

International Students

Students from other countries attending Harper College are termed "international" students, according to the following definition: "A person who is a citizen of a country other than the United States who has a visa for educational purposes (F-1) with an intent to return to his or her homeland upon completion of his or her educational program."

International students must carry a minimum of 12 semester hours or be enrolled in the Intensive English Program. Because no scholarships are available to new international students, nor are they eligible to for financial assistance, it is essential that students from outside the United States have sufficient funds to cover their expenses while in this country.

International students are not considered residents of the College district for purposes of in-district tuition or admission to Limited Enrollment Programs.

International students are required to have health insurance coverage and will be charged an individual health insurance fee each semester. Students can receive a credit for the fee if they provide proof of equivalent coverage through a government or employer plan.

International students will be required to submit the following to the International Student Office at least eight weeks prior to the beginning of the semester or summer session in which they intend to begin their studies:

1. A completed Harper application with a nonrefundable \$175 application fee.
2. Official transcripts for at least the last four years of secondary school study and any university-level or postsecondary school work that has been completed or attempted. All these records must list all subjects taken, grades earned or examination results in each subject, minimum and maximum grades possible and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English translations.
3. An official Test of English as a Foreign Language (TOEFL) score report. To be considered for admission, students must receive a minimum converted score of 210. This requirement will be waived for students applying to the Intensive English Program.
4. An affidavit of support signed by the party who will be supporting the student. The affidavit must be accompanied by statements from the bank and employer of the party who will be supporting the student. (If students are able to document sufficient financial resources to support themselves, this will be considered adequate.)
5. A Harper College declaration of intention.
6. A written statement regarding what the student plans to study at Harper. (This requirement will be waived for students applying to the Intensive English Program.)
7. A Harper College "Educational Background Information Sheet."
8. International Student Responsibility Checklist.
9. Copy of passport (visa stamp and I-94 card if already in the United States).

10. Photograph
11. Copy of I-20 if student is transferring from another U.S. college or university.

This information is subject to change by the Department of Homeland Security (DHS). Please consult harpercollege.edu for updates.

Readmission

A student who has previously attended Harper College, and who is returning after an absence of one semester or more, does not need to complete an application for readmission. (An exception to this is a student who is applying for admission to a Limited Enrollment Program. Contact the Admissions Processing Office for details.) If a student has attended any other educational institution since attending Harper, official transcripts from each college attended should be submitted to the Admissions Processing Office. Students dismissed from Harper for disciplinary reasons must be reviewed by Harper's Vice President of Student Affairs.

Transfer of Credit to Harper College

A degree seeking student who has attended any other college(s) must have an official transcript from each college attended sent to the Admissions Office immediately upon making application. A student may transfer credit to William Rainey Harper College according to the following conditions:

1. The collegiate institution previously attended must be a regionally accredited institution awarding college credit.
2. Credit may be transferred to Harper College for courses earning credit and successfully completed with a grade of D or better if the student's cumulative grade point average (GPA) is 2.0 or above (C average) at the previously attended institution. (Some programs may require a grade of C or better, please refer to the current curriculum for possible exceptions). If the student's cumulative GPA is less than 2.0 at a previously attended institution, credit may be transferred for courses earning credit and successfully completed with a grade of C or better. The student's work at each institution is evaluated independently if several institutions were attended. A student must petition for evaluation of transfer credit through the Registrar's Office, Admissions Processing, Admissions Outreach, online at www.harpercollege.edu.
3. Credit may be transferred, but the grades earned at other institutions are not transferred, nor are the grades included in computing the cumulative GPA at Harper College. Elective credit may be awarded for transfer course work with no direct equivalency at Harper College.
4. Courses which are a part of a department or program of study not offered by Harper College are considered nontransferable.
5. Evaluation of credentials from a foreign country may be requested by contacting the World Education Services at www.wes.org. The Office of the Registrar at Harper College will use the WES results to determine transfer of foreign credit to the College.

6. Effective for students following the 1999-2000 Catalog (and thereafter), transfer students must earn a grade of C or better in their courses equivalent to ENG 101-Composition and ENG102-Composition at the collegiate institution previously attended. This requirement will be in place for the AA, AS, AFA and AES degrees, as well as the IAI core curriculum for students who are not completing the degree.

Registration Policies and Procedures

Attendance Policy

Regular attendance is necessary for satisfactory college work. Each instructor or program coordinator has the responsibility of establishing the attendance requirements which best suit the educational goals of a class or program. No central class attendance record is kept other than a midterm report. It is the students' responsibility to learn the instructor's attendance policy for each course, as well as to discuss with their instructors any extraordinary circumstances affecting their attendance.

Enrollment Status Verification

Students may have current or previous enrollment verified by the Registrar's Office, Student Center, Room A213, or by the National Student Clearinghouse online at www.studentclearinghouse.org or phone at 703.742.4200. The College Registrar's Office reports enrollment status verifications on the basis of full-time, half-time and less than half-time enrollments as defined below.

Full-time Status:

A student is considered full-time if he/she is enrolled in 12 or more credit hours during the fall or spring terms. (6 credit hours during the summer term).

Half-time Status:

A student is considered half-time if he/she is enrolled in 6 or more credit hours but fewer than 12 credit hours (6-11.9) during the fall or spring terms. (3-5.9 credit hours during the summer term).

Less than Half-Time Status:

A student is considered less than half-time if he/she is enrolled in fewer than 6 credit hours during the fall or spring terms. (3 credit hours during the summer term).

A current semester verification is based on the enrollment status of the student on the first day of the second week of classes (after late registration). A previous semester verification is based on the actual dates of attendance.

Auditing a Course

A student who wishes to audit a course will be required to pay full tuition and fees and must obtain approval from the instructor, department chair or dean prior to enrollment in the course.

Registration for audit status may be completed only during the first week of the class and must be the original enrollment in the class. **Changes from credit to audit are not permitted.** Students taking a course for credit are given priority in registration.

Upon completion of the course, the instructor will assign an H grade.

Withdrawals

Students who wish to withdraw from a class after the regular registration period must withdraw officially by submitting the appropriate forms to the Registrar's Office. A student who does not withdraw officially from a class prior to the last date for withdrawals is subject to an F grade.

Criteria and procedures for a withdrawal due to significant medical reasons are available in the Health and Psychological Services office.

The following guidelines determine grades for an official withdrawal from a 16-week course; the timetable for withdrawing from other courses (12-week, 8-week, 4-week, etc.) will be determined on a pro rated basis according to these guidelines:

1. Classes dropped prior to the refund period will not become a part of the student's permanent record;
2. A **W** grade will be assigned to a class dropped after the refund period and prior to the thirteenth academic week;
3. A student who does not withdraw officially from a class prior to the last date for withdrawals is subject to an F grade.

The deadline to withdraw from 16-week classes is printed in the official College calendar for the year in question.

Residency

Students enrolling at Harper College shall be classified as In-district, Out-of district, Out-of-state or International for tuition and fee purposes:

In-district Resident

A student who has resided within the State of Illinois and the Harper College district* 30 days immediately prior to the start of the term is eligible to be classified as an in-district student for tuition calculation purposes. Residency requirements may differ for limited enrollment program admission. Proof of in-district status is required at the time of registration. Proof of residence can include driver's license, voters registration card, lease, utility bill or tax bill.

Out-of-district Resident

A student who has resided in the State of Illinois, but outside the Harper College district, for 30 days* immediately prior to the start of the term shall be classified as an out-of-district student.

Out-of-state Resident

A student who has resided in the State of Illinois for less than 30 days** immediately prior to the start of the term shall be classified as an out-of-state student.

International Resident

A student whose permanent residence is outside the United States and is attending Harper College on an F-1 visa shall be classified as an international student.

* Communities in Harper College District #512 Arlington Heights, Barrington, Barrington Hills, Buffalo Grove+, Carpentersville+, Deer Park+, Des Plaines+, Elk Grove Village, Fox River Grove+, Hanover Park+, Hoffman Estates+, Inverness, Lake Barrington, Mount Prospect, North Barrington, Palatine, Prospect Heights, Rolling Meadows, Roselle+, Schaumburg, South Barrington, Tower Lakes, Wheeling.

+ Portions of these communities are not included in the district.

** Students who move from outside the state or district and who obtain residence in the state or Harper district for reasons other than attending the community college shall be exempt from the thirty day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency. The Registrar's Office shall make the final determination of residency status for tuition purposes.