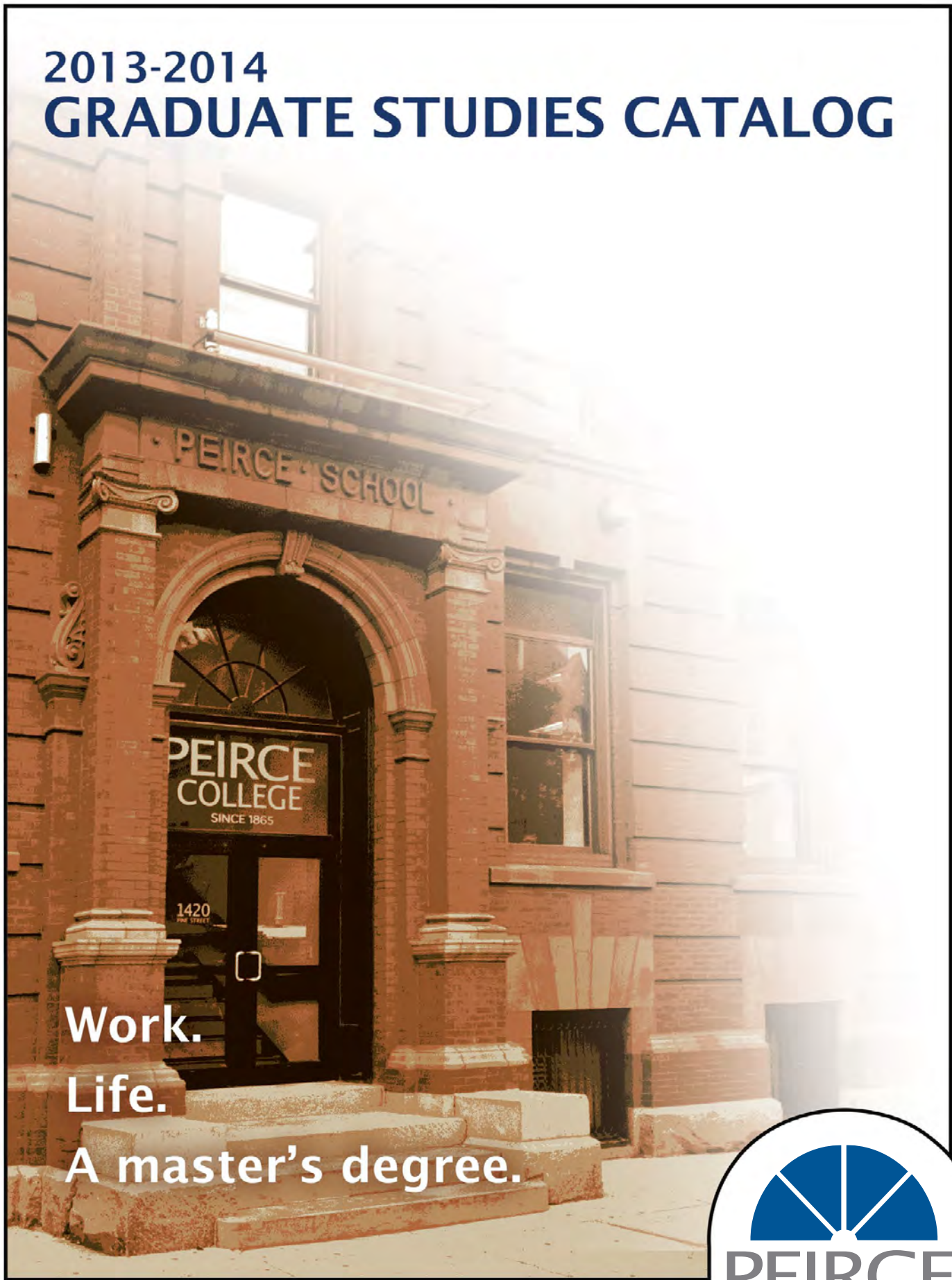


2013-2014 GRADUATE STUDIES CATALOG



**Work.
Life.
A master's degree.**



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GENERAL INFORMATION

PEIRCE COLLEGE

Graduate Studies
1420 Pine Street
Philadelphia, PA 19102-4699

Toll free: 888.273.4723

Fax: 215-670-9366

Email: Masters@peirce.edu

Online: www.peirce.edu

Portal: my.peirce.edu

Blog: blog.peirce.edu

SCHOOL CLOSING NUMBERS

Day: 164

Evening/Saturday/On Site: 2164

Listen to radio station KYW (1060 AM) during inclement weather for school closing announcements. School closings are also announced on NBC 10, 6 ABC, Fox 29, and at the my.peirce.edu portal.

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 account of age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, genetic information, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.

The College's policy on equal opportunity supports and is consistent with the College's commitment to enhancing diversity and inclusiveness. Diversity means not only membership in the various "protected groups" identified above but also diversity in experience, perspective, ideas, style and contacts.

We believe that we are much stronger as a College as a result of the richness of our diversity and strive to ensure that we have policies and practices which are respectful and promote inclusion of diversity. Inquiries or complaints relating to equal opportunity for prospective or current students may be directed to the Assistant Vice President, Human Resources/Chief Equal Opportunity Officer, who is a member of the Human Resources Department and is available at 3R Alumni Hall (215-670-9328).

If a prospective or current 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, Second Floor, Alumni Hall (215-670-9251).

ACCREDITATION

The College is authorized by the Pennsylvania Department of Education to award the Bachelor of Science and Associate in Science degrees. Peirce College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Higher Education.

The American Bar Association (ABA) approves the Bachelor of Science, Associate in Science and Certificate of Proficiency in the Paralegal Studies program. The Accreditation Council for Business Schools and Programs (ACBSP) accredits the Bachelor of Science, Associate in Science, and Certificate of Proficiency in Business and the Bachelor of Science in Accounting.

The College is approved for Veteran and Vocational Rehabilitation training. Eligible veterans, members of

the National Guard, and the survivors and dependents of deceased and disabled veterans may be eligible to use their G.I. benefits. The Veterans Administration determines eligibility for benefits.

The certifying official for veteran's benefits is located in the admissions office.

The College is a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the National Association of Independent Colleges and Universities (NAICU), the National Association of College and University Business Officers (NACUBO), the Association of Independent Colleges and Universities of Pennsylvania (AICUP), and the Pennsylvania Association of Colleges and Universities (PACU).

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

GENERAL INFORMATION

DISCLAIMER

This Catalog is not a contract and is for informational purposes only. The College reserves the right, in its sole discretion, to update, revise, amend, discontinue, withdraw, suspend, modify, interpret, or make changes of any nature to this document as well as to any other policies, procedures, or programs of the College including, without limitation, with respect to the College's degree and non-degree academic programs of study, offerings, and requirements, departments,

courses, regulations, announcements, class hours and schedule, academic calendar dates, tuition rates, fee schedules, financial aid offerings, minimum charges applicable under its refund policy and/or graduation requirements, at any time, with or without prior notice to any current or prospective student or employee or any other person. The most up-to-date catalog information can be found at www.peirce.edu.

MISSION STATEMENT

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

CORE VALUES

Encourage the pursuit of learning and growth.

We believe in the value of a quality education and embrace the lifelong benefits of personal and professional growth. We lead through effective teaching, coaching, mentoring and tutoring, which empower people to achieve their goals and realize their full potential.

Make a difference through the delivery of exceptional customer service.

We are dedicated to consistently delivering the highest standard of total service to our internal and external customers. We accomplish this by anticipating and satisfying our customers' needs through caring and individualized attention that leads to an overall positive experience.

Play as a team; be a responsible partner in the process.

We foster a collaborative and cooperative approach to our work and expect each person to support the goals and mission of the team, and be accountable in promoting the standards of the College.

Open our minds to exploring new ideas and better ways of doing work.

We embrace changes in the marketplace and take calculated and appropriate risks to develop new and different ways to improve the processes and outcomes.

Work with passion and determination; be proactive.

We are a professional community with great heart and spirit. We demonstrate passion for people, for education, for the Philadelphia region and the pursuit of lifelong learning. We are committed to being successful and take initiative in the relationships and partnerships we create.

Engage others in open communication listen and build honest relationships.

We maintain open lines of communication conducive to creating productive work relationships that support and advance our mission and our culture.

Respect others and expect the same.

We are relationship oriented and believe that respect is a cornerstone of building healthy and positive experiences. We bring a high level of respect, professionalism and courtesy to our day-to-day interactions with others.

Embrace and promote diversity.

We are an inclusive organization that values the uniqueness of students, alumni, faculty, staff, and the communities we serve. We firmly believe that diversity adds richness to the Peirce College experience for all.

Demonstrate flexibility and adapt to change.

We are responsive to the changing needs of our students, alumni, faculty, staff, and communities, while maintaining consistently high standards.

GENERAL INFORMATION

STUDENT RESPONSIBILITY

All students are responsible for familiarize themselves with the College's academic policies, procedures, and regulations. The College will not waive a regulation because a student claims unawareness of it. Students must adhere to the dates relating to application for graduation as well as other pertinent deadlines announced by the academic department or the Office of Graduate Studies. 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 faculty advisor or the Office of Graduate Studies before making any decisions about their studies at the College.

GRADUATE STUDIES MISSION

Consistent with the mission of Peirce College, the Graduate Studies mission is to provide quality graduate programs for non-traditional college students of all ages and backgrounds, and to develop professionals who are competent and ethical.

Peirce College Graduate Studies programs are designed for students who have earned bachelor's degrees and desire to further their education at the graduate level. Classes are offered to accommodate work schedules and are held at the main campus, online, or off-site. The Graduate Studies programs allow students to continue full-time employment while pursuing a graduate degree. The Graduate Studies programs are comprised of rigorous, accelerated courses in which graduate students have the opportunity to learn and develop, both personally and professionally, through extensive study, coursework, and interaction with faculty members and student peers. Graduate Studies programs culminate in an applied research project known as the Capstone.

PHILOSOPHY STATEMENT

Peirce College, building upon a tradition since 1865 of making the benefits of higher education accessible and attainable to non-traditional students of all ages and backgrounds, is dedicated to providing our graduate students an education that brings together practical experience, theoretical foundations, and intellectual rigor in a highly professional, career-focused academic environment. The graduate faculty, who are specialists in their field, work closely with students,

guiding them through applied research throughout graduate programs that will not only broaden and deepen students' knowledge and skills but will also enrich their personal and professional lives.

SCHOLARSHIP & RESEARCH

All graduate students are expected to complete a graduate-level capstone research project. In order to complete the capstone research project, the student will enroll in the graduate capstone course as designated by the program. While students are expected to complete the capstone research project by the conclusion of enrollment in the graduate capstone course at the end of the graduate program, one (1) 14-week extension to the capstone course may be granted upon request to the Office of Graduate Studies and payment of the applicable fee. Policy documents and requirements for completing the capstone research project will be available to students in the Office of Graduate Studies. Strict adherence to rules for deadlines, application for graduation and satisfactory completion of the capstone research project must be observed.

Graduate students are expected to employ reflective learning practices through retrospective deliberation and action-based research efforts. Capstone research projects conceived and created in collaboration with peers serve as impetus for ongoing and future research and signify points on a learning lifestyle continuum. Graduate students are required to take personal responsibility for their learning and, thus, act more like co-learners and co-investigators in the learning and research processes. Rather than act as passive recipients in their own educational processes, students will initiate scholarly activity beyond that prescribed in the course.

Graduate students will design their capstone research project with the help of a faculty advisory committee appointed by the Dean of Graduate Studies, conduct the necessary background literature search and research, analyze the results, write the capstone, and communicate results in an oral presentation to the College community. Scholarship and research are themes embedded throughout the graduate programs at Peirce College, and students are encouraged to begin work with the capstone research project early in their enrollment through the graduate coursework offerings. Students are expected to demonstrate effective oral and written

GENERAL INFORMATION

communication skills as expected at the graduate level and in alignment with appropriate graduate level research and writing academic standards including the standards and guidelines espoused by the American Psychological Association (APA) or other academic standards guidelines as promulgated by the College. With guidance of the faculty advisory committee, the research study, writing, and reporting will be designed to be completed in a manageable timeframe.

INSTITUTIONAL REVIEW BOARD

Institutional Review Board (IRB) and Human Subjects Policy (HSP)

Introduction and Statement of Ethical Principles

The Institutional Review Board (IRB) of Peirce College reviews all research projects involving human subjects conducted by individuals affiliated with Peirce College (including graduate students and graduate faculty) to confirm that subjects' rights, privacy, welfare, and civil liberties are protected. Graduate students completing a capstone project as part of their program of graduate studies at Peirce College are required to obtain the approval of both their Capstone committee as well as the Peirce College Institutional Review Board prior to commencing research including data collection. Failure to follow these guidelines and procedures, especially but not limited to prior to the collection of data, can result in grounds for academic dismissal from the graduate program at Peirce College. Graduate students at the College are strongly advised to keep in close communication with the Capstone committee chairperson to ensure that all applicable guidelines outlined herein are strictly adhered to.

The IRB is responsible for adhering to Federal Government regulations (45CFR46 (PDF)) for determining whether research protocols qualify for exemption to this document. The IRB does not evaluate the study's design or evaluate its potential contributions.

The intent of IRB and HSP is to safeguard the rights and welfare of human subjects (by elimination or reduction of research-related risks and ensure the voluntary participation by subjects), and to ensure Peirce College is in compliance with the Federal Rules (45CFR46) promulgated under Title 45 Part 46 of the *Code for Federal Regulations*. Peirce is further

guided by the ethical principles regarding all research involving humans as subjects as set forth in the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research entitled: *The Belmont Report Ethical Principles and Guidelines for the Protection of Human Subjects of Research*.

SCOPE OF THE IRB

ALL research involving human subjects, including research training, must be reviewed and approved by the College's IRB before any human research can begin. The IRB has full authority to approve, require modifications, or disapprove all research activities that fall within its jurisdiction.

There are three types of review classifications (criteria for each are specified by the Department of Health and Human Services):

1. Exempt from further review – does not mean that the research project is exempt from IRB review; rather it is a classification assigned by the IRB after its review of the protocol to indicate that the project is exempt from further review as long as there are no modifications in the procedures.
2. Expedited review – includes but is not limited to research that presents no more than a minimal risk to human subjects, and is inclusive of the forms of research (subject to the conditions outlined) located at: <http://www.hhs.gov/ohrp/policy/expedited98.html>.
3. Full IRB review – for all other forms of research proposed that does not otherwise qualify for exemption from further review or expedited review.

APPLICATION ELEMENTS

Full application policies, procedures, and forms are available for both students and faculty.

The IRB review process focuses on the following elements:

1. Risk: Are the procedures and subjects' participation adequately described? Do the study's procedures place the subject at risk in any form? Are the risks fully described? Is the risk minimal or reasonable, as defined by the policy? Are the procedures adequate to minimize any risk?
2. Benefit: if there are potential risks, should the

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knowledge for the research be pursued? Do the benefits outweigh the risks? Have the benefits to the subject and/or society been described?

3. Informed Consent: are the subjects provided with sufficient detail in the consent form to assure voluntary and informed consent? Are participants notified that they can withdraw at any time? Are the participants informed about their recourse in the event of injury? Are the participants provided with a name and phone number or a person to call with any questions or problems? Is there any indication of coercion or undue influence?
4. Confidentiality/Anonymity: is the selection of participants/subjects fully explained? If the subjects are anonymous, how is anonymity ensured? Are the procedures sufficient to allow for confidentiality of information about individual subject, in both gathering and disseminating information? Are security measures adequately described? The procedures must be specific; a statement to the effect that “confidentiality will be maintained” is not sufficient.
5. Special or vulnerable populations: are vulnerable populations involved? If so, have particular and appropriate steps been taken to assure they or their legal guardians understand what is going to happen, their participation is voluntary, legal consent has been obtained, etc.? Is selection of subjects equitable? Application procedures for IRB review of proposed student and faculty research are available in a separate policy document through the Office of Graduate Studies.

COURSE DELIVERY OPTIONS

Peirce provides practical, high quality degree programs where courses are taught in an accelerated format. Most three-credit courses are seven or eight weeks in length. Those that meet on campus or in other face-to-face settings typically meet once per week for four hours. Course study is offered in two interchangeable formats: on campus at 1420 Pine Street, Philadelphia, PA and in other face-to-face settings; and online through distance learning. Both formats use the same faculty and curricula, and promote the same learning outcomes. Regardless of the delivery format, all courses include 42 hours of instruction.

All classes scheduled to meet on campus at 1420 Pine Street or in other face-to-face settings meet for 28 to 32 hours of “in person” instruction. A three-credit class is required to have 42 hours of instruction. In order to achieve the 42 hours of instruction per course required by law, students are expected to participate in online activities throughout the course. These activities may include group work, discussions, and projects, but are not considered “homework.” Students will be assigned homework in addition to these activities.

Online classes are designed to include 42 hours of instruction so that all classwork can be completed online. Students will have deadlines throughout the course that they are expected to meet, usually on a weekly basis. Although delivered asynchronously, online courses may require participation in group meetings or phone conferences with faculty at specified times. For technology requirements, please refer to the Computer/Internet Requirements for Students policy.

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>.

ACADEMIC SUPPORT

Graduate students desiring academic support and consultation should schedule an appointment to meet with their Faculty Advisor and/or Faculty teaching the graduate course. Writing support and support with statistical analysis pertaining to graduate-level research is available through SMARTHINKING; further information is available in the Office of Graduate Studies.

The Peirce College Library maintains traditional print as well as electronic collections comprised of books, periodicals, and reference works. Over half of its 113,000 books are e-books; its collection of databases contains over 20,000 full-text journals, electronic reference materials, legal research tools, and industry reports. The database collection is accessible remotely and librarians are available to assist graduate students with reference and citation questions. For more information, visit the Library's webpage at <http://library.peirce.edu>.

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CAREER DEVELOPMENT SERVICES

Career counseling, planning, and job search assistance are vital components of a graduate student's 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) as Peirce undergraduates transitioning into graduate studies or at their point of enrollment in the College's graduate program. 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 CV, resume, and cover letter writing, mock interviews, graduate school preparation and techniques to launch an effective job search. CDS also hosts interactive events and activities

that provide students the opportunity to practice professional networking skills and connect with area employers and leaders through signature programs like the HR Panel Discussion, Women in Leadership, Mocktails, and Career Day. For graduate students with busy lives that preclude them from participating in on campus events, 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, Peircelink. Finally, for students who are unclear about how to leverage their graduate degrees, CDS administers career interest inventories to help align career values and goals with job opportunities. CDS also provides counseling appointments to discuss how to build and approach a more strategic career path.

The Career Development Services Office provides assistance at no cost to students who are seeking full-time or part-time employment, internships or experiential opportunities. Graduate students are encouraged to meet with CDS early in their program to discuss their career needs and to develop a customized career path.

ADMISSIONS INFORMATION

In compliance with relevant federal, state, and local laws, Peirce 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.

ADMISSIONS REQUIREMENTS

To apply for admissions into a Peirce College Graduate Studies Program, students must submit the following documents to the Office of Graduate Studies:

- A completed application for admission with application fee. With the application, applicants will provide a current resume.
- An official transcript documenting baccalaureate or higher graduation from an accredited institution recognized by CHEA (Council for Higher Education Accreditation) or the USDOE (United States Department of Education). The transcript must indicate that the applicant earned a 2.75 GPA or above on a 4 point scale at the undergraduate or graduate level. Transcripts from any prior graduate courses or programs completed must be submitted as well.
- Two completed recommendation forms. The recommendation forms can be from a current or past faculty member, Dean, and/or supervisor.
- A statement of intent or career objective written in a one-two page essay format. The statement should discuss the applicant's professional and personal goals and why completing a graduate degree in the desired field at Peirce College will help meet these goals. The statement should also discuss how the applicant's academic and professional backgrounds have resulted in preparation for graduate study.

In addition, applicants are required to participate in an interview. Students will be notified about the admissions decision by the Office of Graduate Studies.

APPLICATION FEE

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

APPLICATION DEADLINE

Application deadlines are posted to the College's website. The applicant is responsible for ensuring that the Office of Graduate Studies receives all necessary materials by the recommended application deadlines. All application materials become the property of Peirce College and may not be returned or forwarded to another institution.

INTERNATIONAL APPLICANTS

Applicants for admission to Graduate Studies programs at Peirce College who have completed an undergraduate degree at an institution located outside of the United States will need to complete the following additional admissions requirements:

- Completion of the TOEFL (Test of English as a Foreign Language) administered through ETS (Educational Testing Service). Applicants completing the paper version of the examination must achieve a minimum score of 550; applicants completing the internet-based version of the examination must achieve a minimum score of 75. Official score reports must be sent directly to the Office of Graduate Studies from Educational Testing Service; unofficial score reports or student copies of score reports will not be accepted. The IELTS "academic version" examination can be utilized in lieu of the TOEFL to meet this requirement as well. The applicant must achieve an overall band score of 6.5 or higher on the IELTS 'academic version' examination as based on completion of all four modules of the exam. Official score reports must be submitted from IELTS.
- Completion of a foreign transcript evaluation service from the National Association for Credit Evaluation Services and submission of an official evaluation report. The results of the evaluation report must indicate the equivalent of completion of a four year undergraduate degree (Bachelor's degree) inclusive of at least 120 credits with an equivalent grade point average (GPA) of 2.75 or higher on a four point scale.

ADMISSION NOTIFICATION

All applications are reviewed by the Office of Graduate Studies. Applicants will be notified of acceptance or rejection of their applications via postal mail. Admitted students may be required to complete preparatory courses or workshops as well as meet other additional conditions based on the discretion of the Dean of Graduate Studies. If accepted, students must follow

ADMISSIONS INFORMATION

all graduate program advising and scheduling policies and procedures. Accepted students must plan to meet with their assigned graduate faculty advisor and complete any necessary prerequisites prior to formal matriculation into a graduate studies program at Peirce College.

The Dean of Graduate Studies, based on input from graduate faculty, has the authority in his or her capacity to make admissions decisions that are in the best academic interests of applicants for admission to graduate studies at Peirce College as well as the broader institutional interests of Peirce College. Applicants may appeal adverse admissions decisions first directly to the Dean of Graduate Studies, and if needed, then directly to the Vice President, Academic Advancement, whose decision shall be final.

COMPUTER/INTERNET REQUIREMENTS

All students are required to own or have access to a personal computer (PC or Mac) 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.

READMISSION

Accepted students who have not enrolled in a Peirce College graduate course for one calendar year are placed on inactive status. Students on inactive status may apply for readmission by completing a written request to the Office of Graduate Studies along with payment of the application fee. The Graduate Admissions Committee will review the application and determine in their sole discretion whether readmission is appropriate.

Students readmitted must meet all current Peirce College entrance requirements (includes students who applied and never enrolled in classes). Each readmitted student will confer with a faculty advisor to discuss the student's academic schedule. The student will return to the College under the most current degree program requirements and College policies regardless of the date of original admission. **Students who were academically dismissed are ineligible for readmission for a period of two calendar years following dismissal and will need to reapply for admission.**

Readmission is not automatic and subject to additional conditions set by the Dean of Graduate Studies.

TRANSFER CREDIT EVALUATION CRITERIA

The College reserves the right, in its sole discretion through the authority of the Dean of Graduate Studies, to allow graduate students to transfer up to six (6) credits toward the master's degree programs. Applicants who have earned credits through previous graduate study at another college or university may transfer credit under certain circumstances. The following conditions are the minimum requirements for acceptance of transfer credit:

1. The credits must have been earned at an accredited college or university recognized by CHEA (Council for Higher Education Accreditation or the USDOE (United States Department of Education).
2. The courses taken must be approved by the department or program in which the applicant intends to enroll at Peirce College and by the Dean of Graduate Studies.

ADMISSIONS INFORMATION

3. The course is equivalent to at least three Peirce College credits.
4. The grade earned for courses to be transferred must be B or above.
5. An official transcript and a course catalog description or syllabus along with a written request for transfer credit must be submitted to the Office of Graduate Studies within 60 days of the admissions decision. Transcripts must be sent directly to the Office of Graduate Studies by the institution that granted the credits, and they must clearly indicate that the courses to be transferred are graduate courses for which graduate credit was given.
6. The course(s) transferred must have been taken within 5 (five) years of the date of matriculation into the Peirce College graduate program.
7. The earned grade for the transfer course will not be included in the calculation of the Peirce College Graduate GPA.

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 as they apply to on campus international students. 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 and additional requirements, 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 must 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.

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.

DOCUMENTATION

Students requesting reasonable accommodations with respect to disabilities must obtain and provide to Peirce College 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 with a student to provide appropriate services.

MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP & MANAGEMENT

PROGRAM DESCRIPTION

In the Organizational Leadership & Management (MSOLM) program, our primary goal is to prepare students for successful, rewarding careers in organizational change, consultation, management, and leadership. Students will utilize their analytical and diagnostic skills by implementing, planning, and improving processes for institutional, team, and individual development in their final project.

PROGRAM LEARNING OUTCOMES

Graduates of the Organizational Leadership & Management (MSOLM) program will be able to:

- A. Evaluate the impact of leadership and ethical decision making on organizational culture.
- B. Identify the systematic and strategic dynamics affecting the organization such as the needs and perspectives of relevant stakeholders.
- C. Predict the impact of change and future challenges on an organization's core business.
- D. Develop strategies for deploying human resource capital, including cultural diversity and multiple generations.
- E. Apply methods of facilitating change through process consultation, team building, conflict resolution, and large group intervention.
- F. Differentiate between modern organizational structural models and their impact on leadership style and organizational productivity.
- G. Apply systems thinking and theory to organizational challenges.
- H. Evaluate and redesign organizational structures, work processes, and governance.
- I. Demonstrate competency in reading and conducting research in organizations.

MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP & MANAGEMENT CURRICULUM	
Course No.	Credits
OLM 501 Foundations of Contemporary Leadership Theory & Practice	3
OLM 503 Applied Research Methods	3
OLM 511 Systems Dynamics & Change	3
OLM 521 Ethical Decision Making	3
OLM 523 Transcendent Leadership	3
OLM 531 Leading Culturally & Generationally Diverse Populations	3
OLM 540 Business & Professional Communication	3
OLM 550 Strategic Human Resource Management	3
OLM 560 Developing Systems Literacy	3
OLM 570 Strategic Management & Finance	3
OLM 580 Leading Project Management Strategy	3
OLM 590 Capstone Project	3
TOTAL CREDITS 36	

OLM COURSE DESCRIPTIONS

OLM 501

Foundations of Contemporary Leadership Theory & Practice

(Required first course; a grade of B or above is required for this course.)

This course provides the foundational learning of the core concepts and theories in the field of organizational leadership. Students will explore the meta-view of organizations and the structures, human resources, political and cultural dynamics common to all types of organizations. This meta-view will also include sub concepts of multigenerational workgroups, power and authority, the dynamics of teams, and change. The course will also provide a foundation for understanding leadership, using the theories of Kouzes and Posner as well as Daniel Goleman. Leadership styles, changing notions of leadership, followership, and emotional intelligence will be explored through both theory and case studies.

OLM 503

Applied Research Methods

(Prerequisite: OLM501 must be completed or concurrently enrolled; a grade of B or above is required for this course.)

This course is an introduction to applied research as it relates to organizational leadership. Emphasis will be placed on the analytical problem solving needed to measure and evaluate organizational improvement efforts. Students will learn how to use research as a tool for problem solving and intervention. Included are theories and types of research, analyzing the reliability and validity of published research, and applying research findings to professional practice. Students are encouraged to use a work-based project concept as the basis for their research skill development. This research proposal will serve as the foundation for the applied capstone project.

OLM 511

Systems Dynamics & Change

(Prerequisites: OLM 501 and OLM 503)

This course is grounded in understanding that change is constant in the 21st century, especially in organizations. Willingness to change is intricately linked to motivation. As such, leaders need to have a solid understanding of the dynamics of the change process and individual motivation in order to create effective strategies for the ongoing management of the enterprise. A critical component of managing change is the competency needed to assess large and small system effectiveness. Equally important is the impact of changing systems on the functioning of teams and the roles within teams. This course explores the theory and practice of change, organizational assessment and diagnosis and managing effective teams through case studies and applied projects.

OLM 521

Ethical Decision Making

(Prerequisites: OLM 501 and OLM 503)

This course will compare and contrast various ethical decision making theories and constructs as applied to leadership and organizational decision making. Students will use emerging research and publications to explore how one can be effective and ethical while operating in an organization. Included will be the inter-relationship between personal values, organizational systems, and culture, and how issues of control, power, rank, and privilege impact ethical decision making. Case studies and personal experience will be used to deepen learning and understanding of the challenges in ethical decision making in the 21st century.

OLM COURSE DESCRIPTIONS

OLM 523

Transcendent Leadership

(Prerequisites: OLM 501 and OLM 503)

Current research demonstrates that a combination of emotional, social, and systems intelligence drives performance; in particular it travels from the leader through the organization to bottom-line results. In order to be effective, a leader needs to develop their leader awareness from the inside out. And the most effective leaders have evolved from a focus on self (ego) to the ability to, not only be transformative, but transcendent in their view of the greater purpose to their work. This course builds on material covered in OLM 501 and relates to the leader's self-awareness, self-management, and understanding of their impact on the organization through empathy and ability to effectively manage the relationship system in which they function. Students will develop their own conscious awareness of their leadership and an understanding of managing their deliberate impact on the organization. The course will be grounded in research with practical implication for the ongoing development of the leader within.

OLM 531

Leading Culturally & Generationally Diverse Populations

(Prerequisites: OLM 501 and OLM 503)

In an increasingly complex and fast-changing world, we cannot just rely on charismatic leaders to solve our problems. We need to cultivate leadership at all levels of any organization that can create positive relationships with the multiple generations that currently exist in the workplace and with people representing all cultures, genders, beliefs, races, ages, differentially-abled and sexual orientations. The dynamics of social factors and cultural diversity in organizations will be examined both through theory and case studies, giving students tools to be successful in a global economy. Included will be different leadership styles in different cultures and the implications of working in multinational organizations.

OLM 540

Business & Professional Communication

(Prerequisites: OLM 501 and OLM 503)

This course addresses the new principles of leadership communication in the Information Age. Emphasis is placed on developing competence in verbal and nonverbal communication as well as effective writing principles. Students will explore how to effectively integrate email, text messages, social media and virtual forms of communication and emerging technologies in the professional world. Communications management including techniques for motivation, conflict resolution, mediation and negotiation will be explored.

OLM 550

Strategic Human Resource Management

(Prerequisites: OLM 501 and OLM 503)

Leaders are called upon to strategically consider the level and appropriate deployment of human resource capital needed to fulfill the mission of the organization. This course reviews the latest research in the field that demonstrates how human resource management impacts organizational strategy. Students will explore concepts in human resource development, human performance systems, organizational planning, and team development. Emphasis will be placed on the emerging importance of coaching for both talent and leadership development in today's organizations.

OLM 560

Developing Systems Literacy

(Prerequisites: OLM 501 and OLM 503)

This course provides an overview of the information needs of 21st century organizations, the role information systems play in meeting those needs, and potential for information systems to be a source of competitive advantage and a driver of organizational change. Topics covered include the types of information systems and the component parts, the strategic and operational uses of information systems, the changing role of information systems in organizations and issues in the planning, design, implementation, and management of information systems.

OLM COURSE DESCRIPTIONS

OLM 570

Strategic Management & Finance

(Prerequisites: OLM 501 and OLM 503)

In a rapidly changing world, leaders are challenged to become more strategic in both their individual leadership and in service of the enterprise. This course focuses on the strategic planning and decision making processes of organizations, including determining vision, core mission, goal development, implementation, and evaluation. Included in strategy are the financial viability, planning, and monitoring needed to ensure long term sustainability and success. Students will apply current theory, practice, and research to real world examples of organizations for which they will develop a comprehensive strategic and financial plan that addresses the needs of all stakeholders.

OLM 580

Leading Project Management Strategy

(Prerequisites: OLM 501 and OLM 503)

This course provides the fundamental concepts, processes, and techniques necessary to successfully manage projects in organizations. Students will combine theory and personal experience to explore the fundamental nature of projects and the techniques involved in project management. Concepts such as the definition of a project, the nature of the project team, and the role and function of the project manager are presented. Discussion incorporates the language of projects, the context in which projects are conducted, and the key players in the project management process. Students investigate practical application of project management principles as applied to practice settings. The Project Management Body of Knowledge (PMBOK) is introduced as the basis to further explore practices, tools, and techniques for successful project management. Project integration, a coordination function of the project manager requiring effective human resource and communications management, is explored.

OLM 590

Capstone Project

(Prerequisites: Completion of all required course work; a grade of B or above is required for this course.)

Students will be required to submit a master's project that is a comprehensive document that provides concrete evidence of the integration and practice of organizational leadership, knowledge and skills learned as a result of taking the courses in the program. Students will build on the topic identified early in the program, and in conjunction with graduate faculty will prepare a draft proposal and final project for approval and presentation. The final product will subsequently be submitted to the College for final approval.

ACADEMIC INFORMATION AND POLICIES

ACADEMIC PROGRESS, PROBATION, AND DISMISSAL

ACADEMIC PROGRESS

It is important to Peirce College that students advance successfully toward their educational goals. To that end, graduate students must maintain a cumulative 3.0 GPA or above to demonstrate academic progress towards the completion of their degree program.

ACADEMIC PROBATION AND DISMISSAL

Graduate students whose cumulative grade point average falls below 3.0 or who receive a grade lower than “B” in a course or courses where a grade of “B” is required will be placed on academic probation. Graduate students must improve their GPA to 3.0 and/or receive a grade of “B” or above when repeating a course where a grade of “B” or above is required by the end of the next full term in which they are enrolled. An additional probationary term may be granted at the discretion of the Dean of Graduate Studies. If a student fails to meet the conditions of academic probation he/she is subject to dismissal.

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.

In certain graduate courses, a grade of “B” or above is required. A student earning a grade lower than “B” in a graduate course or courses where a grade of “B” is required will be placed on academic probation and will be required to repeat the course or courses during the next term in which they are offered (with the exception of the Summer term).

A graduate student earning an F grade in any course will be dismissed from the College. Exceptions may be made for a course outside the student’s discipline upon the recommendation of the faculty advisor and the approval of the Office of Graduate Studies. An F earned at Peirce College may not be made up at another institution of higher learning for the same course.

The Office of Graduate Studies will mail each student placed on academic probation or dismissal a letter about the student’s status. Non-receipt of the letter by the student does not exempt the student from this action. When a student has been academically dismissed from Peirce College, a notation of such dismissal shall be placed on the student’s permanent record.

ACTIVE STATUS/CONTINUOUS ENROLLMENT

To remain in good standing, graduate students must maintain continuous enrollment (i.e., three or more term hours each term) from the term of matriculation through the term of graduation. The only exception is for students on a leave of absence. All graduate students who have been admitted into a graduate program must maintain continuous enrollment each term, or must apply for a formal leave of absence. Once accepted and matriculated into a Peirce College graduate program, all students are required to complete all required graduate courses through Peirce College and may not complete courses at another institution for transfer credit.

With the approval of the Dean of Graduate Studies, a leave of absence may be granted for a maximum of one calendar year. Leave of absence forms may be obtained online. A leave of absence does not extend the six-year time limit for completion of all degree requirements.

TIME TO DEGREE COMPLETION

From the date of first matriculation to a graduate studies program at Peirce College, the maximum timeframe for graduate students to complete a master’s degree is six years. Students who have not completed the graduate degree within this timeframe will need to complete an appeal for a degree completion extension and submit the appropriate fee to the Office of Graduate Studies.

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

ACADEMIC INFORMATION AND POLICIES

all students in all courses. Class attendance policy is determined individually by faculty members. Students should check each course syllabus to determine the specific participation standards for each course. Students who do not meet the attendance and participation standards may receive a lower grade 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 or online. Faculty will record attendance for each class and keep attendance records for five years for financial aid purposes.

It is the student's responsibility to contact the faculty member 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 faculty member for the purpose of confirming attendance. The student is responsible for making up missed assignments when permitted by the faculty member. If the assignment does not have a make-up option, the faculty member may allow the student to complete an alternative assignment. Receiving an alternative assignment should not be assumed and is at the sole discretion of the faculty member.

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 faculty member 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.

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.

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

- A. Contact the faculty member to discuss the grievance. Students who have an academic grievance as related to the application of a Graduate Studies policy or procedure (outside the purview of an individual course or faculty member and not related to attendance, grades, assignments, or faculty) will initiate the appeal by contacting the Dean of Graduate Studies directly. Only after the student has met with the faculty member, either in person or by phone, may the student proceed to step B below. In the case of academic grievances related to Graduate Studies policies or procedures, the student may then proceed to step C below after consulting with the Dean of Graduate Studies.
- B. Should this meeting not yield a resolution that is satisfactory to both the student and the faculty member, the student has seven calendar days from the date of the faculty member's decision to appeal to the Dean of Graduate Studies. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the faculty member.

ACADEMIC INFORMATION AND POLICIES

C. If, after the Dean of Graduate Studies has had an opportunity to render his/her opinion, the student is not satisfied with the resolution of the academic grievance, the student may appeal within seven calendar days from the date of the determination by the Dean of Graduate Studies. 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 Dean of Graduate Studies. If no written request is submitted within the seven-day period, the decision of the Dean of Graduate Studies shall be final.

D. 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 Dean of Graduate Studies shall be final. The Vice President, Academic Advancement may choose to affirm or alter the decision and therefore, is responsible for the final decision.

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.

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.

All students are expected to familiarize themselves with this Code of Student Conduct and Responsibility. **Unfamiliarity with this Code does not excuse infractions.** All students who violate the Code of Student Conduct and Responsibility fall within the jurisdiction of the Student Disciplinary System, details of which are set forth below.

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

- Conduct yourself at all times in a manner that displays respect and courtesy for all members of the College community.
- Act with honesty and integrity as you approach your academic responsibilities and prepare your assignments.
- Treat all students, alumni, faculty, and staff, as well as visitors to the College without regard to age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.
- Be positive and creative in your approach to resolving problems.
- Report for class free from the influence of drugs or alcohol.
- Provide appropriate notice of an unavoidable absence from or lateness in reporting for class or inability to fully participate in class.
- Complete and submit your course assignments on time.
- Perform your scholastic responsibilities and undertake your studies in a prudent and thorough manner.
- Handle with care the property and equipment of the College to prevent its damage, loss, misuse, or theft.
- Report to the Chief Auxiliary Services Officer (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.

ACADEMIC INFORMATION AND POLICIES

- Follow all student and academic policies, rules, and procedures established by the College (including without limitation this Graduate Catalog 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 to others, both within the College community and outside the College community.
- Refrain from accessing, viewing, printing, imputing, deleting or changing any records, including your own educational records (academic or otherwise) or those regarding any other student(s) or concerning Peirce College employee records (whether in written, electronic, or some other form) without proper authorization from the College.
- Ensure at all times that your conduct is consistent with the standards for student conduct established by Peirce College.

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

INITIATING PROCEEDINGS FOR VIOLATION OF CODE OF STUDENT CONDUCT AND RESPONSIBILITY

Any student, faculty member, staff member, administrator, individual member of the College community or any group within the College may report a suspected violation of the Code of Student Conduct and Responsibility. Such complaint must be made in writing to the Dean of Graduate Studies. After a preliminary investigation, the Dean of Graduate Studies shall determine if there is sufficient

information to bring charges against a student. Disciplinary proceedings are initiated by the Dean of Graduate Studies by transmitting a formal charge letter to the student(s), setting forth the charges. Proceedings related to non-academic violations may be initiated at any point during a student's career at the College. There is no time limit on proceedings related to academic dishonesty which may be initiated even after a student has graduated or ceases to be enrolled.

RELATIONSHIPS WITH CIVIL AUTHORITIES

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

POLICIES AND OFFENSES COVERED BY THE CODE OF STUDENT CONDUCT AND RESPONSIBILITY

Students who know and uphold the standards established by Peirce College for scholastic performance and appropriate student conduct will find their experience at the College rewarding and valuable toward satisfying their personal academic and career goals. Unfortunately, there are times when a student may fail to perform or to conduct him/herself in a manner that is consistent with the College's guidelines and expectations. In cases of misconduct, Peirce College reserves the right to discipline any student responsible for such behavior. Examples of misconduct covered by the Code of Student Conduct and Responsibility and subject to review and enforcement through the Student Disciplinary System include, but are not limited to the following:

ACADEMIC INFORMATION AND POLICIES

- 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 Catalog, 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 even where the student had not previously received any other lesser disciplinary sanction.

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 faculty member. 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 faculty member. Although studying together is allowable, students must maintain the integrity of their coursework. Students must seek permission from the faculty member before working together on any coursework.

ACADEMIC INFORMATION AND POLICIES

- 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 faculty member.
- Submitting or presenting as one's own work any research paper or other writing assignments prepared by others.
- **Providing answers or research information for any assigned work or examination (on behalf of yourself or another individual) when not specifically authorized by the faculty member to do so.**
- **Informing any person or persons of the contents of any examination prior to the time the examination is given.**
- **Plagiarism:**
 - Incorporating the work or idea of another person into one's own work without formally and properly acknowledging, documenting, and citing the source of that work or idea.
 - Attempting to receive credit for work performed by another person, including papers obtained in whole or part from individuals or other sources.
 - Copying or improperly utilizing copyrighted computer programs or data files belonging to someone else.
 - Copying another person's paper/work in whole or in part and handing it in as your own.
 - Paying for and/or downloading from the Internet, all or any portion of a paper, presentation, graphics, or multi-media files and submitting them as your own.
 - Copying words, graphics, or statistics directly from sources of information, such as web pages, magazine/newspaper articles, or books without 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 faculty member 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 faculty member error.
- Submitting work for credit or taking an examination and employing a technique specifically prohibited by the faculty member 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, online resources, materials placed on reserve by the faculty member, or any such materials as the faculty member 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**

ACADEMIC INFORMATION AND POLICIES

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 and 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.

Violations of this policy are subject to penalties as set forth in the Code of Student Conduct and Responsibility.

VIOLATIONS INVOLVING ACADEMIC DISHONESTY

Commitment to maintaining and encouraging high standards of academic integrity is demonstrated in many ways. One way is through the establishment of policies and procedures governing violation of the standards of academic integrity. Strict adherence to principles of academic integrity is expected of all

students. Therefore, academic dishonesty will not be tolerated at Peirce College. The following procedures will be followed:

1. Faculty members are responsible for determining grades earned in their courses. It is essential that the faculty member retain the right to set the minimum academic penalty for academic dishonesty in a course, subject to the appeal rights of a student.
2. A faculty member suspecting a student of a violation of academic integrity will notify the student in writing. After collecting the evidence available, the faculty member will meet with the student to present the evidence of an alleged violation and request an explanation. If the faculty member accepts the student's explanation, no further action is taken.
3. If the faculty member determines that a violation has occurred he or she will inform the student, in writing, within seven calendar days of the penalty to be imposed. The student has seven calendar days to file an appeal.
4. Once a faculty member has charged a student with academic dishonesty, the student may not withdraw from the course to avoid a grade penalty or to prevent the filing of the Report of Violation of Academic Honesty. Any student who withdraws from a course before the charge is made may be reregistered for the course so that appropriate action can be taken.
5. Within seven calendar days, the faculty member must report the incident to the Dean of Graduate Studies. Documentation to be submitted includes:
 - the nature of the charge/evidence against the student,
 - a brief summary of the meeting with the student,
 - the faculty member's decision, and
 - the appeal rights of the student.
- If the student is subsequently found not guilty of the charge, the student may either remain in the course without penalty, or withdraw from the course regardless of any published deadlines.

ACADEMIC INFORMATION AND POLICIES

- If the student is found guilty of violating the Academic Honesty Policy, the student may not withdraw from the course and will receive the sanction imposed by the faculty member or other academic authority.
6. All acts of academic dishonesty violate standards essential to the existence of an academic community. Most offenses are properly handled and remedied by the faculty member teaching the course in which they occur. The penalties that may be assessed by the faculty member include the following:
- completion of alternative work, with or without a grade reduction
 - a reduced grade (including “F” or zero) for the assignment
 - a reduced grade (including “F”) for the entire course.
7. A grade of “F” for the course triggers the graduate policy on automatic dismissal from the College. Students dismissed under these circumstances will not be considered for readmission to Peirce College.
8. Whatever the penalty, the report describing the incident and recording the decision will be kept by the Office of Graduate Studies until the student has graduated and the degree has been awarded. The purpose of this record keeping is to ensure that students who violate the College’s Academic Honesty Policy a second time are dealt with appropriately. **A second violation will result in automatic expulsion from the College.**

APPEAL PROCEDURES

A student may appeal the faculty member’s decision regarding academic dishonesty to the Dean of Graduate Studies. A student who files an appeal within seven calendar days of the faculty member’s determination will suffer no worse penalty as a result of the appeal than he/she would have suffered if he/she had not appealed the faculty member’s unilateral action. A student’s appeal should contain any and all information that the student believes is relevant to his/her case. After the initial appeal to and decision by the Dean

of Graduate Studies, the student will have seven calendar days to appeal the decision to the Vice President, Academic Advancement, if he/she so wishes. The decision by the Vice President, Academic Advancement is final.

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

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 sanction of disciplinary probation, suspension, or disciplinary dismissal/expulsion, a notation of such probation or dismissal shall be placed in the student’s files in the Office of the Registrar, the Office of the Vice President of Academic Advancement, and the Office of the Graduate Dean. In addition, with respect to a violation of the Non-Violence policy, any weapon found on College property will be confiscated.

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Any student found to be in possession of a weapon while on the College premises (which includes all buildings within which the College provides educational and related student services and/or conducts its business operations, whether owned, leased, or provided without charge for use; the grounds and parking areas adjacent to these buildings; and vehicles owned or leased by Peirce College) or while participating in any off-campus College activity or event may be immediately suspended from the College at the discretion of the Dean of Graduate Studies 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 the commencement ceremony and/or related events; referral to drug abuse or alcohol counseling; or periodic meetings with the Dean of Graduate Studies or a counselor.

STRUCTURE OF THE STUDENT DISCIPLINARY SYSTEM

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

DISCIPLINARY PROCEDURES

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

Accused students shall be provided the following:

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

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- A forum to present relevant information on his or her own behalf. Such relevant information may take the form of witness statements or witness testimony.
- The right to refuse to answer any question or make any statement; in this situation, the Dean of Graduate Studies shall make the decision solely on the basis of the evidence presented.
- A decision based upon the preponderance of evidence presented. The decision shall take into consideration the severity of and conditions under which the alleged misconduct/violation of policy occurred; whether the alleged misconduct/violation of policy involved more than one rule or standard of conduct; the credibility of each of the witnesses or witness statements; and any other evidence the Dean of Graduate Studies deems relevant in his or her sole discretion.

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

Only after a decision of guilt is reached will information concerning an accused student's past disciplinary record be considered in determining appropriate sanctions. All interviews or meetings conducted by the Dean of Graduate Studies during the course of his or her investigation shall be closed to the public. Witnesses who are called to testify shall not be permitted to attend any other interview or meeting except that in which they themselves testify. If the report of alleged misconduct/policy violation involves more than one student, the students involved may request that their matter be handled separately from the other students. The Dean of Graduate Studies shall determine whether separate investigations are warranted. After the Dean of Graduate Studies 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 Dean of Graduate Studies is 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 Graduate Studies. If the Vice President, Academic Advancement denies a written request for appeal, the decision of the Dean of Graduate Studies 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. The 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 Dean of Graduate Studies and the Vice President, Academic Advancement conducted a proper review of the matter. If, upon review, the

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

Subject to the emergency nature of the situation and where reasonably possible, the Dean of Graduate Studies will provide the student with an opportunity to be heard before a decision is made to impose an interim suspension or conditions on the student's attendance. Where feasible, the Dean of Graduate Studies 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 the commencement ceremony, all degree and/or certificate program requirements must be satisfied. In addition, the Capstone project must have been successfully completed and presented with approval of the faculty and Graduate Studies.

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

ACADEMIC INFORMATION AND POLICIES

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 REQUIREMENTS FOR GRADUATION

To qualify for graduation and to be eligible for participation in commencement ceremony, graduate students must fulfill the following requirements:

- Approval of the faculty advisor indicating that all academic requirements have been fulfilled.
- Successful completion and presentation of the capstone research project as defined by the graduate program in which the student is enrolled.
- Successful completion of the total number of credits and all courses required for the program.
- Successful completion of all course-related program requirements with at least a 3.0 cumulative grade point average.
- Compliance with all academic requests including submission of a graduation application.

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 30 credits toward a master'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.

ACADEMIC ADVISING

Academic Advising is considered an essential part of the graduate student experience. Graduate faculty serve as faculty advisors providing guidance about completing degree requirements and coursework, planning and conducting graduate-level academic research, and investigating opportunities for practical experiences that may enhance students' learning. Graduate faculty work collaboratively with students, throughout the duration of students' enrollment, to ensure students' progress toward degree completion. Graduate faculty members also serve on capstone research project committees.

COURSE GRADE REQUIREMENTS

Students are expected to meet the passing grade requirements for courses taken. For some major courses, graduate students are required to earn a grade of "B" or above. Students who do not meet this grade requirement are placed on academic probation and are required to repeat the course. For a listing of courses in which a grade of "B" or above is required, please see the course description section of the Graduate Catalog.

PREREQUISITE COURSES

A prerequisite is a course or group of courses that must be taken and successfully completed before another course is taken. Students must have met all prerequisite course requirements for a given course 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. Course prerequisites, if applicable, are listed in the Graduate Catalog along with the course description.

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 any 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 alum and approved by the Dean of Graduate Studies. 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.

COURSE REPEAT

Graduate students are only permitted to repeat a course once. When courses are repeated, the higher grade received for a course is used to calculate the GPAs. The lower grade(s) are not included in the GPA calculation. Grade reports and transcripts will reflect all courses attempted and earned. Graduate students matriculated into Peirce College may only repeat graduate courses by enrolling in Peirce College graduate courses. **Retired courses cannot be repeated.**

Courses in which a grade of "B" or above is required and not earned must be repeated at Peirce College. Students who need to repeat a course should consult with their Faculty Advisor. Students who withdraw from a class are required to adhere to this repeat policy.

INDEPENDENT STUDY

Independent Study allows students to undertake well-defined course work, research, or study projects, conducting their work under the guidance of a faculty member in the chosen area, without regular class meetings. Independent Study will be approved at the discretion of the Dean of Graduate Studies and should not be considered the "norm." Independent Study will only be approved for existing Peirce College courses within the Graduate Studies programs.

Request for Independent Study forms are available on the web portal at <https://my.peirce.edu> under the My Advising tab and should be submitted to the student's Faculty 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 3.0 cumulative grade point average to qualify for Independent Study and must have completed at least 6 (six) credits of graduate coursework through enrollment in Peirce College graduate courses.
- 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 Dean of Graduate Studies, 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 percent 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. 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.

DROP/ADD

Students are strongly encouraged to discuss with their faculty 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 percent 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 and the financial aid policies.

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 faculty advisor. Students should discuss the academic consequences of dropping a course with their faculty 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 faculty 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 a faculty advisor and/or financial aid specialist to drop courses. However, students who have a hold on their account such as a Financial Aid are required to gain approval from their faculty 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 faculty advisor.

Students who have a hold on their account such as a Financial Aid hold are required to gain approval from their faculty 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 faculty advisor. Full tuition will be charged for a class that is added. Students are responsible for contacting the faculty member, 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. Faculty 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 Faculty Advisors or online at <https://my.peirce.edu> under the *My Advising* tab.

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

Students are fully responsible for all tuition and related costs associated with the course from which the student is withdrawing. Students should be aware that withdrawals can lead to violations of the Financial Aid Satisfactory Academic Progress (SAP) Policy. Students who request a course withdrawal from their Faculty 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.

WITHDRAWAL FROM THE COLLEGE

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

For related information regarding students' financial responsibility, please refer to the Institutional Withdrawal and Refund policy and the Tuition Payment policy.

ACADEMIC ADVISING

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.

A grade of "F" for a graduate course results in automatic dismissal from the College. Students dismissed under these circumstances will need to follow the readmission policies for graduate programs at Peirce College.

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 Faculty 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 faculty member. Grades submitted become part of the College's permanent student records. Some important information about grading follows:

- Grades are calculated and submitted by the faculty member within 72 hours of the last day of the session.

- Graduate students must earn a grade of "B" or above in certain courses. For a listing of graduate courses in which a grade of "B" or above is required, please see the course description section of the Graduate Catalog.
- The original grade earned will remain on the transcript. The higher of the two grades will be computed in the grade point average.
- It is the student's responsibility to withdraw from a course. Faculty members 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 he or she is registered and fails to withdraw properly will receive an "F" for the course and be charged for the course.
- A grade of "F" for a graduate course results in automatic dismissal from the College. Students dismissed under these circumstances will need to follow the readmission policies for graduate programs at Peirce College.
- The following chart illustrates the grading scale for graduate programs at Peirce College:

Letter Grade	Course Average	Grade Point Equivalent
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
F	<72	0.0
W	Voluntary Withdrawal	None
I	Incomplete	0.0
E	Extension (for Capstone course only)	None

RESOLVING INCOMPLETE GRADES

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

COURSE EXTENSIONS (FOR CAPSTONE COURSES)

Students enrolled in the graduate Capstone course may request up to one (1) full term 15 week extension as required to meet the academic requirements of the Capstone. This option is only available for the Capstone course. Students seeking this extension are to first obtain the recommendation of the faculty member teaching the Capstone course as well as the chairperson of the student’s capstone research project committee. The student will then make a formal request to the Dean of Graduate Studies and submit the Capstone course extension fee to the Business Office. Students who are approved for an extension will receive a grade of “E” for the Capstone course – the grade will be changed to the appropriate grade and graduate credit granted when the Capstone course and all requirements within have been successfully completed.

RETENTION OF STUDENT RECORDS

Current student transcripts and related academic information is contained in the student’s official academic file, maintained by the Office of the Registrar. The College retains a student’s official academic file indefinitely. Official transcripts will not be issued to or on behalf of students who are indebted to the College.

The College maintains disciplinary records in the student’s file in the Office of the Dean of Graduate Studies. 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) and/or the Dean of Graduate Studies. 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.

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:
 - o the description of the disability (Clear statement of the disability)
 - o the description, name, and scores of the tests and assessments used, as appropriate
 - o how the condition was diagnosed

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- o the current existence of the disability and current need for an accommodation
- o functionality of the individual in an educational setting
- o expected progression or stability of the disability
- o rule-out statement that describes what academic and other functions the disability does not affect
- o recommended accommodations related to functional limitations
- o date of observation

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

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

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

If documentation provided by a student does not support the existence of a disability or the need

for an accommodation, the student will be advised and will be provided an opportunity to supplement the initial documentation with further information from a physician, psychologist or other appropriate specialist. In the event a student's accommodation request is denied, a student may appeal that decision by utilizing grievance procedure found under the Student Disability Services policy. The College is not required, however, to provide accommodations that would result in a fundamental alteration to the nature of the program in which the student is enrolled or seeks to be enrolled, would create an undue financial burden, or which would pose a threat to safety and security.

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 Dean of Graduate Studies. 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 Dean of Graduate Studies, the student or person(s) acting on behalf of the disabled student

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may appeal to the Vice President, Academic Advancement. Students must appeal within seven calendar days from the date of the determination by the Dean of Graduate Studies. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the Dean of Graduate Studies.

D. Upon a student's written request for a review, the Vice President, Academic Advancement will determine if 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 Dean of Graduate Studies shall be final. The Vice President, Academic Advancement may choose to affirm or alter the decision and therefore, is responsible for the final decision.

ACCEPTABLE USAGE OF COMPUTER SYSTEMS AND FACILITIES

ELECTRONIC COMMUNICATIONS AND 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, or
- does not negatively impact a student's work study employment, performance, or obligations to the College.

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

- unlawful activities,
- commercial purposes,
- personal financial gain,
- disruptive purposes or to defame the College **or any third party**, or
- 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, or

- 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 VISUALRECORDING 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.), or

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- 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 or 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, sexist comments, racist messages, ethnic slurs and religious slurs).

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

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

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

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

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.

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.

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, and papers.

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These three, taken together, ensure that the person who is getting credit for the course is in fact the person who has enrolled. In accordance with the Acceptable Usage of Computer Systems and Facilities, Academic Honesty, and Code of Student Conduct and Responsibility policies, students are responsible for keeping their logins and passwords secure, and upholding the integrity of their coursework. This practice assists the College in protecting students' privacy and in ensuring that grades are awarded to the appropriate students. Students should immediately report any misuse of student information to the Dean of Graduate Studies.

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.

CONSUMER INFORMATION

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.

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Campus Security/Clery Act) requires an Annual Security Report disclosing the College's security policies (including emergency response and evacuation procedures and timely warnings) and reporting of crime statistics.
- 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:
 - o need-based and non-need-based federal financial aid that is available to students
 - o need-based and non-need-based state and local aid programs, school aid programs, and other private aid programs that are available
 - o how students apply for aid and how eligibility is determined
 - o how the school distributes aid among students
 - o rights and responsibilities of students receiving aid
 - o how and when financial aid will be disbursed
 - o terms and conditions of any employment that is part of the financial aid package
 - o terms of, schedules for, and the necessity of loan repayment and required loan exit counseling
 - o criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory academic progress may reestablish eligibility for federal financial aid
 - o 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
- o who to contact for information on student financial assistance and for general school issues
- o 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
- o entrance and exit counseling
- General Information about Peirce College:
 - o 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
 - o degree and certificate programs and training, and other education offered
 - o services and special facilities for students with disabilities
 - o voter registration information
 - o terms and conditions under which students receiving federal education loans may obtain deferments
 - o instructional, laboratory, and other physical plant facilities associated with the academic programs
 - o a list of the faculty and other instructional personnel
 - o textbook information
 - o student body diversity information
 - o job placement and type of employment information on graduates

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- o graduate and professional education information on bachelor's degree graduates
- o description of any written agreements the College has entered into
- o net price calculator and gainful employment program information and disclosures
- o contact information for filing complaints with the College's accreditors, state approval or licensing entities
- o Student Rights under the Family Educational Rights and Privacy Act (FERPA). For related information, please refer to the [FERPA](#) policy.
- o Drug and Alcohol Abuse Prevention Information.
- o For related information, please refer to the [Campus Safety and Security](#) policy.
- o 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.

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 College policies.

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.

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RESOURCES/CONTACT INFORMATION

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 graduate students, the Dean of Graduate Studies who is available at the second floor of College Hall (215-670-9021).

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.

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:

- o Establishing eligibility for or enjoying any term, condition, or benefit associated with any of the College's academic or student services or programs,
- o Satisfying successfully the academic requirements for a course of study, or for continued enrollment and participation as a student of the College, or
- o 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;

CONSUMER INFORMATION

- 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.

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."¹ 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.²

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

¹ Although not prohibited, the College strongly discourages students from dating (or attempts at dating) or entering into relationships of a romantic or sexual nature with College faculty, administration, or staff who may have the authority to influence, directly or indirectly, any term or condition of their student status. If such a relationship develops, students are encouraged to promptly notify the Dean of Graduate Studies.

² 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.

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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 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

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documentation with further information from a physician, psychologist or other appropriate specialist. In the event a student's accommodation request is denied, a student may appeal that decision by utilizing grievance procedure found under the Student Disability Services policy, which appears in *SECTION I*.

COMPLAINT PROCEDURE

If you believe that you have been unlawfully discriminated against, harassed, or retaliated against by any student, College officer, employee (including faculty members, administration, and staff) or other non-employee with whom you may come in contact and/or interact in connection with their educational experience (such as College contractors, including Co-op employers, the College's vendors and suppliers), please speak immediately to the Dean of Graduate Studies,, the Vice President, Academic Advancement, 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 Dean of Graduate Studies. 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.³

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 Dean of Graduate Studies or Vice President, Academic Advancement, 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;⁴
- Disclose allegations only to the extent necessary to conduct the investigation and/or take corrective action;⁵
- Take corrective/disciplinary action with respect to

³ 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.)

⁴ 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.

⁵ 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.

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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

- 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 or 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.

NOTIFICATION OF STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 herein and is available in the Office of the Registrar and on the Peirce College website. In addition, a web message directing students to the "official notice" is posted monthly for all students who log on with their unique ID number and password to <https://my.peirce.edu>. Students with questions about this notice or about FERPA should contact the College at info@peirce.edu, 215-670-9380, or direct questions to the U.S. Department of Education, c/o Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-5901, 202-260-3887 (<http://www.ed.gov/policy/gen/guid/fpco>).

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

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

A student has the right to inspect and review his/her own educational records within forty- five (45) calendar days of the date the College receives a request for access to the records. A student seeking to inspect and review his/her own educational records must make a written request to the College at info@peirce.edu. The written request must identify the record(s) he/she wishes to inspect. Upon receipt of such written request, the Assistant Dean of 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 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

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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 calendar 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/fpc>.

Students have 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.

FINANCIAL AID

FINANCIAL AID SERVICES

In order to assist students with their financial planning for graduate school, the Office of Financial Aid has included some important information regarding your financing options.

1. Students who would like to determine their eligibility for financial aid should complete the Free Application for Federal Student Aid (FAFSA) which can be found online at www.fafsa.ed.gov.
2. You will need a Personal Identification Number (PIN) in order to sign the FAFSA electronically. This PIN can be obtained on the same website where you complete the FAFSA. Keep this number in a safe place as you will need it in future years and to sign other Federal documents. Please be sure to include Peirce's school code of 003309 so the completed FAFSA is sent electronically to the College.
3. If you choose to borrow through the Federal Government's loan programs, please note that you must complete a Master Promissory Note (MPN) and loan entrance counseling online at www.studentloans.gov. You will need to set aside some time (about 30 minutes) to complete both processes. If you have completed the MPN and entrance counseling electronically within the past 5 years, please let the Office of Financial Aid know and we will retrieve them electronically.

Graduate students receiving Federal Financial Aid for enrollment in courses in the Graduate Studies programs at Peirce College must be accepted and matriculated into a graduate program and enrolled in at least six (6) graduate studies credits per semester (Fall/Spring/Summer) as a part-time student.

THE VERIFICATION PROCESS

In some instances students are selected for a process called verification where the Department of Education asks the Office of Financial Aid to double check the information a student provided on their FAFSA. As a graduate student this process will only occur if you are selected and are interested in the Federal Work Study Program. If you receive an email from the Office of Financial Aid regarding verification here are a few things to remember:

1. Respond to all requests in a timely fashion

as verification must occur prior to your financial aid funds being applied to your account with the Business Office.

2. Please make a copy of all the documents you are being asked to submit or ask your Financial Aid Specialist to make a copy so you can have your originals back.
3. Ask questions if you are unsure what documents are required.
4. Continue to attend your course(s) unless instructed otherwise.

TYPES OF AID

Unsubsidized Federal Direct Loans

Under direct lending, the Federal Government allows eligible students through the higher education institutions they attend to borrow money. At the graduate level, students are eligible to borrow an Unsubsidized Direct Loans for a maximum of \$20,500 per academic year. The student is responsible for paying all the interest on the Unsubsidized Direct Loan as this is an interest bearing promissory note. Six months after the student is no longer enrolled or is less than six credits (or the equivalent of half-time status) the student will enter repayment.

Federal Graduate PLUS

Credit-worthy graduate students can borrow money needed to cover the total educational cost of the academic program, minus other financial aid. These loans are not need-based and are based solely on credit ratings. Please note that a student must borrow the Unsubsidized Direct Loans first. As with any loan, please borrow only what you need since this is money you will have to repay to the Federal Government.

Federal Work Study

A student enrolled as a graduate student in a degree seeking program is eligible to receive assistance through the Federal Work Study Program. In order to be considered for the Federal Work Study program, a student must demonstrate financial need which is determined by completing the FAFSA. A student can be a full-time or part-time student at Peirce and be eligible for Federal Work Study. A student can choose to work on campus or at an approved off campus location. The student is paid in the form of a check for the hours he/she works.

Student Loan Refunds

As a graduate student you have the ability to borrow loans which can be used to cover tuition, fees, books, supplies and living expenses. You are only billed for tuition, fees and in some cases books. Once your student loan is applied to your account in the Business Office if a credit balance exists (meaning you have paid for your courses and there is money left over) the college will return these funds to you on a debit card. You can choose to use these funds for living expenses (for travel, rent, and food as an example) or you can return these funds to the college in order to lower your overall loan debt.

The decision is yours but we would suggest borrowing only what you need to make sure you have enough money to complete your degree but not so much that you will have large student loan payments after graduation.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) is the term used to denote a student's successful completion of coursework toward a certificate/degree. Federal regulations require the Office of Financial Aid to monitor the progress of each student who matriculates toward certificate/degree program completion. Students who fall behind in their coursework, or fail to achieve minimum standards for grade point average and completion of classes, may lose their eligibility for all types of federal aid administered by the Office of Financial Aid.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

There are three components in maintaining satisfactory progress. Failure to comply with any one requirement may result in a loss of Title IV Federal Aid eligibility.

Each component is detailed below:

1. Maintain a minimum cumulative grade point average of 3.0.
2. Maintain a minimum completion rate for attempted credit hours.
3. Complete a degree or certificate program in no more than 150% of the average length of the program.

While students are expected to complete all credits attempted for financial aid, each student must complete at least 75 percent of all credit hours attempted each term (fall, spring, and summer).

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

At the end of each spring term, the Office of Financial Aid will review the progress of each graduate student. Students who have not met all three of the requirements listed above will be notified in writing that they have not achieved Satisfactory Academic Progress. For more information about academic progress notifications, please see the Peirce College Academic Progress, Probation, and Dismissal policies.

FINANCIAL AID WARNING, PROBATION, AND APPEALS

FINANCIAL AID INFORMAL WARNING

A status assigned to a student who fails to make satisfactory academic progress at the end of each fall term. Students 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 students informing them of their current status. If after the spring term of the student is not meeting Satisfactory Academic Progress, students 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 the appeal process.

FINANCIAL AID

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 (which will vary based upon the each student's situation), 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.

FINANCIAL AID APPEAL PROCESS

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. Further, the student must meet with his/her advisor to clearly map out the student's academic plan to get back on track in future terms. If the appeal involves exceeding the maximum timeframe, documentation is required from the student's Faculty Advisor listing the remaining courses needed to complete the degree. **If an appeal is not received two weeks prior to the beginning of the fall term, 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.** Submission of an appeal does not guarantee that financial aid will be reinstated.

APPROVAL OF APPEAL

Once an appeal is approved, financial aid will be reinstated. The specific length of the reinstatement will depend on the student's circumstances and the recommendation from the academic advisor. Students may be required to complete specific courses and/or have a reduced course load when financial aid is reinstated. Students 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 to students and their Faculty Advisor.

RETURN OF TITLE IV FUNDS WITHDRAWAL

A student who is receiving any Title IV financial aid funds is subject to the Return of Title IV Fund policy if the student withdraws from Peirce College after the beginning of the term and before the term is

completed. This policy is mandated by Federal Regulation (HEA, Section 484B; 34 CFR Part 668; 34 CFR Part 682) and affects those students who received any Title IV funds during the term of withdrawal (Federal Pell Grant, Federal SEOG Grant, Federal Direct Loan, Federal Perkins Loan, and Federal PLUS Loan).

When a student registers for courses, a seat in one or more courses is reserved for him/her, and tuition and fee costs are incurred. These charges must either be paid by the student, with financial aid or by a combination of the two. 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 course 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:

Withdrawal Occurring	Percent of Tuition Charged	Percent of Tuition Refund
On or Before First Day of Class	0%	100%
During Drop/Add Period	0%	100%
After Drop/Add Period	100%	0%

RETURN OF TITLE IV FUNDS

A statutory schedule is used to determine the amount of Student Financial Aid (SFA) program funds a student has earned when he or she ceases attendance based on the period the student was in attendance. As a result, the order of return of unearned funds includes funds from SFA programs. Students who completely withdraw at or before 60 percent of the term will be processed through a Return of Title IV Funds Calculation. The withdrawal date is the date determined from attendance records. If attendance records are not available, the College will use the following:

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

FINANCIAL AID

CALCULATION OF AMOUNT OF SFA PROGRAM ASSISTANCE EARNED

Percentage completed equals the number of days completed as of the withdrawal date divided by the number of days in the term or payment period. This percentage is also the percentage of aid earned. Multiply the percentage of aid earned by the total amount of aid that could have been awarded to the student during the term or payment period. The resulting dollar amount is the actual dollar amount of earned aid. Compare the actual dollar amount of earned aid to the amount of aid that had been disbursed to the student.

- If the amount disbursed is less than the amount earned, the student must receive a post-withdrawal disbursement of the unpaid earned aid within 120 days of the date of withdrawal. Earned funds in excess posted to the student's account must be provided to the student. Written notification will be sent to the student and/or parent including the information necessary for the student and/or parent to make an informed decision as to whether the student or parent would like to accept any of the disbursement. This notification will be provided for post-withdrawal disbursements of both Title IV grant and loan funds that are available for direct disbursement. Peirce will send the notification as soon as possible, but no later than 45 calendar days after the date that the College determines that the student withdrew. The notice will identify the type and amount of the Title IV funds that make up the post-withdrawal disbursement and explain that the student and/or parent may decline all or a portion of those funds. In the notification, the College will advise the student and/or parent that he/she has 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If the information is not received, the College may disburse the funds.
- If the amount disbursed to the student is greater than the amount earned, the difference must be paid back to the Title IV programs. The restorations of monies to Title IV programs will be in the following order:
 1. Federal Direct Unsubsidized Stafford Loans
 2. Federal Direct Subsidized Stafford Loan
 3. Federal Perkins Loan
 4. Direct parent or Grad PLUS loans
 5. Federal Teach Grants (as of 7/1/2008)

RETURN OF TITLE IV FORMULA USING THE WORKSHEET

A statutory schedule is used to determine the amount of Student Financial Aid (SFA) program funds a student has earned when he/she ceases attendance based on the period the student was in attendance. As a result, the order of return of unearned funds no longer includes funds from sources other than SFA programs. The Return of Federal Funds Worksheet and instructions may be requested from Office of Financial Aid.

RETURN OF TITLE IV FREQUENTLY ASKED QUESTIONS

1. What if I am registered for a course in session 1 and session 2 but decide to withdrawal from or drop my session 2 class?

If you withdrawal or drop the session 2 course before the session 1 class is over, then you are not subject to a Return of Title IV (R2T4) calculation, but you may have a balance based upon the charges for your session 1 course. If you withdrawal or drop the session 2 course after session 1 has ended, then an R2T4 will be performed to determine the amount of financial aid you are eligible to receive.

2. What if I am going to withdrawal from my session 1 course but will return for session 2?

You will need to speak with your advisor and complete a withdrawal form. At the bottom of the form, you will need to indicate your return for the next session (in this case session2). A Return of Title IV calculation will not be performed at this time. Should you cease enrollment in the session 2 course prior to the end of session 2 then an R2T4 will be performed and you may incur a balance.

3. If I am not sure how my financial aid will be affected by a change in my schedule with whom should I speak?

Please contact the Office of Financial Aid via email at Financialaid@peirce.edu or call 215.6709370 and a Financial Aid Specialist will assist you.

FEDERAL AND STATE 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

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to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

- The possession of an illegal controlled substance:
First offense..... 1 year
Second offense 2 years
Third offense..... Indefinite
- The sale of an illegal controlled substance:
First offense 2 years
Second offense Indefinite

A student regains eligibility the day after the period of ineligibility ends or after the completion of a qualified drug rehabilitation program. Any further drug convictions will result in a repeated ineligibility status. Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described below or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to a Financial Aid Specialist in the Office of Financial Aid that he/she has successfully completed the rehabilitation

program. When a student regains eligibility during the award year, the Office of Financial Aid may award federal aid 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 a Financial Aid Specialist in the Office of Financial Aid for review. After review, the student will be contacted by the Office of Financial Aid to discuss his/her eligibility status for receiving state, federal, and/or campus-based aid.

TRANSCRIPT REQUESTS

Peirce College has authorized the National Student Clearinghouse (NSC) to provide transcript ordering via the Web. Transcript orders will be transmitted electronically to Peirce College from NSC and will be processed by the Office of the Registrar. Peirce College will not fax official transcripts under any circumstances. The College will not accept requests made by telephone, 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.

TUITION PAYMENT

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 term without a credit card on file. Notification prior to the 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:
 - o 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.
 - o 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.
 - o 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.
 - o 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 balances in full. If a student's account is assigned to a collection agency or to an attorney, the student will be liable for the past due balance as well as for accrued interest and any collection or attorney fee that may be incurred. Students will not be permitted to participate in the commencement ceremony or receive official transcripts and diplomas unless all financial obligations are met.

TUITION AND FEES FOR THE 2013-14 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 graduate courses are 3 credits.
- The cost of each credit is \$750
- The technology fee per 3-credit course is \$105
- Total cost per 3-credit course is \$2355

RELATED COSTS

- Course Audit fee \$200
- Graduation fee \$75
- Capstone course extension fee \$750
- Non-refundable application fee \$100
- 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, lockdown, 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 Services 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 segment or segments of the campus community to receive the emergency notification

2. Under the direction of the Chief Auxiliary Services Officer and / or Vice President, Marketing and Admissions, 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, administration, and/or 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.

LOCK-DOWN

This means there is an immediate threat to the College that warrants 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.

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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, and
 - e. Have everyone crouch down and remain quiet. Anyone who is physically unable to crouch down may use a low chair.

Anyone who uses wheelchairs should remain in their wheelchairs. If a person is out of the wheelchair at the time of lockdown, efforts should be made to assist the person back into the wheelchair unless doing so jeopardizes safety. Staff members who are working with students outside the usual classroom should remain in or go to the closest safe location. Moveable furniture can be used as a buffer between students and doors/windows. If an ID card is not displayed, it will be assumed that the assailant is present in that room and a police emergency response team will enter.

SHELTER IN PLACE/LOCK OUT

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

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

Services Officer, campus security, or other designated personnel will lock all exterior doors, and be posted near the entrances/exits of the building to prevent entry or exit except in the case of fire. Personnel will instruct everyone on campus through the public address system to remain inside the campus and not leave the building until further notice. Individuals, present inside the campus, will be instructed to:

- a. Continue with daily activities inside the campus.
- b. Be vigilant and immediately report any suspicious activity to Security at 215-670-9284 or from a campus phone by dialing extension 9444.
- c. Not, under any circumstances, enter or exit the building until authorized to do so by emergency personnel.

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

4. Campus security will unlock all doors.

EVACUATION

This represents a process by which all occupants are required to immediately exit the College.

1. Campus Security on duty is responsible for contacting the Chief Auxiliary Services Officer to inform him of the type of emergency and receive further instructions. With the exception of the fire alarm system being activated, the Chief Auxiliary Services Officer will make the decision whether or not to evacuate in conjunction with law enforcement and/or the fire department.
2. Notification of all personnel and students to evacuate the building will be given by sounding the fire alarms and via the public address system.
3. Floor wardens will be responsible for instructing students, staff, and visitors to form a single line and proceed immediately into the fire exits staying on one side of the staircase and leaving the other side open for fire fighters and equipment.
4. Each fire warden is responsible for the evacuation of their assigned area, to include restroom checks

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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:
 - a. If exiting the building from Alumni Hall, proceed south on 15th St. to Lombard St.
 - b. If exiting the building from College Hall onto Pine St. or Waverly St. proceed east to Broad St. Once you arrive at the evacuation gathering location, please await further instructions from campus security.
12. Campus Security will remain in the lobby area to ensure the safe evacuation of the facility and to assist emergency personnel as needed. Once it has been determined the campus is clear, all

personnel must evacuate the buildings.

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

ALCOHOL AND ILLEGAL DRUGS

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

PROHIBITED CONDUCT

With regard to alcoholic beverages, students of Peirce College are prohibited from the following:

- Using, consuming, possessing, selling, distributing, dispensing, or manufacturing alcoholic beverages while on the premises the College and while off-campus participating in any College-sponsored activity or event. 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.
- Storing any alcoholic beverages in a locker, automobile, or other repository on College premises.
- Being under the influence of alcoholic beverages while on the premises of the College or while off-campus participating in any College-sponsored activity or event.

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

- Using, consuming, possessing, selling, distributing, dispensing, or manufacturing illegal drugs while on the premises of the College and while off-campus participating in any College-sponsored activity or event. For the purposes of this policy, the term illegal drugs include the following:

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- o Any chemical substance the manufacture, use, possession, or sale of which is prohibited by law as listed in Schedules
- o 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.).
- o 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.
- o 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.
- o Inhalants, such as chemical thinners, aerosol lacquers, and certain types of glues that can impair mental faculties and produce medical problems.
- Storing any illegal drug in a locker, automobile, or other repository on College premises.
- Being under the influence of illegal drugs while on the premises of the College or while off-campus participating in any College-sponsored activity or event.

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

PENALTIES

A student found to be in violation of any provisions of this policy will be subject to disciplinary action

under the Code of Student Conduct which may range from required counseling to disciplinary warnings to suspension or expulsion.

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

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

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.

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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:

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

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

The Pennsylvania Crimes Code, 18 Pa. C.S.A. § 5505 et seq.

- **Public Drunkenness** — A person is prohibited from appearing in public manifestly under the influence of alcohol to the degree that he/she may endanger himself/herself or other persons or property or annoy other persons in the vicinity. Penalties range from a fine of up to \$300 to imprisonment for up to 90 days.
- **Misrepresentation of Age** — Individuals are prohibited from misrepresenting one's age knowingly and falsely, in order to obtain liquor or malt or brewed beverages. Penalties also include suspension of license from 90 days to two years. It is also a crime to knowingly, willfully, and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
- **Purchase, Consumption, Possession, or Transportation of Liquor or Malt or Brewed Beverages by a Minor** — Minors are prohibited from attempt to purchase, consume, 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, and 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.

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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. For more information about drug abuse and prevention, please visit <http://www.drugabue.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) or 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

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

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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

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appropriate by the College. In addition, students should be aware that violations may result in the reporting of incident to police or other authorities as well as action. Alumni found in violation of any provisions of this policy may have their alumni privileges revoked.

Students should report immediately to Security any violation of this policy or other event that results in a dangerous or threatening situation. Students at the 1420 Pine Street campus can reach Security Services by using the telephones located by the elevators on each floor of College Hall or by using the telephones inside the elevators of College Hall and Alumni Hall, or by dialing extension 9444 from any telephone on campus. Students at any site other than the 1420 Pine Street campus should immediately contact the local area police.

Because the responsibility for ensuring the safety and security of the College's environment is something that is shared, the College needs to be alerted to potential problems. Students should speak immediately with faculty during class or with the College's Chief Auxiliary Services Officer; the Dean of Graduate Studies; or the Vice President, Academic Advancement 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 outside of the College community.
- Students are aware of the presence on or near the College's 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 who have ideas as to ways to make the College's environment safer.

The College will disclose information reported by the student and which is related to the situations described above to the extent necessary to conduct an adequate

investigation and/or to take appropriate corrective measures. Moreover, the College prohibits retaliation against a student who, in good faith, registers a complaint or brings such information to the College's attention.

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

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
3. Dial 215-670-9444 or 215-670-9284 from any other telephone.

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In addition, victims are encouraged to report sexual assault to the local Philadelphia Police Department at 911. The Dean of Graduate Studies, 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 should 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 Dean of Graduate Studies, or his or her designee. The College will notify a student who has been a victim of a sexual assault of the options to change his or her academic situations, and if those changes are requested by the victim and are reasonably available, the College will make such changes for the student. Such changes may include, but are not limited to arranging for excused absences, extended periods of time to make up examinations, tutoring or changes in class schedule. Because the College does not provide residential housing, the College does not have the ability to require either party to change their housing arrangements, but will assist a victim in identifying alternative off-campus housing arrangements if requested by the victim.

Confidentiality

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

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 including 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.

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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)

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. 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 <http://www.pameganslaw.state.pa.us>, an online listing established by the Pennsylvania State Police to provide timely information to the public on Sexually Violent Predators residing in the Commonwealth. Students and employees may also refer to sex offender registries for Delaware and New Jersey:

Delaware: <http://desexoffender.dsp.delaware.gov/SexOffenderPublic/#>

New Jersey: http://www.njsp.org/info/reg_sexoffend.html

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

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 communications systems (with respect to which you have no expectation of privacy), individuals consent to the College's monitoring, accessing, searching, blocking, copying, reviewing and disclosing, both in real time and after the fact, any documents or messages which they create, send, store, or receive, as well as websites visited on (and, for each, regardless of whether accessed remotely or on-premises), the College's communications systems. In addition, the College reserves the right to view, record, play back, and print recorded images from the College security surveillance system to be used for investigative and/or informational purposes. The College also reserves the right to hand search individuals entering the building or use mechanical devices such as a magnetometers and X-ray equipment for heightened screening.

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

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

TIMELY WARNING POLICY

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

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

IDENTIFICATION CARDS

To enhance the security of our premises, the College requires all students, alumni, officers, employees (including faculty members, administration, and staff), and visitors (including, but not limited to, contractors and vendors) to possess and display while on College property, as well as to access College services and events, a valid College-issued Identification Card (ID Card) with a current expiration date. All current

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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.

Alumni 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. Due to the terms set forth by the database providers, only current students, faculty and staff may access them. 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 the Office of Graduate Studies 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 undergraduate 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 become aware of such violations. Students should report immediately to Security Services any violation of policy or other event that results in a dangerous or threatening situation. At the 1420 Pine Street campus, students can reach Security Services by using the telephone located by the elevators on each floor of College Hall, or by using the telephones inside the elevators of College Hall and Alumni Hall. In College Hall or Alumni Hall, students can reach Security Services by dialing extension 9444. Students at any site other than the 1420 Pine Street campus should immediately contact the local area police.

Students should report any violation of policy which does not result in a dangerous or threatening situation, but which occurs during a class, to the faculty member responsible for the class, or to the Dean of Graduate Studies. Similarly, if, while in a supervised department setting, students become aware of a policy violation that does not result in a dangerous or threatening situation, he/she should report the violation to the department supervisor or to the Dean of Graduate Studies.

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

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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.

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