**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:

<table>
<thead>
<tr>
<th>IF CONVICTED OF AN OFFENSE INVOLVING:</th>
<th>Ineligibility period is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The possession of a controlled substance:</td>
<td></td>
</tr>
<tr>
<td>First offense</td>
<td>1 year</td>
</tr>
<tr>
<td>Second offense</td>
<td>2 years</td>
</tr>
<tr>
<td>The sale of a controlled substance:</td>
<td></td>
</tr>
<tr>
<td>First offense</td>
<td>2 years</td>
</tr>
<tr>
<td>Second offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>
If the student was convicted of both possessing and selling illegal drugs and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program or passes two unannounced drug tests given by such a 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 Manager, Financial Aid that he/she has successfully completed the rehabilitation program. When a student regains eligibility during the award year, Student Financial Services may award Pell, 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 Manager, Financial Aid for review. After review, the student will be contacted by the Manager, Financial Aid to discuss his/her eligibility status for receiving state, federal, and/or campus-based aid.
IX. TRANSCRIPT REQUEST

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, fax 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 transcript has been sent. 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 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.

Undergraduate Tuition and Fees for the 2013-2014 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 $533.
- The technology fee per 3-credit course is $105.
- Total cost per 3-credit course is $1,704.
X. TUITION PAYMENT

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%
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 the Office of the Chief Auxiliary Services Officer.

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. 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, Vice President, Marketing & Admissions and/or the Assistant 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.

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.
XI. CAMPUS SAFETY AND SECURITY

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 exterior 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:

3. Continue with daily activities inside the campus.
5. Not, under any circumstances, enter or exit the building until authorized to do so by emergency personnel.
6. 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.
7. 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.

XI. CAMPUS SAFETY AND SECURITY

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. 11
- 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:

- 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.
- 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

11 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.
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.

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 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.

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.

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. 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, The Office of Financial Aid Academic 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:

• 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 the attempt to purchase, consume, possesses, 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.

ILLEGAL 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, 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

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

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)
- Al-Non-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
- 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

Consortium
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 x 524
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-outpatientpsychiatry-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 Community Mental Health 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
215-451-7000
- 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)
- Special Language Services: Spanish

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.

- **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 Assistant Dean of Students; or the 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” 12 or “Shelter in Place” 13 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. Educational programs include but are not limited to: information provided in orientation courses and new student orientation programming, awareness and prevention workshops provided during Sexual Assault Awareness and Prevention month, a community awareness day, and resource materials available throughout the campus.

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 Assistant Dean of Students, or his or her designee, will assist a student in notifying local police authorities, if the student requests such assistance.

Victims should seek medical attention immediately and do not interfere with the preservation of evidence (do not bath or change clothing prior to a medical or legal examination).

Victims should meet with the Assistant 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.

12 A process in which all entrances/exits of the College are locked to secure the premises.

13 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.
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.

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)
One Penn Center
1617 John F Kennedy Blvd.
Suite 1100
Philadelphia, PA 19103
Phone: 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.womenshealth.gov/publications/our-publications/fact-sheet/sexual-assault.html

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 policies, which appear in SECTION I. 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 in writing 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 within 30 calendar days of the decision unless extenuating circumstances.

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.

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:


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/ri_dsp.cfm?rs_id=5&rate_chno=W-00082

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 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. 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) with a current expiration date. 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 with the exception of a current roster. 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 Academic 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 Assistant 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 Assistant Dean of Students.

CONFIDENTIAL REPORTING POLICY
Peirce College encourages anyone who is the victim or witness to any crime to promptly report the incident to the local police by dialing 911. Because police reports are public records under the purposes of inclusion in the annual disclosure of crime statistics can generally be made to campus Security Services. Students may contact campus security by using the telephones located by the elevator on each floor of College Hall, dialing extension 9444 from any telephone on campus, or dialing 215-670-9444 or 215-670-9284 from any other telephone. Confidential reports of crime may also be made to the Chief Auxiliary Services Officer, the Assistant Dean of Students, Vice President, Student Services or the Vice President, Academic Advancement.

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.