



2022-2023

# GRADUATE

COLLEGE CATALOG



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# GENERAL INFORMATION

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## PEIRCE COLLEGE

### Graduate Studies

1420 Pine Street  
Philadelphia, PA 19102-4699

Toll free: 888-273-4723

Fax: 215-670-9125

Email: [graduatestudies@peirce.edu](mailto:graduatestudies@peirce.edu)

Online: [www.peirce.edu](http://www.peirce.edu)

Portal: [my.peirce.edu](http://my.peirce.edu)

Blog: [blog.peirce.edu](http://blog.peirce.edu)

## SCHOOL CLOSING INFORMATION FOR MAIN CAMPUS AND ALL LOCATIONS

School closing and delayed openings will be announced on:

KYWschools.com, CBS3, NBC 10, 6 ABC, and FOX 29

[my.peirce.edu](http://my.peirce.edu)

Twitter: @PeirceCollege

Facebook: Peirce College

Students may also sign up to receive text message alerts from the college. More information can be found on the My Info tab of the [my.peirce.edu](http://my.peirce.edu) portal.

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## PEIRCE COLLEGE IS AN EQUAL OPPORTUNITY INSTITUTION.

Peirce College is an Equal Opportunity Institution. The College is committed to ensuring equal opportunity in all employment decisions, policies, and practices, and in connection with all educational programs and activities.

The College will not engage in or tolerate unlawful discrimination, harassment, or retaliation on the basis of race, gender, ethnicity, religion, a religious group's actual or perceived shared ancestry or ethnic characteristics, age, national origin, color, disability, marital status, familial status, veteran status, ancestry, genetic characteristics, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth, creed, citizenship, sexual orientation, gender identity or expression, 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, the Age Discrimination Act of 1975, and other applicable statutes and College policies.

The College's policy on equal opportunity supports and is consistent with the College's commitment to enhancing diversity and inclusiveness.

We strive to ensure that we have policies and practices, which are respectful of diversity and inclusion. Inquiries or complaints relating to equal opportunity for prospective or current students may be directed to the Associate Vice President, Human Resources and Chief Diversity & Inclusion Officer/Title IX Coordinator, who is available at 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, , 215-670-9251.

### Accessibility Statement

Peirce College is committed to providing reasonable accommodations for an accessible campus to include but not limited to gender neutral restrooms.



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## PEIRCE COLLEGE ACCREDITATION

Peirce College is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE) [www.msche.org](http://www.msche.org). The College's accreditation status is **Accreditation Reaffirmed**. The Commission's most recent action on the institution's accreditation status on March 10, 2022 was to reaffirm accreditation. The next Self Study evaluation is scheduled for 2028-29. To view Peirce's Statement of Accreditation Status (SAS), please visit the College's [directory listing](#) on the Commission's webpage.

MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

Peirce College is authorized to award degrees by the [Pennsylvania Department of Education](#).

All inquiries concerning the accreditation of Peirce College can be directed to Rita Toliver-Roberts, Vice-President, Academic Affairs & Provost.

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 Military Admissions Advisor is the College's certifying official for veteran's benefits.

## State Authorization and Reciprocity Agreement (SARA)

The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts and territories in the United States, which establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to simplify the process of taking online courses for credit offered by postsecondary institutions based in another state. SARA is overseen by a national council (NC-SARA) and administered by four regional education compacts.

The Pennsylvania Department of Education (PDE) approved the Peirce College application to participate in the State Authorization Reciprocity Agreement (SARA) on December 12, 2016. NC-SARA welcomed Peirce as an institutional participant in January 2017. Please visit the NC-SARA website for current information including a directory of participating institutions.

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## 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, 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](http://www.peirce.edu).

## MISSION STATEMENT

We empower adult learners to improve their lives by achieving career goals through academic offerings aligned with evolving workforce needs.

# GENERAL INFORMATION

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## VISION STATEMENT

To be a transformational leader focused on providing adult learners with innovative academic programs through flexible delivery options and dynamic partnerships.

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## PEIRCE COLLEGE CORE VALUES

**Vision & Innovation** – We believe visionary and innovative thinking is integral to our mission and critical for institutional growth. Being a visionary is at the core of who we are and the lens in which we view our roles. We know higher education, employers' needs, and the workforce are ever-changing. We understand how important it is to use creative thinking to channel our imagination and create new solutions. We know that our students need to be prepared with the skills and credentials required for jobs and professional growth, and we know employers need skilled people. At Peirce, we believe thinking creatively, trying new things, taking measured risk and adapting to changing circumstances are pivotal characteristics of success.

**Excellence** – Our commitment to excellence impels both individuals and the college to consistently strive for outcomes that are exemplary rather than satisfactory. Striving for excellence resonates through all aspects of the college from academic programming, adult learner-services, external partnerships, recruitment, and college operations. This value inspires us to recognize our people's significant achievements and contributions that fulfill our mission and further our strategy.

**Integrity** - Integrity, whether personal or institutional, implies coherence between words and acts. When faced with difficult decisions or hard choices we do the right thing even in adversity. We are committed to our values and we protect our college culture through our commitment to possessing integrity and acting ethically at an organizational level. Carrying out each action with honesty will foster trustworthiness amongst each other, with our adult learners, and in our dealings with others.

**Diversity, Equity, Inclusion & Belonging** - Diversity builds a community that fosters a climate that is open and welcoming to diverse people, ideas and perspectives. We strive to be a welcoming, caring, and equitable community where adult learners, faculty, and staff with different backgrounds, perspectives, abilities, and experiences can learn, innovate, and work in an environment of respect, and feel empowered to engage in any community conversation.

**Collaboration** - We believe in the power of working together by building trust and strong relationships with internal and external stakeholders. We practice open and honest communication and sharing information that is essential for success. We treasure the opportunity to be recognized as a valued community partner.

**Learning Centered** – At Peirce, we approach learning as a process not a product. Learning at Peirce means increasing the capacity of our adult learners, our people and our organization to achieve the knowledge, skills, attitudes, and values that will enable success. At bottom, learning at the College is about solving problems and creating opportunities.

## STUDENT RESPONSIBILITY

All students are responsible for familiarizing 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 Dean 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 Dean of Graduate Studies before making any decisions about their studies at the College.

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# GENERAL INFORMATION

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## 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 non-traditional 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.

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## GRADUATE STUDIES LEARNING OUTCOMES

A Peirce College graduate will be able to:

1. Demonstrate advanced discipline-specific knowledge through the application of theory.
  2. Synthesize primary and secondary research into coherent written documents.
  3. Plan, conduct, and present the results of applied and action research.
  4. Apply discipline specific ethical principles and engage in decision making in solving ethical dilemmas.
  5. Interpret and apply perspectives of diverse groups.
  6. Self-assess and apply leadership skills to the discipline.
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## GRADUATE STUDIES 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.

## 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.

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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## BOOKSTORE

Peirce College uses an online bookstore called eCampus. The bookstore can be accessed at [www.ecampus.com/peirce](http://www.ecampus.com/peirce). You can find the instructions to order your books using financial aid on the [my.peirce.edu](http://my.peirce.edu) portal under Financial Aid Links.

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## CAREER & PROFESSIONAL DEVELOPMENT AND WORK STUDY

### Center for Career & Professional Development

A career counseling session is a vital component of the academic experience and is strongly encouraged when students enroll. Through career planning, developing job search strategy, resume revision and interviewing skills, students can leverage their past work experience and academic proficiency for career success. By meeting with a member of the Career Center team, students learn about career-based tools, services, and resources that can support them in converting classroom experience into career progression. Career-related information can also be found on the web portal at <https://my.peirce.edu> under the Student Services tab and through Canvas at [peirce.edu/goCareer](http://peirce.edu/goCareer).

Peirce College's Center for Career & Professional Development offers individualized guidance and support for career exploration, development, and access. Students receive assistance with career-based needs including resume and cover letter writing, mock interviews, graduate school applications, salary negotiations, and effective job searching. The Career Center also presents events and activities that facilitate professional growth throughout students' careers; programs cover topics ranging from networking and professional presentations to business etiquette, and management tactics for new leaders. For those seeking career opportunities, the Career Center hosts an annual career fair and maintains an online job board, Handshake ([hire.peirce.edu](http://hire.peirce.edu)), to connect students and alumni with job and internship opportunities. Finally, for students who are undecided about their career path, the Center for Career & Professional Development administers career interest inventories and provides one-on-one counseling appointments to help students clearly understand and align their career values and goals.

The Career Center provides all programs and services at no cost to students and alumni. Students who are seeking full-time or part-time employment, internships, or cooperative education opportunities, as well as those interested in continuing their education beyond a bachelor's degree are encouraged to meet with counselors to explore programs, identify potential resources, and develop action plans. Both students and alumni should contact the Career Center to set up appointments and to find out about available workshops and programs.

The Career Center is usually open 8:30 a.m. to 7:00 p.m., Tuesday – Thursday, and 8:30 a.m. to 5:00 p.m. on Friday. The team can be reached at 215-670-9202 or [careercenter@peirce.edu](mailto:careercenter@peirce.edu).

### Work Study

The Federal Work-Study (FWS) program provides jobs for students with financial need: it is designed to enhance a student's learning experience while providing an important source of income to help cover educational costs and ordinary living expenses. 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. The program introduces students to new skills, providing an arena for growth outside the classroom, and exposure to situations in the workplace to encourage professional development. Interested students must maintain a GPA of 2.0 or higher throughout the program, as well as meet eligibility requirements determined by the Office of Student Financial Services. The amount of work-study funding that students are eligible to earn during the given academic year will be specified on their financial aid award letters.

Applications can be submitted at [peirce.edu/workstudy](http://peirce.edu/workstudy). The Center for Career & Professional Development reviews resumes and will contact candidates to discuss eligibility for open positions. For more information, please contact the Career Center at 215-670-9202 or [careercenter@peirce.edu](mailto:careercenter@peirce.edu).

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## COURSE DELIVERY OPTIONS

Peirce provides practical, high quality degree programs where most courses are taught in an accelerated format. Three-credit courses are 8 or 15 weeks in length in the fall and spring terms and 7 or 14 weeks in length in the summer term. Courses are offered in three interchangeable formats:

On campus in Center City, Philadelphia, PA; on site at company and community locations throughout the region; and online through distance learning. Hybrid courses include a blend of on campus/on site learning and virtual learning. Students should refer to their course syllabus for a detailed description of the course learning requirements. All formats use the same professors and curricula, and promote the same learning outcomes. Regardless of the delivery format, all courses include 45 hours of direct faculty instruction and 90 hours of out of class work.

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## ON CAMPUS AND ON SITE CLASSES

Classes that meet on campus or on site typically meet once per week for four hours. In accordance with the federal definition of credit hour, a three-credit course represents the equivalent of 45 hours of direct faculty instruction and 90 hours of out of class student work. Direct faculty instruction is instruction led by faculty teaching a course. Out of class student work is all work a student completes on his or her own, which includes preparatory work for class.

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## ONLINE CLASSES

Online classes are designed to include 45 hours of direct faculty instruction and 90 hours of out of class student work where all class work is 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 are each supplemented with a minimum of 90 minutes per week of live, instructor-led classes offered via Zoom. For technology requirements, please refer to the Computer/Internet Requirements for Students policy, which appears in Admissions Information.

For additional information, please visit our website at <http://www.peirce.edu> or contact the Admissions Office at 888-467-3472, extension 9000.

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## 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?

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2. Benefit: if there are potential risks, should the 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 Dean of Graduate Studies.

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## SCHOLARSHIP & RESEARCH

All master's degree 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 course may be granted upon request to the Dean of Graduate Studies and registration in the appropriate capstone continuation course. Contact the Dean of Graduate Studies for policy documents and requirements for completing the capstone research project. 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.

Master's degree students will design their capstone research project with the help of graduate faculty and advisors, 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 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

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other academic standards guidelines as promulgated by the College. With guidance of the faculty and advisors, the research study, writing, and reporting will be designed to be completed in a manageable timeframe.

# ADMISSIONS INFORMATION

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In compliance with relevant federal, state, and local laws, the College does not unlawfully discriminate in its admissions decisions on the basis of age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.

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## ADMISSIONS REQUIREMENTS

To apply for admission into a Peirce College Graduate Studies program, applicants must submit the following documents to the Dean of Graduate Studies:

- Completed application document with the nonrefundable application fee.
- Current resume.
- Statement of intent or career objective in a one to 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.
- Official transcripts from all undergraduate and graduate institutions attended indicating completion of an undergraduate degree or higher from an accredited institution recognized by CHEA (Council for Higher Education Accreditation) or the USDOE (United States Department of Education).

Applicants are expected to have achieved a 2.75 or higher cumulative Grade Point Average at the undergraduate level or a 3.0 or higher cumulative Grade Point Average at the graduate level inclusive of 9 graduate credits completed.

Applicants who have not achieved a 2.75 or higher cumulative Grade Point Average at the undergraduate level or a 3.0 or higher cumulative Grade Point Average at the graduate level inclusive of 9 graduate credits completed are required to submit one completed recommendation form from the applicant's professor, supervisor, or professional colleague.

Applicants who have not achieved these GPA benchmarks may submit examination results from the GRE (Graduate Record Examination) or GMAT (Graduate Admissions Management Test).

Applicants who do not meet the GPA benchmark or for whom components of the application require further investigation will be required to complete an interview with the Dean of Graduate Studies or his/her designee in order to provide the Graduate Admissions Committee with further background information regarding the applicant's potential for academic success in the program.

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## MSHCA ADMISSIONS POLICY

In addition to the stated requirements for admission to a Peirce College Graduate Studies program, applicants for admission to the Master of Science in Healthcare Administration (MSHCA) degree must present evidence of completion of an undergraduate or higher degree in a healthcare field (healthcare administration, nursing, medicine, etc.) or an undergraduate concentration / certificate/ minor in a healthcare field or evidence of three years or more experience working in a healthcare field (as evidenced by completed recommendation forms and resume). Applicants for admission to the MSHCA program who have not met this requirement will be considered on an individual basis for conditional acceptance to the program and may be required to complete undergraduate preparatory courses in healthcare at Peirce College as a prerequisite for admission.



# ADMISSIONS INFORMATION

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## 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 Dean of Graduate Studies from Educational Testing Service; unofficial score reports or student copies of score reports will not be accepted.

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.

### 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 Dean 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.

### Admission Notification

All applications are reviewed by the Graduate Admissions Committee, comprised of faculty members within Graduate Studies. Applicants will be notified of the decision by postal mail. Admissions decisions fall into one of three categories: Accepted, Conditionally Accepted, and Denied. Applicants who are accepted or conditionally accepted into their Graduate Studies program 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.

Applicants who are conditionally accepted into their Graduate Studies program may be required to enroll in and complete the Graduate Success Seminar course during their first term of enrollment and must complete their first two graduate courses with a grade of "B" or higher in each course in order to be fully accepted into the Graduate Studies program. Failure to meet these conditions will result in denial of admission to the Graduate Studies program.

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 programs 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. After having exhausted this appeal avenue, applicants may then appeal adverse admissions decisions directly to the Vice President, Academic Affairs and Provost, whose decision shall be final.

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## 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

# ADMISSIONS INFORMATION

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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, international students are required to submit an International Form, an Affidavit of Support, and proof of financial responsibility. Proof of financial responsibility should include original, unaltered bank certificates, official award letters such as scholarships or assistantship grants, and/or letters from guarantors accompanied by the guarantor's financial ability (proof of financial ability proven by bank certificates and letters from employer) to sponsor the student. Proof of financial responsibility may not include anticipated earnings. If an International Student is transferring from a foreign university or college to Peirce College, the student's transcript needs to be translated into English and evaluated based on America's college credit system. Proof of secondary school completion and English proficiency are required. Students must use an agency that holds a membership with the National Association for Credit Evaluation Services (NACES) for transcript translation services. The email address is <http://www.naces.org>.
- After all documents are reviewed, Peirce College's Designated School Official (DSO) will administer the student's I-20A-B. International Students can then either apply for an F-1 Visa at the appropriate consular post in their home country or in certain circumstances, apply for a change of status to F-1 through the USCIS Service Center with jurisdiction over the Commonwealth of Pennsylvania. Certain students are permitted to take a full course load while their change of status is being processed. Individuals in the United States pursuant to a B-1/B-2 visa, however, are not permitted to enroll in a course of study without first obtaining the change of status in the United States on an F-1 visa abroad. Both the I-20A-B and the Change of Status application need to be certified and processed by Peirce College's DSO. All International Students on F-1 Visas need to review and sign the International Student Contract, which is administered through the International Student Advisor.
- In order to be in F-1 status, students must apply for full-time study and remain full-time on campus students, which is defined as 12 credit hours per term. The only exception to this rule is during the last semester of study before graduation; students are then allowed to enroll in the amount of credits needed to graduate. The annual vacation for International Students is during the summer. During this period, they can take as many classes as they wish or choose not to enroll in classes. Students are also required to attend all International Student meetings held by Peirce College.

## Acceptable Employment without an Employment Authorization Document (EAD)

- On Campus employment is defined by 87 C.F.R. rule 214.2(f) (9) (i) as employment on the campus of the institution that issued the I-20 or at an off-campus location which is educationally affiliated with the school. Employment must not exceed 20 hours, except during annual vacation periods and when school is not in session. During these two periods of time, International Students are permitted to work full-time in on campus employment. For new students with initial entry to a new school, employment may begin no sooner than 30 days prior to the start of classes. On Campus employment is not permitted for a student who has not completed his/her course of study unless it is practical training.
- Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 student's major area of study.

# ADMISSIONS INFORMATION

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## Types of OPT

All OPT must be directly related to your major area of study. If you are an F-1 student, you may be eligible to participate in OPT in two different ways:

- **Pre-completion OPT:** You may apply to participate in pre-completion OPT after you have been lawfully enrolled on a full-time basis for one full academic year at a college, university, conservatory, or seminary that has been certified by the U.S. Immigration and Customs Enforcement (ICE) Student and Exchange Visitor Program (SEVP) to enroll F-1 students. You do not need to have had F-1 status for the one full academic year; you can satisfy the “one full academic year” requirement even if you had another nonimmigrant status during that time.

If you are authorized to participate in pre-completion OPT, you may work part time (20 hours or less per week) while school is in session. You may work full time when school is not in session.

- **Post-completion OPT:** You may apply to participate in post-completion OPT after completing your studies. If you are authorized for post-completion OPT, you may work part time (20 hours or less per week) or full time.
- If you participated in pre-completion OPT, USCIS will deduct that amount of time from your post-completion OPT authorization period. For example, if you participated in 10 months of pre-completion OPT, you would be eligible for only up to 2 months of post-completion OPT.
- After reviewing and approving the request, Peirce's DSO shall complete the following:
  - A. Verify the student's F-1 status and completion of one full academic year.
  - B. Update the student's SEVIS record with an authorization of CPT for part-time or full-time employment.
  - C. Print and endorse student's updated I-20 that shows the CPT authorization.
  - D. Provide student with I-20 and approval to begin CPT. A student may begin curricular practical training only after receiving his/her I-20 with DSO's endorsement.

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

- **Internship with an International Organization** as defined by ICE rule 214.2 (f) (9) (iii): “A bona fide F-1 student who has been offered employment by a recognized international organization within the meaning of the International Organization Immunities Act (59 Stat. 669) must apply for employment authorization to the Service office having jurisdiction over his or her place of residence.” Students must present a written certification from the international organization describing the student's employment responsibilities, along with Form I-20 (certified by DSO showing eligibility for employment, and completed form I-765 with relative fee).
- **Severe Economic Hardship** as defined by 8 C.F.R. 214.2 (f) (9) (ii) “is caused by unforeseen circumstances beyond the student's control. These circumstances may include loss of financial aid or on campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses.” The DSO may recommend the student for off-campus employment by certifying the following:
  - A. The student has been in F-1 status for one academic year (nine months).
  - B. The student is in good academic standing as defined by the academic institution and is carrying a full course of study (at least 12 credits per term).

## ADMISSIONS INFORMATION

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- C. The student has shown that acceptance of employment will not interfere with the student carrying a full course of study and that it will not exceed 20 hours per week when school is in session.
  - D. The student has proven through affidavits, bills, and/or currency rates that employment is necessary to avoid severe economic hardship. The DSO shall copy these documents and enclose them with the student's EAD application. These supporting materials aid in a positive, efficient adjudication result from the USCIS Service Center.
- Students must re-apply for employment authorization under Severe Economic Hardship on a yearly basis.
  - Special Student Relief Program is defined as students whose means of financial support, as reflected in their I-20, comes from Indonesia, South Korea, Malaysia, Thailand, or the Philippines and who demonstrate severe economic hardship may be authorized to work off campus under more relaxed standards than those applicable to other students seeking authorization based on unforeseen economic necessity.
  - Optional Practical Training (OPT), as defined by 8 C.F.R. 214.2 (f) (10) (ii), "permits students to be authorized before and/or after completing his/her studies to work up to a total of 12 full-time months. A job offer is not required but may be advantageous to enable the student to utilize the full amount of authorized time." After a student has been enrolled for one academic year of full-time academic study and is presently in F-1 status, OPT can be authorized by the DSO under any of the following circumstances:
    - A. During annual vacation, or when school is not in session, provided that the student intends to enroll for the following session and has remained in acceptable legal and academic standing.
    - B. While school is in session, provided that OPT does not exceed 20 hours per week, but authorization is immediately terminated if the student transfers schools.
    - C. Must request (recommended 90 days in advance) before bachelor's graduation keeping in mind students must complete all Practical Training within 14 months following graduation.
    - D. Students who completed a bachelor's, master's, or doctoral degree in a STEM field (Science, Technology, Engineering, or Math) and are on post-completion OPT may apply for a 17-month extension if they have a job or job offer from an E-Verify employer. The I-765 must be filed with USCIS before the student's current post-completion OPT employment authorization expires.

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### COMPUTER / INTERNET REQUIREMENTS

All students are required to own or have access to a personal computer with Internet access. Students who do not own a personal computer and are using a computer such as one at the College or at work are responsible for ensuring that they have access to a computer at a time when work can be completed and must have rights to download and install software, as needed, for classes.

*To support students in meeting this requirement, Peirce offers the option of purchasing a new Windows base notebook/Laptop. 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 Student Financial Services to make payment arrangements toward the purchase of a laptop computer.*

# ADMISSIONS INFORMATION

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## **Microsoft Office**

Peirce provides every student a free one-time downloadable copy of the Microsoft Office software suite, for either Apple Mac or Windows. There are several classes that require the Windows version of Office to be used.

## **APPLE Mac**

Peirce provides every student a free one-time downloadable copy of Microsoft Office for Apple Mac. 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 virtualization options like Parallels or VirtualBox to run Windows. Note: These virtualization options are for experienced user of MAC. The Apple Store can provide support if needed.

Students who have questions before making any computer purchase may contact the Information Technology department at 215-670-9400 or email [servicecenter@peirce.edu](mailto:servicecenter@peirce.edu).

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## **GRADUATE SCHOLARS**

Currently enrolled undergraduate students at Peirce College who have completed at least 90 credits and who have a cumulative Grade Point Average of at least 3.25 may apply for admission to the Graduate Scholars Program by completing all admissions requirements. Students in the Graduate Scholars Program may complete six credits in the graduate program while enrolled as undergraduate students, paying the undergraduate tuition rate. Students may apply these six credits towards both the undergraduate degree and graduate degree, and upon successful completion of the undergraduate program, will be fully admitted and matriculated into their graduate degree program. Students admitted to the Graduate Scholars program will be bound by the policies and procedures of the Graduate Studies program as related to the graduate classes in which they enroll as undergraduate students.

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## **BACHELOR'S TO MASTER'S PROGRAMS**

Bachelor's to Master's programs enable you to take up to four graduate courses as you finish your bachelor's degree and have those courses count toward both degrees.

### **Bachelor's to Master of Business Administration (MBA)**

Open to students in the following programs: BS in Accounting, BS in Business Administration, BS in Criminal Justice, BS in Human Resource Management, BS in Human Services Leadership, BS in Information Technology, BA in Liberal Studies, BS in Organizational Leadership and Management, BS in Paralegal Studies and BS in Technology Management.

### **Bachelor's to MS in Organizational Leadership & Management**

Open to students in the following programs: BS in Accounting, BS in Business Administration, BS in Criminal Justice, BS in Human Resource Management, BS in Human Services Leadership, BS in Information Technology, BA in Liberal Studies, BS in Organizational Leadership and Management, BS in Paralegal Studies and BS in Technology Management.

### **Bachelor's to MS in Healthcare Administration**

Open to students in the following programs: BS in Health Information Administration, BS in Healthcare Administration, BS in Human Services Leadership and BS in Public Health Administration.

### **Bachelor's to MS in Higher Education Leadership**

Open to students in the following programs: BS in Business Administration, BA in Liberal Studies and BS in Organizational Leadership and Management.

Interested students may apply to these programs as new undergraduates. Students who are admitted to these programs as undergraduate students will take twelve credits of graduate courses while enrolled as

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undergraduate students paying the undergraduate tuition rate, and will have these courses applied towards both the undergraduate degree and the graduate degree. Degree program tracks are provided for each dual-degree program specifying which graduate courses are applicable and when they are to be taken.

Students must have completed at least 90 credits including ENG 103 with a cumulative GPA of 2.75 or higher to begin enrollment in the designated graduate courses. Upon completion of the undergraduate degree with a GPA of 2.75 or higher, students will then be automatically matriculated into the accompanying graduate degree program.

## PROGRAM TRANSFER POLICY / SECOND MASTER'S DEGREE POLICY

Students who have completed a Master's degree at Peirce College may be eligible to complete a second Master's degree at Peirce College, subject to the following conditions:

- Interested students will need to complete the applicable admissions process
- Admitted students will be able to apply up to six (6) credits of prior Peirce College graduate coursework applicable to the new degree program so long as:
  - The original course was completed with a grade of "B" or higher
  - The original course was completed within 5 years of the date of application to the new degree program
  - Courses to be counted under this policy may not include Practicum or Capstone courses
- Students will not be permitted to earn a second Master's degree in the same discipline, i.e. a second graduate degree in Organizational Leadership and Management or a second graduate degree in Higher Education Leadership.
- Students will not be permitted to pursue a third Master's degree at Peirce College after having completed two Master's degrees at Peirce College.

Students who have completed a Graduate Certificate in a given discipline at Peirce College who wish to enroll in a Master's degree program in the same discipline or with a concentration in the same discipline at Peirce College will have full credit for their Graduate Certificate granted towards the Master's degree program for all Graduate Certificate courses completed with a grade of "B" or higher within 6 years of the date of enrollment in the new degree program.

Students who have completed a Graduate Certificate at Peirce College or who have completed a Master's degree at Peirce College are permitted to complete additional Graduate Certificate programs at Peirce College subject to the guidelines outlined in this policy.

Students pursuing multiple Graduate degrees or Certificates at Peirce College are encouraged to consult with Student Financial Services regarding Financial Aid eligibility.

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## 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 Dean 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



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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 AND CREDIT FOR PRIOR LEARNING 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 nine (9) credits toward the 30-credit master's degree programs and up to twelve (12) credits for 36-credit master's degree programs. Of these designated credits, students can pursue six (6) credits through prior learning assessment-portfolio submission. A maximum of 6 credits can be transferred toward a Graduate Certificate program. All credit for prior learning opportunities must be approved by the Dean of Graduate Studies.

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.
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 Dean of Graduate Studies within 60 days of the admissions decision. Transcripts must be sent directly to the Dean 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.

# MASTER OF BUSINESS ADMINISTRATION

## MASTER OF BUSINESS ADMINISTRATION PROGRAM DESCRIPTION

The MBA (Master of Business Administration) program is a 30 credit program preparing students for strategic leadership positions by building expertise in common business areas.

## MASTER OF BUSINESS ADMINISTRATION PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Demonstrate and apply strategic leadership skills to promote organizational change.
2. Demonstrate ethical and analytical data-driven decision-making practices to implement strategy.
3. Demonstrate and apply strategic organizational development practices.

## Master of Business Administration 2022-23 Curriculum

**To enroll in this degree program:** 1) students must be admitted to the MBA; 2) students without an undergraduate degree in business or accounting are required to complete an additional 6-credit Fundamentals of Business Administration course (BUS 500) and earn a grade of B or above.

PROGRAM REQUIREMENTS			
Requirement	Prerequisites	Grade	Min. Credits
OLM 501	Foundations of Contemporary Leadership – Theory & Practice	B or above	3
OLM 521	Ethical Decision Making		3
BUS 610	Principles of Managerial Accounting and Financial Analysis		6
BUS 630	Marketing and Communication Strategy		6
OPM 540	Data Analytics		6
BUS 640	Strategic Leadership in Business Practicum	Must be taken in final term of program; may be taken concurrently with another course. B or above	6
MINIMUM PROGRAM REQUIREMENT CREDITS:			30

MBA ACADEMIC TRACKS	
<b>Operations Management</b> (6 Credits – choose one of the following courses) <ul style="list-style-type: none"><li>• OPM 520 Supply Chain Management OR</li><li>• OPM 560 IT Leadership</li></ul>	<b>Healthcare Administration</b> (6 credits) <ul style="list-style-type: none"><li>• HCA 510 Introduction to Healthcare Administration</li><li>• Choose one of the following courses:<ul style="list-style-type: none"><li>○ HCA 520 Healthcare Informatics OR</li><li>○ HCA 530 Healthcare Law and Compliance OR</li><li>○ HCA 550 Management and Insurance in Healthcare</li></ul></li></ul>

# MASTER OF HEALTHCARE ADMINISTRATION

## HEALTHCARE ADMINISTRATION PROGRAM DESCRIPTION

In the Healthcare Administration (MSHCA) program, our primary goal is to prepare healthcare practitioners for leadership roles in various sectors of the industry. Students will utilize a variety of skills to implement an organizational improvement and change initiative within a healthcare organization and will conduct action research on best practices in healthcare administration.

## HEALTHCARE ADMINISTRATION PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Develop and execute strategies for building effective, efficient, and safe administrative practices for quality healthcare delivery and services.
2. Define, assess, and evaluate the impact of change and challenges associated with the mandates related to the Affordable Care and Meaningful Use of Technology Acts and other applicable legislation.
3. Conduct and present health related research in a clear and practical manner.
4. Drive and champion change, innovation, and adaptability by applying effective leadership practices and theory when addressing organizational challenges in healthcare organizations.
5. Apply the dynamics associated with fostering a culture of responsive leadership that promotes empowerment, teamwork, and accountability in managing staff in a healthcare environment.
6. Manage, evaluate, and improve healthcare systems, technology initiatives, and processes.

## Master of Science in Healthcare Administration 2022-23 Curriculum

PROGRAM REQUIREMENTS				
Requirement		Prerequisites	Grade	Min. Credits
OLM 501	Foundations of Contemporary Leadership - Theory & Practice		B or above	3
OLM 503	Applied Research Methods	OLM 501 must be completed or concurrently enrolled	B or above	3
HCA 501	Introduction to Healthcare Administration: History, Economics and Theory		B or above	3
HCA 510	Ethics in Healthcare Administration	HCA 501 must be completed or concurrently enrolled	B or above	3
HCA 520	Healthcare Informatics and Information Technology	OLM 501, OLM 503, HCA 501		3
HCA 530	Healthcare Law and Compliance	OLM 501, OLM 503, HCA 501		3
HCA 540	Performance Leadership and Culture in Healthcare	OLM 501, OLM 503, HCA 501		3
HCA 550	Risk Management and Insurance in Healthcare	OLM 501, OLM 503, HCA 501		3
OLM 570	Strategic Management and Finance	OLM 501, OLM 503, HCA 501		3
OLM 540	Business and Professional Communication	OLM 501, OLM 503, HCA 501		3
HCA 580	Healthcare Practicum/Simulation	All prior courses in program must be completed; may be taken in same term as HCA 590	B or above	3
HCA 590	Healthcare Administration Capstone Project	All prior courses in program must be completed; may be taken in same term as HCA 580	B or above	3
MINIMUM PROGRAM REQUIREMENT CREDITS:				36

# MASTER OF SCIENCE IN HIGHER EDUCATION LEADERSHIP

## HIGHER EDUCATION LEADERSHIP PROGRAM DESCRIPTION

The Master of Science in Higher Education Leadership program prepares students who seek advancement into leadership positions in higher education, including but not limited to admissions, assessment, advancement, faculty development, and student services. Students will utilize their research, analytical, presentation, and leadership skills in a culminating applied Practicum and Capstone experience. The program has a core foundation in broad leadership and management theories and has an applied focus on leadership areas in varied areas of higher education including a student-designated Focus Area of Study. The program is designed for individuals who have completed an undergraduate degree in any area of study and who desire to advance to leadership roles in higher education. The program consists of 30 credits and can be completed in two years.

## HIGHER EDUCATION LEADERSHIP PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Synthesize and apply current leadership trends in Higher Education
2. Develop and apply an assessment and learning framework
3. Integrate current themes in Social Justice into Higher Education leadership roles
4. Apply best practices in leadership and research into Higher Education leadership roles

## Master of Science in Higher Education Leadership 2022-23 Curriculum

PROGRAM REQUIREMENTS				
Requirement		Prerequisites	Grade	Min. Credits
OLM 501	Foundations of Contemporary Leadership - Theory & Practice		B or above	3
OLM 503	Applied Research Methods	OLM 501 must be completed or concurrently enrolled	B or above	3
OHL 510	Theories of Adult and Non-Traditional Education			3
OHL 520	Diversity, Inclusion, and Social Justice in Higher Education			3
OHL 530	Assessment, Accreditation, and Compliance in Higher Education			3
OHL 540	Developing Trends in Higher Education			3
ELE	Elective Courses <i>Students will select an approved academic track to fulfill elective requirements.*</i>			6
OHL 590	Practicum/Capstone in Higher Education Leadership			6
MINIMUM PROGRAM REQUIREMENT CREDITS:				36

# MASTER OF SCIENCE IN HIGHER EDUCATION LEADERSHIP

## Master of Science in Higher Education Leadership 2022-23 Curriculum (continued)

HIGHER EDUCATION LEADERSHIP ACADEMIC TRACKS	
<b>Data Analytics</b> <ul style="list-style-type: none"> <li>OPM 540 Data Analytics</li> </ul>	<b>Development and Philanthropy</b> <ul style="list-style-type: none"> <li>ONL 520 Development and Philanthropy</li> </ul>
<b>Enrollment Management and Student Services</b> <ul style="list-style-type: none"> <li>OHL 550 Enrollment Management</li> <li>OHL 560 Student Services Leadership</li> </ul>	<b>Instructional Technology and Online Learning</b> <ul style="list-style-type: none"> <li>OHL 570 Instructional Technology for Non-traditional Learning Environments</li> <li>OHL 580 Online Teaching and Learning</li> </ul>
<b>Organizational Leadership (Choose 2)</b> <ul style="list-style-type: none"> <li>OLM 511 Systems Dynamics and Change</li> <li>OLM 521 Ethical Decision Making</li> <li>OLM 523 Transcendent Leadership</li> <li>OLM 531 Leading Culturally &amp; Generationally Diverse Populations</li> <li>OLM 540 Business and Professional Communication</li> <li>OLM 550 Strategic Human Resource Management</li> <li>OLM 560 Developing Systems Literacy</li> <li>OLM 570 Strategic Management and Finance</li> <li>OLM 580 Leading Project Management Strategy</li> </ul>	

# MASTER OF SCIENCE IN INTERDISCIPLINARY STUDIES

## INTERDISCIPLINARY STUDIES PROGRAM DESCRIPTION

The Master of Science in Interdisciplinary Studies program provides a customizable graduate degree program for those looking to advance into leadership positions in specified areas. Students in the program will complete a 30-credit course of study including fundamentals of leadership theory and research, two distinct areas of study, and an applied capstone/practicum. Areas of study are chosen and developed in consultation with the Graduate Faculty Advisor from existing Graduate Studies courses.

## INTERDISCIPLINARY STUDIES PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Synthesize and integrate leadership theories in two chosen Areas of Study
2. Integrate major theories of practice from two chosen Areas of Study.
3. Develop and present the results of an interdisciplinary and individualized application to both research and practice.

## Master of Science in Interdisciplinary Studies 2022-23 Curriculum

PROGRAM REQUIREMENTS			
Requirement	Prerequisites	Grade	Min. Credits
OLM 501	Foundations of Contemporary Leadership: Theory and Practice	B or above	3
OLM 503	Applied Research Methods	B or above	3
IST CORE 1	Area of Study 1: 3 courses selected with advisor approval		9
IST CORE 2	Area of Study 2: 3 courses selected with advisor approval		9
IST 590	Interdisciplinary Capstone/Practicum	B or above	6
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:			30

Area of Study combinations from within existing graduate courses include:

- **Healthcare Administration and Operations Management**
- **Higher Education Leadership and Nonprofit Leadership**
- **Public Health Administration and Healthcare Administration**

Areas of Study and course sequencing will be developed collaboratively with the student and the Graduate Faculty Advisor. Final approval of proposed Areas of Study courses will be determined by the Dean of Graduate Studies.



# MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP AND MANAGEMENT

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## ORGANIZATIONAL LEADERSHIP AND MANAGEMENT PROGRAM DESCRIPTION

In the Organizational Leadership and 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.

Students may choose among the following MSOLM program options:

- Master of Science in Organizational Leadership and Management - General Program
- Master of Science in Organizational Leadership and Management - Concentration in Nonprofit Leadership
- Master of Science in Organizational Leadership and Management - Concentration in Operations Management

## ORGANIZATIONAL LEADERSHIP AND MANAGEMENT PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

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

# MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP AND MANAGEMENT

## Master of Science in Organizational Leadership and Management 2022-23 Curriculum

PROGRAM REQUIREMENTS				
Requirement		Prerequisites	Grade	Min. Credits
OLM 501	Foundations of Contemporary Leadership - Theory & Practice		B or above	3
OLM 503	Applied Research Methods	OLM 501 must be completed or concurrently enrolled	B or above	3
OLM 511	Systems Dynamics and Change	OLM 501 and OLM 503		3
OLM 521	Ethical Decision Making	OLM 501 and OLM 503		3
OLM 523	Transcendent Leadership	OLM 501 and OLM 503		3
OLM 531	Leading Culturally & Generationally Diverse Populations	OLM 501 and OLM 503		3
OLM 540	Business and Professional Communication	OLM 501 and OLM 503		3
OLM 550	Strategic Human Resource Management	OLM 501 and OLM 503		3
OLM 560	Developing Systems Literacy	OLM 501 and OLM 503		3
OLM 570	Strategic Management and Finance	OLM 501 and OLM 503		3
OLM 580	Leadership Project Management Strategy	OLM 501 and OLM 503		3
OLM 590	Organizational Leadership Capstone Project	OLM 503 and all required course work must be completed or concurrently enrolled	B or above	3
<b>MINIMUM PROGRAM REQUIREMENT CREDITS:</b>				<b>36</b>

# MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP AND MANAGEMENT

## MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP AND MANAGEMENT WITH A CONCENTRATION IN NONPROFIT LEADERSHIP PROGRAM DESCRIPTION

The Master of Science in Organizational Leadership and Management (MSOLM) program with a Concentration in Nonprofit Leadership is to prepare students for leadership roles in both nonprofit and public organizations— including a focus on governance, philanthropy, operations, finance, and labor relations. Students will utilize their research, analytical, presentation, and leadership skills in a culminating applied Practicum and Capstone experience. The program offers a core foundation in broad leadership and management theories with an applied focus on leadership areas necessary for success in nonprofit and public organizations. The program is designed for individuals who have completed an undergraduate degree in any area of study and who desire to advance to leadership roles in nonprofit and/or public organizations. The program consists of 36 credits and can be completed in two years.

## ORGANIZATIONAL LEADERSHIP AND MANAGEMENT WITH A CONCENTRATION IN NONPROFIT LEADERSHIP PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Identify the systematic and strategic dynamics affecting an organization such as the needs and perspectives of relevant stakeholders.
2. Analyze the impact of change and future challenges on an organization's core business.
3. Apply principles of Leadership to nonprofit and public organizational settings in the areas of:
  - a. Governance
  - b. Finance
  - c. Operations
  - d. Philanthropy
  - e. Labor relations
4. Apply systems thinking and theory to organizational challenges.
5. Evaluate and redesign organizational structures, work processes, and governance.

## Master of Science in Organizational Leadership and Management with a Concentration in Nonprofit Leadership 2022-23 Curriculum

PROGRAM REQUIREMENTS				
Requirement		Prerequisites	Grade	Min. Credits
OLM 501	Foundations of Contemporary Leadership - Theory & Practice		B or above	3
OLM 503	Applied Research Methods	OLM 501 must be completed or concurrently enrolled	B or above	3
OLM 511	Systems Dynamics and Change	OLM 501 and OLM 503		3
OLM 521 or OLM 523	Ethical Decision Making or Transcendent Leadership	OLM 501 and OLM 503		3
ONL 520	Development and Philanthropy			6
ONL 540	Nonprofit Finance and Operations			6
ONL 560	Nonprofit Governance and Leadership			6
ONL 590	Practicum and Capstone in Nonprofit Leadership	ONL 520, ONL 540, ONL 560	B or above	6
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:				36

# MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP AND MANAGEMENT

## MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP AND MANAGEMENT WITH A CONCENTRATION IN OPERATIONS MANAGEMENT PROGRAM DESCRIPTION

The Master of Science in Organizational Leadership and Management (MSOLM) program with a Concentration in Operations Management is to prepare students for leadership roles in a variety of organizations in the roles of Operations Management – including a focus on Supply Chain Management, Logistics, Data Analytics, and Information Technology Leadership. Students will utilize their research, analytical, presentation, and leadership skills in a culminating applied Practicum and Capstone experience. The program is designed for individuals who have completed an undergraduate degree in any area of study and who desire to advance to operations management leadership roles in any organization.

## ORGANIZATIONAL LEADERSHIP AND MANAGEMENT WITH A CONCENTRATION IN OPERATIONS MANAGEMENT PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Identify the systematic and strategic dynamics affecting an organization such as the needs and perspectives of relevant stakeholders.
2. Predict the impact of change and future challenges on an organization's core business.
3. Apply principles of Operations Management to an organizational setting in the areas of:
  - a. Supply Chain Management
  - b. Logistics
  - c. Data Analytics
  - d. Information Technology Management
4. Apply systems thinking and theory to organizational challenges.
5. Evaluate and redesign organizational structures, work processes, and governance.
6. Conduct applied research in Operations Management in organizational settings.

## Master of Science in Organizational Leadership and Management with a Concentration in Operations Management 2022-23 Curriculum

PROGRAM REQUIREMENTS			
Requirement	Prerequisites	Grade	Min. Credits
OLM 501 Foundations of Contemporary Leadership - Theory & Practice		B or above	3
OLM 503 Applied Research Methods	OLM 501 must be completed or concurrently enrolled	B or above	3
OLM 511 or OLM 560 Systems Dynamics and Change or Developing Systems Literacy	OLM 501 and OLM 503		3
OLM 580 Leading Project Management Strategy	OLM 501 and OLM 503		3
OPM 520 Supply Chain Management & Logistics			6
OPM 540 Data Analytics			6
OPM 560 Information Technology Leadership			6
OPM 590 Practicum and Capstone in Operations Management	OPM 520, OPM 540, OPM 560	B or above	6
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:			36

# GRADUATE CERTIFICATE IN HIGHER EDUCATION LEADERSHIP

## GRADUATE CERTIFICATE IN HIGHER EDUCATION LEADERSHIP PROGRAM DESCRIPTION

The Graduate Certificate in Higher Education Leadership program is to prepare students for positions of responsibility in higher education settings with an applied focus on technical areas. The program is designed for individuals who have completed an undergraduate degree in any area of study and who desire to advance to roles in higher education institutions. The program consists of 18 credits and can be completed in one year.

## HIGHER EDUCATION LEADERSHIP PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Synthesize and apply current leadership trends in Higher Education
2. Develop and apply an assessment and learning framework
3. Integrate current themes in Social Justice into Higher Education leadership roles

## Graduate Certificate in Higher Education Leadership 2022-23 Curriculum

PROGRAM REQUIREMENTS			
Requirement	Prerequisites	Grade	Min. Credits
OLM 501	Foundations of Contemporary Leadership - Theory and Practice	B or above	3
OLM 503	Applied Research Methods	B or above	3
OHL 510	Theories of Adult and Non-Traditional Education		3
OHL 520	Diversity, Inclusion, and Social Justice in Higher Education		3
OHL 530	Assessment, Accreditation, and Compliance in Higher Education		3
OHL 540	Developing Trends in Higher Education		3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:			18

# GRADUATE CERTIFICATE IN NONPROFIT LEADERSHIP

## GRADUATE CERTIFICATE IN NONPROFIT LEADERSHIP PROGRAM DESCRIPTION

The Graduate Certificate in Nonprofit Leadership program prepares students for technical roles in both nonprofit and public organizations— including a focus on governance, philanthropy, operations, finance, and labor relations. The program is designed for individuals who have completed an undergraduate degree in any area of study and who desire to advance to technical roles in nonprofit and/or public organizations. The program consists of 18 credits and can be completed in two years.

## NONPROFIT LEADERSHIP PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Apply principles of Leadership to nonprofit and public organizational settings in the areas of:
  - a. Governance
  - b. Finance
  - c. Operations
  - d. Philanthropy
  - e. Labor relations

## Graduate Certificate in Nonprofit Leadership 2022-23 Curriculum

PROGRAM REQUIREMENTS			
Requirement	Prerequisites	Grade	Min. Credits
ONL 520	Development and Philanthropy		6
ONL 540	Nonprofit Finance and Operations		6
ONL 560	Nonprofit Governance and Leadership		6
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:			18

# GRADUATE CERTIFICATE IN OPERATIONS MANAGEMENT

## GRADUATE CERTIFICATE IN OPERATIONS MANAGEMENT PROGRAM DESCRIPTION

The Graduate Certificate program in Operations Management will prepare students for applied roles in a variety of organizations in the roles of Operations Management – including a focus on Supply Chain Management, Logistics, Data Analytics, and Information Technology Leadership. The program is designed for individuals who have completed an undergraduate degree in a business-related area and who desire to advance to operations management leadership roles in any organization. The program is comprised of 18 credits and can be completed in one year.

## OPERATIONS MANAGEMENT PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Identify the systematic and strategic dynamics affecting an organization such as the needs and perspectives of relevant stakeholders.
2. Apply principles of Leadership to nonprofit and public organizational settings in the areas of:
  - a. Supply Chain Management
  - b. Logistics
  - c. Data Analytics
  - d. Information Technology Management
3. Evaluate and redesign organizational structures, work processes, and governance.

## Graduate Certificate in Operations Management 2022-23 Curriculum

PROGRAM REQUIREMENTS			
Requirement	Prerequisites	Grade	Min. Credits
OPM 520	Supply Chain Management & Logistics		6
OPM 540	Data Analytics		6
OPM 560	Information Technology Leadership		6
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:			18

# GRADUATE CERTIFICATE IN PUBLIC HEALTH ADMINISTRATION

## GRADUATE CERTIFICATE IN PUBLIC HEALTH ADMINISTRATION PROGRAM DESCRIPTION

The Graduate Certificate in Public Health Administration provides graduate-level professional development for those who seek entry into leadership positions in the Public Health field. Students explore topics related to leadership, healthcare administration, and public health administration and have the opportunity to choose an elective course suited to their individual career interests.

## PUBLIC HEALTH ADMINISTRATION PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Apply principles of leadership in Public Health facilities, organizations, and roles.
2. Advocate for Public Leadership roles and responsibilities in diverse organizations.
3. Manage, evaluate, and improve Public Health systems and processes.

## Graduate Certificate in Operations Management 2022-23 Curriculum

PROGRAM REQUIREMENTS			
Requirement	Prerequisites	Grade	Min. Credits
HCA 501	Introduction to Healthcare Administration: History, Economics, and Theory	B or above	3
HCA 520	Healthcare Informatics and Information Technology		3
HCA 560	Community Health		3
HCA 570	Epidemiology		3
HCA 575	Public Health Leadership, Advocacy, and Policy		3
HCA Elective	Elective (choose 1 from HCA 510, HCA 530, HCA 540, HCA 550)		3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:			18



# COURSE DESCRIPTIONS

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## Graduate Student Orientation (GSS)

### GSS 500

Graduate Success Seminar

*This is a Pass/Fail course. A grade of Pass is required for this course.*

This one-credit course provides graduate students with an overview of topics that are essential to student success. Course topics include APA formatting and style, graduate-level scholarly writing and academic expectations, time management, navigating flexible delivery, and the services and opportunities provided by the Graduate Student Association.

## Business Administration (BUS)

### BUS 500

Fundamentals of Business Administration

A grade of B or above is required in this course.

*Prerequisites: Admission to MBA program; BUS 500 is required for students without an undergraduate degree in business.*

This course reviews fundamentals of Business Administration concepts for incoming MBA students; topics include Accounting, Finance, Economics, Marketing, Management, Leadership, and other related themes.

### BUS 610

Principles of Managerial Accounting and Financial Analysis

*Prerequisite: Admission to MBA program.*

This course presents management accounting and financial analysis from a strategic perspective – specifically, the collection, presentation and analysis of cost and finance data to help management deal with strategic and operational planning and decision making. By focusing on concepts, analyses, uses and procedures, the course shows the strategic role of managerial accounting and financial analysis as tools for business strategy, implementation and performance evaluation.

### BUS 630

Marketing and Communication Strategy

*Prerequisite: Admission to MBA program.*

This course presents an overview of applied marketing strategy development and implementation, including use of appropriate modern communications channels.

### BUS 640

Strategic Leadership in Business Practicum

A grade of B or above is required in this course.

*Prerequisites: Must be taken in final term of program; may be taken concurrently with another course.*

This course serves as a capstone and practicum course in the MBA program in which students will engage in a series of applied strategic leadership exercises.

# COURSE DESCRIPTIONS

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## Healthcare Administration (HCA)

### HCA 501

Introduction to Healthcare Administration: History, Economics, and Theory

A grade of B or above is required in this course.

This course provides a review of healthcare organizations and enables students to develop an understanding of the history of the US healthcare system. Topics include the evolution of healthcare delivery and theory during a time of economic, financial, and regulatory challenges with emphasis on political and social forces. In response to these influences, the focus of studies includes analysis of the impact of the evolving consumer movement and the various approaches used to maintain efficient and effective organizational structures.

### HCA 510

Ethics in Healthcare Administration

A grade of B or above is required in this course.

*Prerequisite: Completion of or concurrent enrollment in HCA 501*

This course will focus on moral values and principles applicable in complex healthcare organizations. This course is intended to serve as an arena for discussion and inquiry regarding what is good and what is right as related to bioethical and socio-ethical issues both current and historical. Topics and studies in this course are designed to inculcate decision-making skills to assist with designing health services models based on the development of various healthcare organizations' services, theory, mission, and vision.

### HCA 520

Healthcare Informatics and Information Technology

*Prerequisites: OLM 501, OLM 503, HCA 501*

This course focuses on healthcare information, clinical, financial, and evidence-based systems. The course assists with formulating effective, safe, and strategic directions in the ramifications of ever-evolving electronic health record challenges associated with focus on the meaningful use of technology. Students are expected to research an ineffective technology business scenario and evaluate, compare and weigh vendors for selecting the best-fit technology and implementation process for an e-health application. The course introduces students to the richness of safe, secured, confidential, and effective healthcare technology implementation and application processes.

### HCA 530

Healthcare Law and Compliance

*Prerequisites: OLM 501, OLM 503, HCA 501*

Contemporary administration requires a thorough understanding of the federal policy and regulatory development process. In this course, students analyze the history and regulatory implications of health financing legislation. This course examines the impact of emerging social, ethical, legal, and political issues on the future of the healthcare system. Emphasis is on the creation of innovative models of health care delivery.

### HCA 540

Performance Leadership and Culture in Healthcare

*Prerequisites: OLM 501, OLM 503, HCA 501*

This course examines the complexity of managing staff and resources needed to deliver quality healthcare services. The course is a combination of theoretical and practical approaches for performance management. Students are expected to learn how to determine the strengths, vulnerabilities, and

## COURSE DESCRIPTIONS

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opportunities of healthcare services, as well as engage in leadership practices that promote a culture of employee loyalty and longevity within organizations.

### **HCA 550**

#### **Risk Management and Insurance in Healthcare**

*Prerequisites:* OLM 501, OLM 503, HCA 501

This course provides in-depth studies of quality improvement methodologies, tools, and issues related to healthcare. Students will closely examine the relationship between quality improvement programs, risk management, and principles applicable to healthcare services, designs, roles and responsibilities in the integration of quality improvement and processes with healthcare insurance and risk management.

### **HCA 560**

#### **Community Health**

This course examines best practices in leading community health organizations. The course explores advanced concepts in community health and integrated leadership theories and practices.

### **HCA 570**

#### **Epidemiology**

This course provides a leadership-based overview of Epidemiology, including statistical forecasting, analysis, and communication from a leadership perspective.

### **HCA 575**

#### **Public Health Leadership, Advocacy, and Policy**

This course provides in-depth applied leadership-based studies in Public Health positions, roles, and organizations. Students will engage in an applied hands-on project in a leadership role in Public Health.

### **HCA 580**

#### **Healthcare Practicum**

A grade of B or above is required in this course.

*Prerequisites:* All prior courses in MSHCA must be completed; may be taken in same term as HCA 590.

This course provides a means to test and exercise the impact of challenges faced in a complex virtual healthcare environment. Students are enabled to apply innovative healthcare practices and ideas to virtual healthcare environments with patient flow. The course will convey ideas of healthcare processes, technology, and system implementation and change enabling students to provide detailed analytics for generating effective, safe, and quality healthcare improvement.

### **HCA 590**

#### **Capstone Project - Healthcare Administration**

A grade of B or above is required in this course.

*Prerequisites:* All prior courses in MSHCA must be completed; may be taken in same term as HCA 580.

This is the capstone course for the MSHCA degree program. Students will demonstrate comprehension of healthcare practices and theories with respect to leadership, research, planning and process implementation. In conjunction with comprehensive feedback from graduate faculty, students will select a healthcare topic and prepare a research proposal for approval early in the course. Ultimately, students will develop and present a final project demonstrating competence in conducting and presenting healthcare research, theory, or process and technology management at the graduate-level. The final product will subsequently be submitted to the College for final approval.

# COURSE DESCRIPTIONS

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## HCA 599

### HCA Capstone/Practicum Continuation

This is a Pass/Fail course. A grade of P is required in this course.

*Prerequisite: Instructor and Dean approval*

Students in this course will continue conducting research for their HCA Capstone/Practicum course. This is a one-credit course.

## Interdisciplinary Studies (IST)

### IST 590

#### Interdisciplinary Capstone/Practicum

A grade of B or above is required in this course.

*Prerequisites: Completion of 24 graduate credits in the MS Interdisciplinary Studies program*

This graduate-level practicum and capstone course provides students the opportunity to further utilize and apply acquired interdisciplinary leadership skills in an organizational setting of their choice. Students will identify an organizational setting and propose leadership strategies to build upon organizational effectiveness. Students will also demonstrate the ability to conduct graduate-level research, writing, and presentation as applicable to major concepts in the two Areas of Study as chosen by the student with Graduate Faculty Advisor approval. Students will develop and present the results of their research, and will also complete and present an electronic portfolio demonstrating competence in the learning outcomes of the MS in Interdisciplinary Studies program.

## Higher Education Leadership (OHL)

### OHL 510

#### Theories of Adult and Non-Traditional Education

*Prerequisite: A grade of B or above in OLM 501 and OLM 503*

This course reviews pertinent theories in the field of non-traditional and adult education in higher education settings. Students will have the opportunity to apply theory to practice through case studies and presentations aligned with their career interests.

### OHL 520

#### Diversity, Inclusion, and Social Justice in Higher Education

*Prerequisite: A grade of B or above in OLM 501 and OLM 503*

This course reviews social justice issues and theories as applied to diverse settings in higher education. Students will have the opportunity to engage current thought as applied to practice in promoting Diversity and Inclusion in higher education.

### OHL 530

#### Assessment, Accreditation, and Compliance in Higher Education

*Prerequisite: A grade of B or above in OLM 501 and OLM 503*

This course reviews the regulatory landscape of higher education, including accreditation, assessment, state legislation, and other compliance and reporting. Students will have the opportunity to apply the course to their practice in the field through the development of proposals and reports.

### OHL 540

#### Developing Trends in Higher Education

*Prerequisite: A grade of B or above in OLM 501 and OLM 503*

## COURSE DESCRIPTIONS

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This topical course provides an overview of new and developing trends in higher education leadership, including but not limited to online and distance education, credentialing, competency-based education, and related issues.

### **OHL 550**

#### **Enrollment Management**

*Prerequisite: A grade of B or above in OLM 501 and OLM 503*

This course presents theories and best practices in the field of enrollment management, including recruitment, admissions, advising, and retention. Students will have the opportunity to apply theory to practice via case studies and simulation exercises.

### **OHL 560**

#### **Student Services Leadership**

*Prerequisite: A grade of B or above in OLM 501 and OLM 503*

This course provides an overview of best practices in the leadership of student services, including student life, advising, student activities programming, career services, and financial aid. Students will have the opportunity to customize course assignments to meet their needs in the field.

### **OHL 570**

#### **Instructional Technology for Non-traditional Learning Environments**

*Prerequisite: A grade of B or above in OLM 501 and OLM 503*

This course provides an overview of learning management systems and technology as applied to online, distance, and competency-based education. Students will also apply the Quality Matters (QM) rubrics in a course development simulation.

### **OHL 580**

#### **Online Teaching and Learning**

*Prerequisite: A grade of B or above in OLM 501 and OLM 503*

This course provides an overview of best practices in teaching and learning for adult learners in online environments. Students will apply relevant adult learning theories in designing and delivering instruction in a simulated online learning environment.

### **OHL 590**

#### **Practicum/Capstone in Higher Education Leadership**

*Prerequisite: All prior courses in program must be completed; may be taken in same term as one other graduate course in program*

This graduate-level practicum and capstone course provides students the opportunity to further utilize and apply leadership skills in a higher education setting of their choice (outside of Peirce College). Students will identify a higher education setting (outside of Peirce College) and propose leadership strategies to build upon organizational effectiveness. Students will also demonstrate the ability to conduct graduate-level research, writing, and presentation as applicable to major concepts in the field of Higher Education Leadership as aligned to their focus area of study. Students will develop and present the results of their research, and will also complete and present an electronic portfolio demonstrating competence in the learning outcomes of the MS – Higher Education Leadership program

### **OHL 599**

#### **OHL Capstone/Practicum Continuation**

# COURSE DESCRIPTIONS

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This is a Pass/Fail course. A grade of P is required in this course.

*Prerequisite: Instructor and Dean approval*

Students in this course will continue conducting research for their OHL Capstone/Practicum course. This is a one-credit course.

## Organizational Leadership and Management (OLM)

### OLM 501

Foundations of Contemporary Leadership Theory & Practice

A grade of B or above is required in 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

A grade of B or above is required in this course.

*Prerequisite: OLM 501 must be completed or concurrently enrolled.*

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 and 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

## COURSE DESCRIPTIONS

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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 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. 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 and 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,

## COURSE DESCRIPTIONS

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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 570**

#### Strategic Management and 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

A grade of B or above is required in this course.

*Prerequisites: OLM 503 and all required course work must be completed or concurrently enrolled.*

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



## COURSE DESCRIPTIONS

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approval. This course is scheduled for a 14- or 15-week session. The final product will subsequently be submitted to the College for final approval.

### **OLM 599**

#### **OLM Capstone/Practicum Continuation**

This is a Pass/Fail course. A grade of P is required in this course.

*Prerequisite: Instructor and Dean approval*

Students in this course will continue conducting research for their OLM Capstone/Practicum course. This is a one-credit course.

### **Nonprofit Leadership (ONL)**

#### **ONL 520**

##### **Development & Philanthropy**

This graduate-level course reviews theories and practices in fundraising, foundation development, partnerships, and philanthropy leadership in nonprofit and public organizations. Students will review applicable strategy development and execution along with appropriate software applications. An overview of grant writing will also be provided. Students will complete an applied development and philanthropy project pertaining to a theoretical or actual organizational setting of their choice.

#### **ONL 540**

##### **Nonprofit Finance and Operations**

This graduate-level course reviews theories, practices, and technology applications relevant to financial and operations management in nonprofit and public organizations. An overview of labor relations practices related to nonprofit and public organizational financial operations will also be provided. Students will have the opportunity to apply these to the preparation of a detailed financial and operations plan in a select nonprofit organization.

#### **ONL 560**

##### **Nonprofit Governance and Leadership**

This graduate level course reviews leadership theory and practice pertaining to governance and leadership strategies employed in nonprofit and public organizations. Labor relations strategies will be reviewed in context, as well as the functioning of governing boards. Students will propose resolutions to hypothetical and actual governance and leadership issues on nonprofit and public organizations.

#### **ONL 590**

##### **Practicum and Capstone in Nonprofit Leadership**

A grade of B or above is required in this course.

*Prerequisite: ONL 520, ONL 540, ONL 560.*

*Recommended: This course should be taken in the final term of enrollment.*

This graduate-level practicum and capstone course provides students the opportunity to further utilize and apply nonprofit leadership skills in an organizational setting of their choice. Students will identify an organizational setting and propose leadership strategies to build upon organizational effectiveness. Students will also demonstrate the ability to conduct graduate-level research, writing, and presentation as applicable to major concepts in the field of Nonprofit Leadership, including but not limited to finance, governance, and philanthropy. Students will develop and present the results of their research, and will also complete and present an electronic portfolio demonstrating competence in the learning outcomes of the MSOLM – Nonprofit Leadership program.

# COURSE DESCRIPTIONS

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## **ONL 599**

### **ONL Capstone/Practicum Continuation**

This is a Pass/Fail course. A grade of P is required in this course.

*Prerequisite: Instructor and Dean approval*

Students in this course will continue conducting research for their ONL Capstone/Practicum course. This is a one-credit course.

## **Operations Management (OPM)**

### **OPM 520**

#### **Supply Chain Management & Logistics**

*Recommended: An undergraduate or graduate course in Management.*

This graduate-level course reviews theories and practices in Supply Chain Management and Logistics as applied to both service and manufacturing industries. Students will review applicable budgeting, material, logistics, shipping, delivery, and quality control models and will complete an applied project pertaining to a theoretical or actual organizational setting of their choice.

### **OPM 540**

#### **Data Analytics**

*Recommended: An undergraduate or graduate course in Statistics and working knowledge of MS Excel*

This graduate-level course reviews theories, practices, and technology applications relevant to Data Analysis in a variety of industries. Analytical and forecasting models and applications will be reviewed, and students will have the opportunity to apply these to the analysis of a data set to produce strategic recommendations in a leadership capacity.

### **OPM 560**

#### **Information Technology Leadership**

*Recommended: An undergraduate course in Information Technology*

This graduate-level course reviews leadership theory and practice pertaining to Information Technology with a focus on Operations necessary for organizational success. Software applications utilized in the leadership of organizational technology efforts will be reviewed in context, and students will propose the utilization of applications to solve identified organizational problems and opportunities.

### **OPM 580**

#### **Operations Management Practicum**

A grade of B or above is required in this course.

*Prerequisite: Completion of OPM 520, OPM 540, and OPM 560*

*Recommended: This course should be taken after the completion of at least 24 credits in the MSOLM – Operations Management program.*

This graduate-level practicum course provides students the opportunity to further utilize and apply operations management leadership skills in an organizational setting of their choice. Students will identify an organizational setting and propose operations management strategies to build upon organizational effectiveness.

### **OPM 590**

#### **Practicum and Capstone in Operations Management**

A grade of B or above is required in this course.

## COURSE DESCRIPTIONS

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*Prerequisite:* OPM 520, OPM 540, OPM 560

*Recommended:* This course should be taken in the final term of enrollment.

This graduate-level practicum and capstone course provides students the opportunity to further utilize and apply operations management leadership skills in an organizational setting of their choice. Students will identify an organizational setting and propose operations management strategies to build upon organizational effectiveness. Students will also demonstrate the ability to conduct graduate-level research, writing, and presentation as applicable to major concepts in the field of Operations Management, including but not limited to Supply Chain Management, Logistics, Data Analytics, and/or Information Technology Management. Students will develop and present the results of their research, and will also complete and present an electronic portfolio demonstrating competence in the learning outcomes of the MSOLM – Operations Management program

### **OPM 599**

#### **OPM Capstone/Practicum Continuation**

This is a Pass/Fail course. A grade of P is required in this course.

*Prerequisite:* Instructor and Dean approval

Students in this course will continue conducting research for their OPM Capstone/Practicum course. This is a one-credit course.

## GRADUATE FACULTY

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### **DEVIDA REMBERT, D.H.A (2015)**

#### **Professor, Healthcare Administration**

B.A., Arcadia University

M.B.A., University of Phoenix

D.H.A, University of Phoenix

Subject Area: Healthcare Administration

drembert@peirce.edu

### **ADRIAN C. ZAPPALA, PH.D. (2012)**

#### **Professor and Dean, Graduate Studies**

B.A. Monmouth University

M.A.T. Monmouth University

M.S.Ed. Monmouth University

Ph.D. Capella University

Subject Area: Organizational Leadership and Management

azappala@peirce.edu

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**Vice Chairman of the Board**  
Brock & Company, Inc.

# STUDENT POLICIES

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# ACADEMIC INFORMATION AND POLICIES

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## ACADEMIC GRIEVANCE

Students on occasion have academic grievances. It is incumbent upon the faculty, staff, and administration to treat students who have grievances with respect and courtesy. Students with grievances should follow the procedure stated in this policy in order to attempt a resolution of their grievances. Throughout the process, students are required to treat the faculty, staff, and administration with respect and courtesy.

**Students who wish to appeal an academic dismissal should refer to the Academic Dismissal policy.**

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 in writing, using the student Peirce College email 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.
- 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 Affairs and Provost 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 Affairs and Provost will confirm that a proper review of the grievance was conducted. If, upon review, the Vice President, Academic Affairs and Provost determines that a proper review was conducted, the decision of the Dean of Graduate Studies shall be final. The Vice President-Academic Affairs and Provost may choose to affirm or alter the decision and therefore, is responsible for the final decision.

# ACADEMIC INFORMATION AND POLICIES

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## 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 that 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:

### Third Party Tutoring/Paper Writing Services

Using a third-party tutoring service or any type of service, which provides answers or solutions for any assignment, quiz, or examination, in any course, without prior permission of the instructor of the course for which the work is being submitted. Using a third-party paper writing service to write or rewrite a paper.

### Contract Cheating

Using a third party to obtain academic work including but not limited to research, papers, quizzes, tests, and discussion posts. Sharing your past assignments with a third party, can lead to others using your work to contract cheat which makes you a party to contract cheating.

### Acquiring information

Obtaining research or answers related to any assigned work or examination from any source. Students must be the owner of all of their coursework. Working with another person or persons on any assignment or examination when not specifically permitted by the professor. Although studying together is allowable, students must maintain the integrity of their coursework. Students must seek permission from the instructor before working together on any coursework. Viewing the work of other students during any examination. Using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of any assigned coursework or examination without prior written permission from the professor. Submitting or presenting as one's own course work any examination, any research paper, or other writing assignments prepared by others.

### Providing information

Supplying answers or research information for any assigned work or examination (on behalf of yourself or another individual) when not specifically authorized by the professor to do so. Informing any person or persons of the contents of any examination prior to the time the examination is given.

### Plagiarism

Incorporating the work or idea of another person into one's own work without formally and properly acknowledging, documenting, and citing the source of that work or idea. Attempting to receive credit for work performed by another person, including papers obtained in whole or part from individuals or other sources. Copying or improperly utilizing copyrighted computer programs or data files belonging to someone else. Copying another person's paper/work in whole or in part and handing it in as your own. Paying for and/or downloading from the Internet, all or any portion of a paper, presentation, graphics, or



## ACADEMIC INFORMATION AND POLICIES

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multimedia files and submitting them as your own. Copying words, graphics, or statistics directly from sources of information, such as web pages, magazine/newspaper articles, or books without and properly acknowledging, documenting and citing the sources. Paraphrasing information (i.e., changing a few words) from sources, such as web pages, magazine/newspaper articles, or books without formally documenting the sources.

**Reuse of Prior Materials:** Submitting substantially the same work to satisfy requirements for one course that has been submitted to satisfy requirements for another course, without prior permission of the instructor of the course for which the work is being submitted. Students are required to consult with their faculty member and gain approval for any prior coursework they would like to submit.

### **Conspiracy**

Agreeing or participating with one or more persons to commit any act of academic dishonesty.

### **Fabrication of information**

Falsifying the results obtained from a research or laboratory experiment. Presenting results of research or laboratory experiments without the research or laboratory experiments having been performed.

Substituting for another student to take an examination or to do any academic work or assignment for which academic credit will be received. Changing answers or grades after academic work has been returned to the student and claiming professor error. Submitting work for credit or taking an examination and employing a technique specifically prohibited by the professor in that course, even if such technique would be acceptable in other courses.

### **Abuse of resource materials**

Mutilating, destroying, concealing, stealing, or altering any materials provided to assist students in the completion of academic work, including library books, journals, computer files, microfilm and microfiche files, online resources, materials placed on reserve by the instructor, or any such materials as the instructor may provide or assign. Copying any data files or copyrighted computer program(s) for one's own personal use or the use of others. Copying without permission of the owner, or mutilating or destroying any copyrighted media, printed or electronic (for example, film, video, music, graphics, books, articles, papers, dissertations, art, photography, or manuscript).

**Peer-to-Peer File Sharing:** Peer-to-peer file sharing is prohibited. This applies to College owned computers as well as personally owned computers that are using the College's network. Under the Acceptable Use Policy, the College's network connections may not be used to violate copyright laws.

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## **SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

## ACADEMIC INFORMATION AND POLICIES

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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](http://www.copyright.gov).

**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.**

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### 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" or higher is required will be placed on academic probation. Graduate students on academic probation must improve their GPA to 3.0 or higher and/or receive a grade of "B" or higher when repeating a course where a grade of "B" or higher is required by the end of the next full term in which they are enrolled. Additionally, graduate students placed on probation may be required to complete the Graduate Success Seminar course during the next term in which it is offered. 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).

An "F" earned at Peirce College may not be made up at another institution of higher learning for the same course.

The Dean of Graduate Studies will mail or email 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.

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### 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.

## ACADEMIC INFORMATION AND POLICIES

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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.**

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### ATTENDANCE AND PARTICIPATION

Student participation is an essential part of the instructional process. Students are expected to contribute to the learning environment of their courses and to fulfill their academic responsibilities through active participation in the learning process. Regular and punctual class attendance is required of all students in all courses. Attendance and participation policy is tracked on a weekly basis. Students should check each course syllabus to determine the specific participation standards for each course. Students who do not meet the attendance and participation standards may receive a lower grade and/or lose financial aid funding. Students are reminded that final grades are determined by performance of course requirements, including attendance and participation.

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

Solely logging into an online course does not demonstrate academic attendance and/or participation. "Attendance" in online courses, or a week in a course where the student opts to attend online, is determined by the student's participation in the course. Participation in online courses may include the following academic activities: attending a synchronous session, initiating contact with a faculty member to ask a course related question, submitting an assignment, taking an exam, contributing to threaded discussions, or participating in a chat.

Given the learning environment of online courses, even in situations where a student is not "absent" in the traditional sense, it is the student's responsibility to contact the professor regarding situations that may prevent the student from fully participating as required. Students who stop participating and/or attending courses may be considered unofficially withdrawn and, therefore subject to the Return to Title IV Calculation (R2T4). For more information, please review the Drop/Add, Withdrawal, and Unofficial Withdrawal policies.

Students who are receiving educational benefits through the Department of Veterans Affairs who are expecting to receive full housing benefits/tuition assistance are required to attend Peirce Fit classes on campus for the entire period for which the assistance is awarded. To comply with the Department of Defense policy, any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided to the military Service Branch must be returned. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. For information regarding when a military priority arises and your attendance may be impacted see the Military Personnel policy found in Academic Information and Policies section. VA students enrolled under any other Chapter are eligible to participate in the Peirce Fit delivery, on campus and/or online. For an explanation of military benefits, contact your Admissions Advisor or Faculty Advisor.

## ACADEMIC INFORMATION AND POLICIES

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15-week Course Withdraw submitted	
Withdraw Period	% Returned
Before or during weeks 1-2	100% return
During weeks 3-4	90% return
During weeks 5-6	75% return
During weeks 7-8	50% return
During weeks 9	40% return (60% of course is completed)
During weeks 10-15	0% return

8-week Course Withdraw submitted	
Withdraw Period	% Returned
Before or during week 1	100% return
During week 2	75% return
During weeks 3-4	50% return
During week 5	40% return (60% of course is completed)
During week 6-8	0% return

Graduate International students, who are on an F-1 Visa, are required to attend full-time (9 credits) in fall and spring terms: 6 of 9 credits are required to attend on campus classes. In the summer term, International students may attend classes online and/ or on campus.

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### AVERAGE COURSE LOAD

Graduate students are permitted to enroll in courses on a part time basis, taking a maximum of 6 credits per term (fall, spring, summer). Matriculated graduate students who are in good academic standing with an overall GPA of 3.0 or higher and who have completed 6 credits in the Graduate Studies program with a grade of "B" or higher may petition for approval to enroll as a full-time student. Enrollment as a full-time graduate student requires approval of the student's Graduate Faculty Advisor. Enrollment in graduate programs for approved full-time students is limited to 12 credit hours per term, with no more than 6 credit hours per session.

Students should be aware that full-time enrollment in a Graduate Studies program may impact their financial aid and personal and professional commitments. Students are advised to consult carefully with their Graduate Faculty Advisor as well as the Student Financial Services Office before considering full-time enrollment.

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### 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 employees 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<sup>1</sup> 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.

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<sup>1</sup> 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.

# ACADEMIC INFORMATION AND POLICIES

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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.
- Report any person to Campus Security any person who you know to possess any type of firearms, weapons of any type either purchased or man-made, fireworks or explosive devices while on campus.
- Provide appropriate notice of an unavoidable absence from or lateness in reporting for class or inability to participate in class fully.
- 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 Security (215-670-9284) any accidents, injuries (whether your own, another student's, an employee's, or a visitor's), fire, theft, and other unusual incidents immediately after occurrence or discovery.
- Follow all student and academic policies, rules, and procedures established by the College that are applicable to you as a student as well as the specific instructions of the person responsible for directing your academic and/or student social activities.
- Refrain from using for personal, non-academic reasons the property and supplies of the College.
- Peirce College photo identification cards are to be displayed at all times.
- 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

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## ACADEMIC INFORMATION AND POLICIES

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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 in the Graduate Catalog.

### **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 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:

- 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, including but not limited to students, faculty, staff, administrators, contractors, and guests while on College premises or at a College-sponsored or College-supervised function.

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## ACADEMIC INFORMATION AND POLICIES

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

### **Violations Involving Academic Dishonesty**

Students who engage in any form of academic dishonesty, including any student who assists another student in an activity that constitutes a violation of academic integrity is also responsible and accountable for such a violation. For violations against the Policy on Academic Honesty, the College will impose, but not be limited to, one or more of the following penalties:

- The student shall be given a verbal and written warning.
- The student shall be given a grade of zero for the assignment, test, or paper that is the subject of an incident of academic dishonesty.
- The student shall be given a failing grade for the course.
- The student shall be expelled from the College and will not be eligible for readmittance.
- Dismissal from leadership positions and/or honor societies related to the College
- Prohibited from participating in the College's commencement ceremony and/or related activities.

In the event a student receives any of these penalties, a notation of the violation shall be placed in the student's file in the Office of the Dean of Graduate Studies.

### **Violations Not Involving Academic Dishonesty**

If students 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:

- The student is given a disciplinary warning and may be required to participate in support services, counseling, and/or workshops.
- 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 programming, or such other sanctions as the College deems appropriate.
- The student shall be expelled from the College and will not be eligible for re-admittance.

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**Based on the nature of the offense, the College reserves the right to assign the appropriate disciplinary actions.** Depending on the alleged offense, students may be placed on temporary college suspension. During this suspension, students will not be allowed on campus for any reason however, the student may be allowed to attend classes online (if applicable) while the Code of Conduct Violation is being investigated. Students who have had more than one Code of Conduct Violation, may be subject to more severe sanctions up to and including expulsion with each repeated offense.

Students should also be aware that their conduct may result in the College reporting incidents to police or other law enforcement authorities and the initiation of legal action. In the event a student receives a sanction of disciplinary probation, suspension, or disciplinary dismissal/expulsion, a notation of such probation or dismissal shall be placed in the student's files in the Office of the Registrar and the Office of the Dean of Graduate Studies.

In addition, with respect to a violation of the Non-Violence policy, any weapon found on College owned or leased property will be confiscated and turned over to the local law enforcement. Any student found to be in possession of a weapon or fireworks and explosive devices 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 commencement ceremony and/or related events; referral to drug abuse or alcohol counseling; or periodic meetings with the Dean of Graduate Studies.

### 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,<sup>2</sup> 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.
- Conduct interviews with students charged with a violation of the Code of Student Conduct; the Dean of Graduate Studies, will provide students who have been charged an opportunity to discuss the matter.

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<sup>2</sup> References to the "Dean of Graduate Studies" throughout this policy also includes his or her designee, where the Dean of Graduate Studies is either unavailable or believes it is appropriate to excuse himself/herself for conflict reasons.



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## ACADEMIC INFORMATION AND POLICIES

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- Determine student accountability for violations of the Code of Student Conduct in a manner that ensures fundamental fairness and to assign sanctions in cases where guilt is determined.
- Advise students charged with a violation of the Code of Student Conduct 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.
- 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/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.

## ACADEMIC INFORMATION AND POLICIES

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After the Dean of Graduate Studies, has completed his/her investigation, accused students are entitled to written notification by certified mail or email 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 Affairs and Provost, for an appeal, setting forth the basis of the appeal and any substantiating material. If no written request is submitted within the seven-day period, the decision of the Dean of Graduate Studies, shall be final.

Students found guilty may request an appeal to the Vice President, Academic Affairs and Provost, on the grounds that: (1) information that was not available at the time of the hearing has become available and could reasonably be expected to have altered the outcome of the case; (2) the College's disciplinary system was violated in a way that adversely affected the outcome of the case; or (3) the sanction was unduly harsh and not justifiable. The Vice President, Academic Affairs and Provost, 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 Affairs and Provost, denies a written request for appeal, the decision of the Dean of Graduate Studies, is final. If the Vice President, Academic Affairs and Provost, determines that a student's request for appeal has merit, the Vice President, Academic Affairs and Provost, shall hear the appeal and render a decision. Vice President, Academic Affairs and Provost, shall provide the 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 Affairs and Provost, shall be final.

In cases where the sanction imposed is expulsion from the College, the student shall have the right within seven calendar days from the date of the determination by the Dean of Graduate Studies, to submit a written request to the Vice President, Academic Affairs and Provost, for review of the disciplinary procedures followed.

If no written request is submitted within the seven-day period, the decision of the Dean of Graduate Studies, shall be final. If a proper written request is received, the Vice President, Academic Affairs and Provost, will confirm that the Dean of Graduate Studies, conducted a proper review of the matter. If, upon review, the Vice President, Academic Affairs and Provost, determines that a proper review was conducted, the decision of the Dean of Graduate Studies, shall be final. If, upon review, the Vice President, Academic Affairs and Provost, determines that a proper review was not conducted, the Vice President, Academic Affairs and Provost, shall conduct such additional review as he or she feels, in his or her sole discretion, is necessary to render a decision. The Vice President, Academic Affairs and Provost, may choose to affirm or alter the decision of the Dean of Graduate Studies, 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 judgement in emergency situations. Toward that end, the

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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.

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### 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 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 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.

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## **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 Affairs and Provost. After approval, the posthumous degree will be conferred. Such degrees will be considered for award only in the academic year in which the student would normally have graduated.

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## **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 Dean of Graduate Studies.

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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.

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## 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 alumni 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.

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## 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.

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## 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. For questions regarding retired courses, students should contact their Faculty Advisor.**

In accordance with the Grading policy, please note the following:

- Courses in which grades of NG\*, W, F, or C- have been earned may 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.

## Repeating Failed or Withdrawn Courses

Students can repeat a course in which they initially earned a grade of "NG\*", "F" or "W". Financial Aid will potentially pay for the same course taken up to 3 times. Any class taken a fourth will not be covered under Title IV funding (financial aid).

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## Meeting Course Grade Requirements

Students who have not failed or withdrawn from a course but need to repeat a course due to a “B” or above requirement not being achieved, can repeat the course a second time utilizing financial aid funds (if available). In instances where a student has not been successful after completing a course for a second time, the student must appeal to his/her Faculty Advisor prior to taking a course for a third time or more. Financial Aid will not cover the cost of courses taken for a third time (with the exception of courses in which the student had initially received has an earned a grade of (“NG\*”, “F” or “W”), or if a credit was earned prior to the second time. The appeal is made by the student to the Academic Advisor addressing the reasons why an exception to the course repeat rule is requested and a plan for succeeding in the course if the request is approved.

Students requesting to take a course for a third time should plan to repeat the course in the next upcoming session. All financial obligations must be satisfied in order to register. Students should contact Student Billing & Accounts Receivable Department to make these payment arrangements.

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## CREDIT FOR PRIOR LEARNING (CPL)

Peirce College reserves the right, in its sole discretion, to allow students to earn/apply up to 12 credits toward a master's degree through a combination of transfer credits and portfolio assessment. Of these credits, only 6 credits can be earned through portfolio assessment. For 30-credit master's degree programs, only 9 transfer credits are permitted.

While resources are available to assist and inform students who are considering applying for Credit for Prior Learning, the decision to apply for credit for any particular course is ultimately the student's alone. Not all applications are successful.

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## CREDIT BY PORTFOLIO ASSESSMENT

At the sole discretion of the College, a portfolio assessment provides a means for students to earn college credit via portfolio assessment when job-related training and experience, non-job-related training, volunteer work, self-directed study, travel, or hobbies enable students to prepare a portfolio providing direct evidence of learning equivalent to are similar to the learning outcomes for a particular course. As a general guideline, a portfolio should take 20 to 30 hours to complete. Students may not submit for credit for portfolio assessment for a course that he/she has previously completed with a grade lower than a “C”. To apply for credit for work experience, the student must comply with the following process:

- Provide a personal resume identifying the job held and specific responsibilities. Credit for Prior Learning may be awarded for currently or previously held jobs in addition to an assessment of the required documentation below.
- Submit a reference letter from the appropriate manager/supervisor documenting the nature, frequency, and duration of the work experience that is related to the course.
- Write an essay that demonstrates how the learning objectives for the course have been met by the prior experience.
- Provide documentation such as job descriptions, certificates, examples/samples of work, awards, performance evaluations, licenses, dates and times of participation in the activity, letters or memos supporting participation, or anything else that would help to prove/confirm work experience.

Consult with the Dean of Graduate Studies and/or his or her designee prior to constructing the document. The completed document is to be submitted to the Dean of Graduate Studies. At the discretion of the Dean of Graduate Studies, students may include a course's final project as part of the Credit for Portfolio Assessment documentation that they submit, along with the learning essay required, to show that they meet the course outcomes as outlined in the syllabus.

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If the Credit for Prior Learning is approved by the Graduate Studies Faculty, the title of the course, credit hours, and notation of Credit by Prior Learning will be recorded on the student's permanent record. The credit hours earned are not included in the calculation of the student's grade point average. Please see current fee schedule at <https://my.peirce.edu> under the My Finances tab, for exact fee for Credit for Portfolio Assessment.

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

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### 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 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.

### 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 may appeal to the Vice President, Academic Affairs and Provost. Students must appeal within seven calendar days from the

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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 Affairs and Provost will determine if a proper review of the grievance was conducted. If, upon review, the Vice President, Academic Affairs and Provost determines that a proper review was conducted, the decision of the Dean of Graduate Studies shall be final. The Vice President, Academic Affairs and Provost may choose to affirm or alter the decision and therefore, is responsible for the final decision.

### Accessibility Statement

Peirce College is committed to providing reasonable accommodations for an accessible campus to include but not limited to gender neutral restrooms.

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### DROP/ADD

Students are strongly encouraged to discuss with their faculty advisor and the Office of Financial Services 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. Students who initiate a drop of course(s) within a term or between sessions, may affect the financial aid students were originally eligible for. Financial penalties may apply to students who are dropped or initiate a drop. 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/add courses. However, students who have a hold on their account such as a financial or academic 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.

#### 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.



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In general, students are not required to have the approval of a faculty advisor and/or financial aid specialist to drop/add courses. However, students who have a hold on their account such as a financial or academic 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.

Once classes are selected, students become preregistered. It may take 24-48 hours before your classes to become "current". A current class is the equivalent of being registered and able to attend class. Once it has been determined that your estimated financial resources can cover the cost of your tuition, your classes are made current by a member of the Student Financial Services department. If a class is left in the pre-registered status, then you are unable to attend that course until your financial obligations have been resolved.

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## 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.
- In online, on campus, and Fit classes, students who fail to attend the first two weeks of class will be administratively dropped.
- The effective date of drop, add, or withdrawal is determined by the date the student phones, faxes, emails, or submits online or in person the request(s). Students are strongly encouraged to review their request(s) with their Academic Advisor and the Office of Student Financial Services
- 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.

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The following chart illustrates the graduate grading scale 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	< 73	0.0
P	Passing	None
W	Voluntary Withdrawal	None
I	Incomplete	0.0

## 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.**

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## CAPSTONE/PRACTICUM COURSE EXTENSION POLICY

Graduate students who are enrolled in a Capstone course or a Capstone/Practicum course may apply for a full-term extension to the course subject to the following policies:

- Students must request the extension from their course instructor prior to the ending date of the course. Students must have made substantial progress in the course (as determined by the course instructor) in order to request an extension.
- Requests must then be approved by the Dean of Graduate Studies.
- The extension will be noted as enrollment in a one-credit graduate course for which graduate tuition is charged accordingly.
- Students on extension will continue working with the same faculty member, availability permitting.
- The extension must be requested for the term immediately following the term in which the Capstone or Capstone/Practicum course was originally taken.
- Students who successfully complete all Capstone or Capstone/Practicum course requirements will receive a grade of “P” in the Extension course and their final course grade for the original Capstone or Capstone/Practicum course will be revised accordingly.
- Students are not permitted to take a second Capstone extension or Capstone/Practicum extension.

This policy is only applicable to the Capstone course or the Capstone/Practicum course, and is not applicable towards any other graduate course.

Eligible courses under this policy include: OLM 590, HCA 590, OPM 590, ONL 590, and OHL 590.

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## 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. Students are asked to closely with their assigned faculty advisor to plan their course schedules on an annual basis and to make any requests for an Independent Study in a timely fashion.

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. Attendance and participation will be recorded by the faculty member on a weekly basis; attendance will consist of either submission of a graded assignment or academic dialogue with the supervising faculty member.

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.

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## LEAVE OF ABSENCE

With the approval of the Dean of Graduate Studies, a leave of absence may be granted for a maximum of one calendar year. Students may request a leave of absence in a written request to their Faculty Advisor. A leave of absence does not extend the six-year time limit for completion of all degree requirements.

# ACADEMIC ADVISING

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## 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.

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## 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.

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## 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 and academic file.

Student Financial Services is required to keep records relating to its administration of all campus based aid programs for three years (3) after the end of the award year for which the aid was awarded and disbursed under each campus based aid program. Regulation 34CFR 668.24(e)

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## 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](http://my.peirce.edu) and at [www.peirce.edu](http://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" or "\*NG", 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 which may result in the student owing a balance to the College.

# ACADEMIC ADVISING

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## WITHDRAWAL FROM CLASS

Students are strongly encouraged to discuss with their faculty advisor and the Office of Student Financial Services any changes to their academic plan. Drop/Add requests can be submitted at <https://my.peirce.edu> under the My Classes tab.

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](https://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.

For related information, please refer to the Institutional Withdrawal and Refund and SAP policies.

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## 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](https://my.peirce.edu). The effective withdrawal date is determined by the date the student submits his/her request to withdraw from the College. Students not returning to Peirce College, and had received any Title IV funds at anytime during your enrollment, will need to be complete exit counseling online [at www.studentaid.gov](http://www.studentaid.gov).

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.

# ACCEPTABLE USAGE OF COMPUTER SYSTEMS AND FACILITIES

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## ELECTRONIC COMMUNICATIONS & DATA

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

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

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

Electronic Communications Resources are provided to students for the sole purpose of research and other activities related to College courses. As an exception to the foregoing limitation, students may use the Electronic Communications Resources for personal purposes, provided that such use:

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

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

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

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

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

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

- Sending or forwarding electronic mail chain letters.

# ACCEPTABLE USAGE OF COMPUTER SYSTEMS AND FACILITIES

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- Exploiting electronic communications systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited electronic communications.
- Sending an extremely large message or sending multiple electronic communications to one or more recipients to interfere with the recipients' use of electronic communications systems and services.
- Excessive bandwidth utilization (for example: downloading movies).

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, computer labs, and the Library under any circumstances. Cell phones used within the premises of the College must be programmed so that notification of incoming calls cannot be heard by others.

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

Visual recording devices include, but are not limited to, cameras, video cameras, cellular camera phones, and/or any other device that 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 that 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.

# ACCEPTABLE USAGE OF COMPUTER SYSTEMS AND FACILITIES

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

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

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

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

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

A student may access only files, communications, and data that are created by the student, or that are publicly available, or to which the student has been given authorized access. **A student is prohibited from accessing, viewing, printing, imputing, deleting or changing any records including his or her own records or those regarding any other student(s) or concerning any Peirce College employee record** without proper authorization from the College. A student may not use or access another student's or employee's User Login, password, or email. A student cannot login at more than one computer at a time or allow his or her Login to be used on multiple computers.

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

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

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

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



# ACCEPTABLE USAGE OF COMPUTER SYSTEMS AND FACILITIES

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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 Code of Student Conduct and Responsibility policy 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 Associate Dean, Student Support Services.

## **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.

# ACCEPTABLE USAGE OF COMPUTER SYSTEMS AND FACILITIES

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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.

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## 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 <https://my.peirce.edu>, which is password protected. In these cases, students will receive email correspondence directing them to <https://my.peirce.edu>, where they can access their confidential information. The confidential information will not be available in the email message.

For more information, please refer to the FERPA policy.

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## STUDENT VERIFICATION AND PASSWORD POLICY

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. There are no high-stakes exams in Peirce courses that comprise the majority of the grade. There are multiple means of assessments in courses, including discussions, projects, papers, quizzes, and exams.

- Peirce requires that students use a login/password to access their online classes.
- All Peirce College Students' passwords should meet or exceed the following standards. Strong passwords must include the following characteristics:
  - Your password must contain at least one uppercase letters (A through Z)
  - Lowercase letters (a through z)
  - Your password must contain at least one number - Base 10 digits (0 through 9)
  - Your password must contain at least one non-alphanumeric characters (special characters) (for example, !, \$, #, %)
  - Your passwords may not contain your username
  - Your password must be at least 12 characters in length
- Phases/Words that you can not use for your password:
  - Password
  - Peirce

# ACCEPTABLE USAGE OF COMPUTER SYSTEMS AND FACILITIES

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- College
- Any part of your name
- The password must be reset every 90 days.
- Your user account will be locked for 20 minutes after five failed logins.

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

Students will receive password expiration notifications via email and the portal. Go to:  
<https://my.peirce.edu/ICS/Help> to reset your password.

## **Password Protection**

Users must maintain control of their password and protect it from inadvertent disclosure. It is the duty of all individuals to practice good password management procedures.

- All passwords are treated as sensitive Peirce College information.
- Passwords must not be inserted into plain-text email messages or other forms of electronic communication.
- Do not hint at the format of a password.
- Do not share Peirce College passwords with anyone.
- Do not write passwords down, post them and store them anywhere.
- Do not use the "Remember Password" feature of applications.

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.

# CAMPUS SAFETY AND SECURITY

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## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Peirce College values the safety of its students, faculty, administration, and staff. In the event of an emergency, Peirce College will respond immediately and appropriately by using timely warning, lock down, shelter in place, and/or evacuation procedures as described below. Under the direction of campus security and/or other a 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 following emergency procedures are also provided on the Peirce College website at <https://www.peirce.edu/about-peirce/additional-resources/consumer-information> and on the student portal at <https://my.peirce.edu> under the Security tab.

In consultation with local police, fire officials, campus security, and/or members of Peirce's emergency response team, the designated College official 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 designated college official, the College will use the following procedures:

1. Determine the appropriate segments or segments of the campus community to receive the emergency notification.
2. Under the direction of the designated college official; Senior Director, Marketing and External Relations; and/or the Associate Dean, Student Support Services, 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).

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## 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>, and/or other means deemed appropriate by the College. Alerts will also be sent out via text message for students who opt into the system. 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. Anyone with information warranting a timely warning should report the circumstances to Security Services by dialing 215-670-9444.

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# CAMPUS SAFETY AND SECURITY

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## 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, tenants, a (campus wide) “timely warning” (emergency notification) will be issued without delay while taking into account the safety of students, faculty, and staff. The only exception is if the warning will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or mitigate the emergency. This warning will be issued through the College email system, public address system, student portal at <https://my.peirce.edu>, or other means deemed appropriate by the college. Alerts will also be sent out via text message for students who opt into the system

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## SHELTER IN PLACE (INSIDE ACTIVITY)

There is activity going on **INSIDE** our buildings and **Shelter in Place** and **Lockdown** is ordered. In this scenario, you are to find a safe haven area, lock the doors, stay away from doors and windows and conceal yourself as best as you can from the intruder being able to see you, hear you or gain access to your space. **If you can safely exit the building without harm to yourself or others, you should do so.**

Most commonly used during an intruder inside the building or other activities inside the buildings. Notification will be provided to the College community through the Peirce College email system, public address system, student portal, the Peirce College website, text alert messaging system, or other means deemed appropriate by the College.

1. Move all students, staff, and visitors into the nearest classroom, office, restroom, or secure room and lock the doors.
2. Remain calm.
3. Proceed to a room that can be locked, if possible.
4. Occupants should be seated below window level, towards the middle of a room away from windows and doors.
5. Stay low to the ground, on floor, and near solid interior walls.
6. If unable to get outside, lie flat, get behind an obstruction, put distance between you and the danger and await police.
7. Take cover under furniture, or other large objects placing as many items as possible between you and the threat.
8. Blockade the door if possible with large/heavy furniture, or other heavy object.
9. Pull down blinds, block windows and doors in an effort to obstruct vision from hallway, turn off lights.
10. Remain quiet, silence cell phones, and any other noise producing objects.
11. Do not peek out windows or doors to see what may be occurring.
12. Help others when possible, especially the physically disabled.
13. Remain in **Shelter-In-Place** until informed by Security, via the Emergency Public Address System by Emergency Personal that it is safe to leave.
14. Anyone who is physically unable to crouch down should use a low chair, if possible.

# CAMPUS SAFETY AND SECURITY

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15. Anyone who uses wheelchairs should remain in their wheelchairs. If a person is out of the wheelchair at the time, efforts should be made to assist the person back into the wheelchair unless doing so jeopardizes safety.
16. Wait until emergency personnel give you an "all clear".

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## SHELTER IN PLACE (OUTSIDE ACTIVITY)

There is activity going on OUTSIDE our buildings and Shelter in Place and Lockdown is ordered. In this scenario, you will be able to continue normal work activities in the building; however, stay away from windows and doors.

Most commonly used during weather emergencies or when an extremely hazardous substance is released into the outside atmosphere or when there is a civil disturbance outside of the College premises. Notification will be provided to the College community through the Peirce College email system, public address system, student portal, the Peirce College website, text alert messaging system, or other means deemed appropriate by the College.

1. For hazardous substances outside the premises, the facilities representative will shut down the fresh air intake systems.
2. For Civil Disturbances, Fire, Police Activity, etc. occurring outside the building, remain inside the building until law enforcement or a college official notifies you it is safe to exit the buildings.
3. Remain indoors, e.g. your office or classroom. You are allowed to move about the buildings, but you are not allowed to leave the building unless an all clear announcement has been made.

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## EVACUATION

Once the decision to evacuate the building has been made, adhere to the following procedures:

### Evacuation Procedures

Notification of all personnel and students to evacuate the building will be made by sounding the fire alarms and /or the Emergency Public Address System and the text alert messaging system.

Fire wardens will be responsible for:

1. Instructing employees, students, and visitors to form a single file line and proceed immediately into the nearest fire exit staying on one side of the staircase and leaving the other side open for firefighters and equipment.
2. Instructing employees, students, and visitors NOT to use the Elevators under the following circumstances during a building evacuation:
  - a. Fire (inside the facility)
  - b. Natural gas leaks (inside the facility)
3. Elevators MAY BE used under the following circumstances during a building evacuation:
  - a. Fire (outside the facility)
  - b. Natural gas leaks (outside the facility)
  - c. Bomb threats (only if directed by the Philadelphia Police)
4. Employees should hold onto the handrail, be careful and proceed at a steady but brisk walking pace.
5. Remain calm at all times; this will help eliminate injuries to yourself and others.

## CAMPUS SAFETY AND SECURITY

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Bomb threat evacuation procedures will be determined by the Philadelphia Police and Fire Departments. Depending on the location and area of a suspected bomb, the evacuation points may be different than those specified for fire. The Philadelphia Police will assist in directing personnel outside where to proceed. If the disaster is cause to evacuate all of our properties, the procedures listed above will be implemented and fire wardens will assist in directing personnel to the nearest exit in an orderly, calm and timely fashion. Evacuation from the properties will be a minimum of 100 feet from the facility. Fire Wardens will instruct personnel not to block the path of any fire equipment and roadways. In order to expedite the safe evacuation of employees, students, and guests, fire wardens must have control of their groups and know exactly where to direct them.

Faculty are to take their classroom list and the payroll administrator is asked to take the employee lists. Security will take all sign in logs. This information is important to verify we have accounted for all personnel.

If the evacuation is not a result of a fire, internal natural gas leak, bomb threat or other means in situations when elevators can be used, then the physically challenged employees are to be led into the elevators assisted by a buddy assigned by their Fire Warden and taken down to the ground level and out to the appropriate gathering location.

If the evacuation is because of any other reason, the physically challenged are to be led into the fire exit and are to remain there until the Fire/Rescue arrives. A buddy will be assigned by the Fire Warden to the physically challenged individual and that buddy is to stay with the person until Fire/Rescue arrives. The physically challenged are not to be escorted down the fire exit with everyone else because this will interrupt the flow of personnel who are exiting and could cause harm to others.

Elevator shafts acts like a chimney. Heat and flammable fumes build up quickly inside the shafts and can be extremely dangerous or life threatening. **DO NOT USE ELEVATORS WHEN FIRE OR SMOKE IS PRESENT.**

### Gathering Areas

If an emergency is declared, an announcement will be made to evacuate the building and a timely warning text message will be sent to all on and off campus employees and students by text messaging by the Senior Director of Marketing and External Relations. Fire wardens will assist personnel to exit the nearest fire tower and proceed as directed. Once everyone arrives at the designated gathering areas, await further instructions from the floor wardens or Campus Security.

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## 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:

# CAMPUS SAFETY AND SECURITY

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- Using, consuming, possessing, selling, distributing, dispensing, or manufacturing alcoholic beverages while on the premises of the College and while off campus participating in any College-sponsored activity or event.<sup>3</sup>
- Storing any alcoholic beverages in a locker, automobile, or other repository on College premises.
- Being under the influence of alcoholic beverages while on the premises of the College or while off campus participating in any College-sponsored activity or event. With regard to illegal drugs, Peirce College prohibits its students from the following:
  - Storing any illegal drug in a locker, automobile, or other repository on College premises.
  - Being under the influence of illegal drugs while on the premises of the College or while off campus participating in any College-sponsored activity or event.
- Using, consuming, possessing, selling, distributing, dispensing, or manufacturing illegal drugs while on the premises of the College and while off campus participating in any College-sponsored activity or event. For the purposes of this policy, the term illegal drugs includes the following:
  - Any chemical substance the manufacture, use, possession, or sale of which is prohibited by law as listed in Schedules I through V of Section 202 of the federal Controlled Substance Act (21 U.S.C. § 812) or any controlled substance the possession, manufacture, distributions, sale, or acquisition by misrepresentation of which is prohibited under the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act (35 Pa. C.S.A. 780-101 et seq.).
  - Any legally-dispensable controlled substance, or prescription (medications available only as prescribed by a licensed physician) obtained through fraud, deceit, misrepresentation, subterfuge, forgery, or alteration of a prescription, or used by any individual other than the person for whom it was prescribed.
  - Any over-the-counter medication capable of impairing one's alertness and/or physical or mental reflexes that is taken for purposes of abuse or misuse.
  - Inhalants, such as chemical thinners, aerosol lacquers, and certain types of glues that can impair mental faculties and produce medical problems.

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

## Penalties

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

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

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<sup>3</sup> 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.



## **CAMPUS SAFETY AND SECURITY**

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Further, any alcoholic beverages found on College premises will be confiscated and destroyed, and any illegal drugs found on College premises will be turned over to the appropriate law enforcement authorities.

If the College reasonably suspects a student is involved with alcohol or illegal drugs in violation of this policy, the student may be required to submit to drugs and/or alcohol testing. A student's failure to submit to the requested testing is a violation of this policy and will be grounds for disciplinary action up to and including suspension or expulsion. However, such test need not be administered when Peirce College has independent proof that this policy has been violated. If the College reasonably suspects that a student is involved with alcohol or illegal drugs in violation of this policy, the student may be required to submit to a search of his or her clothing, belongings, and/or possessions, including his or her vehicle, if it is parked on College premises. A student's refusal to submit to a search under these circumstances may also subject the student to disciplinary action.

For information on financial aid penalties for drug violations, please refer to Federal and State Aid Penalties policy.

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

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

Students and alumni in need of confidential drug or alcohol counseling may find out about local programs and resources by contacting a counselor in the Mary W. Walker '33 Center for Academic Excellence (215-670-9251) or by referring to the list of treatment centers in this section. 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, Office of Student Financial Services, 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.

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## **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:

# CAMPUS SAFETY AND SECURITY

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

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

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

- Public Drunkenness — A person is prohibited from appearing in public manifestly under the influence of alcohol to the degree that he/she may endanger himself/herself or other persons or property or annoy other persons in the vicinity. Penalties range from a fine of up to \$300 to imprisonment for up to 90 days.
- Misrepresentation of Age — Individuals are prohibited from misrepresenting one's age knowingly and falsely, in order to obtain liquor or malt or brewed beverages. Penalties also include suspension of license from 90 days to two years. It is also a crime to knowingly, willfully, and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
- Purchase, Consumption, Possession, or Transportation of Liquor or Malt or Brewed Beverages by a Minor — Minors are prohibited from the attempt to purchase, consume, possesses, or knowingly transport such beverages. Penalties range from fines of up to \$300, imprisonment of up to 90 days, and license suspension of 90 days for first offenses; penalties for three or more offenses are up to \$500 in fines, imprisonment of up to one year, license suspension for up to two years.
- Prohibited Sale to Minors — It is a crime to intentionally and knowingly sell, furnish, or purchase with intent to sell or furnish, any liquor, malt, or brewed beverages to minors. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; and imprisonment for up to one year for any violation.
- False Identification Cards — It is a crime to intentionally, knowingly, or recklessly to manufacture, make, alter, sell, or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; and imprisonment for up to two year for any violation. It is also a crime to possess a false identification card or for a minor to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card.

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

## **ILLEGAL DRUGS**

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

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

## CAMPUS SAFETY AND SECURITY

offenders may be sentenced to imprisonment for up to three years, ordered to pay a fine up to twenty-five thousand dollars (\$25,000), or both.

- **The Pharmacy Act, 63 Pa. Cons. Stat. § 390-8**, prohibits any person from, among other things, procuring or attempting to procure any drug through fraud, deceit, misrepresentation, subterfuge, by forgery or alteration of a material fact, or by the use of a false statement in any prescription. Any person who violates the Act may be sentenced to imprisonment for up to one year, ordered to pay a fine up to five thousand dollars (\$5,000), or both. For each subsequent offense, an individual may be sentenced to imprisonment for up to three years, ordered to pay a fine up to (\$15,000), or both.
- **The Federal Controlled Substances Act, 21 U.S.C. § 801 et seq.**, prohibits, among other things, the manufacture, distribution, dispensing, or possession, with intent to manufacture, distribute, or dispense, of a controlled substance. Penalties under the Act range in severity depending on the type and quantity of the controlled substance involved.

The maximum penalties for individuals include life imprisonment, a fine of four million dollars (\$4,000,000), as well as possible additional penalties. Penalties are increased for repeat offenders. Double penalties apply when the violation of the law takes place within one thousand feet of the property of a school or college. The penalty for simple possession is a sentence of a term of imprisonment for up to one year, a fine up to one thousand dollars (\$1,000), or both.

### HARMFUL EFFECTS OF ALCOHOL AND DRUG USE

#### Alcohol

Long Term Health Risks	Immediate Effects	Social Effects
Hepatitis or cirrhosis of the liver	Decreased respiration rate	Decreased academic and professional productivity
High blood pressure	Impaired judgment	Increased likelihood of automobile accidents
Stroke	Loss of coordination	Difficulty maintaining relationships
Ulcers and inflammation of the stomach	Risk of asphyxiation due to vomiting	Impaired judgment in public and social situations
Cancer, including breast cancer and those of the head and neck		
Birth defects to infants of pregnant women		

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

#### Marijuana

Long Term Health Risks	Immediate Effects
Heavy cough	Increased heart rate
Lung infections	Short term memory loss
Respiratory tract and lung cancer	Impaired judgment
Decreased immuno response	Loss of coordination
Heart attack	

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## Heroin

Long Term Health Risks	Immediate Effects
Addiction	Decreased respiration
Arthritis	Nausea
Infection of the heart valves	Confusion
Collapsed veins	Decreased sensation of physical pain
Contraction of infectious disease such as hepatitis or AIDS	

## Cocaine

Long Term Health Risks	Immediate Effects
Irregular heartbeat	Increased energy
Increased likelihood of heart attack	Decreased appetite
Strokes	Increased body temperature
Seizures	Dilated pupils
Nausea	Increased heart rate
Respiratory infections and failure	
Paranoia	
Auditory hallucinations	

## Hallucinogens and Dissociative Drugs

Long Term Health Risks	Immediate Effects
Abnormal heart beat	Intense mood swings
Decreased breathing rate	Separation from reality
Withdrawal symptoms	Increased appetite
Psychotic episodes long after use	Increased heart rate
	Nausea
	Sweating
	Dizziness
	Numbness
	Tremors
	Muscle contractions

## 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 call 215-923-7900
- Adult Children of Alcoholics ([www.adultchildren.org](http://www.adultchildren.org))

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- Al-Non-Alateen (<http://www.al-anon.alateen.org>) call 215-222-5244 (for family and friends of alcoholics)
- Nar-Anon ([www.na.org](http://www.na.org)) call 215-629-6757
- Cocaine Anonymous ([www.ca.org](http://www.ca.org))

### Local substance abuse treatment centers include:

Location	Services Provided
<b>Family Center of Thomas Jefferson University Specialized Program for Pregnant Women</b> 215-955-8577 Website: <a href="https://sobernation.com/listing/family-center-of-thomas-jefferson-univ-specialized-program-for-preg-women-philadelphia-pa/">https://sobernation.com/listing/family-center-of-thomas-jefferson-univ-specialized-program-for-preg-women-philadelphia-pa/</a>	<ul style="list-style-type: none"> <li>• Primary Focus: Substance abuse treatment services</li> <li>• Services Provided: Substance abuse treatment, Methadone/LAAM Maintenance</li> <li>• Type of Care: Outpatient</li> <li>• Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, Pregnant/postpartum women, women</li> <li>• Forms of Payment Accepted: Self payment, Medicaid, Medicare, private health insurance</li> <li>• Payment Assistance: Payment assistance</li> <li>• Special Language Services: Spanish</li> </ul>
<b>Consortium</b> 26 S. 40th Street Philadelphia, PA 19104 215-596-8000 Website: <a href="http://www.consortium-inc.org">www.consortium-inc.org</a>	<ul style="list-style-type: none"> <li>• Primary Focus: Substance abuse treatment services</li> <li>• Services Provided: Substance abuse treatment</li> <li>• Type of Care: Outpatient</li> <li>• Special Programs/Groups: Women</li> <li>• Forms of Payment Accepted: Self payment, Medicaid, Medicare</li> </ul>
<b>Horizon House</b> Outpatient Substance Abuse Program 120 South 30th Street, 5th Floor Philadelphia, PA 19104 215-386-5128 extension-524 Intake: 215-386-5128 Website: <a href="http://www.hhinc.org/">http://www.hhinc.org/</a>	<ul style="list-style-type: none"> <li>• Primary Focus: Substance abuse treatment services</li> <li>• Services Provided: Substance abuse treatment</li> <li>• Type of Care: Outpatient</li> <li>• Forms of Payment Accepted: Self payment, Medicaid</li> </ul>
<b>Jefferson Outreach Drug/Alcohol Program</b> 833 Chestnut Street, 2nd Floor Suite 210-E Philadelphia, PA 19107 215-955-8856 Website: <a href="https://hospitals.jefferson.edu/diseases-and-conditions/substance-abuse.html">https://hospitals.jefferson.edu/diseases-and-conditions/substance-abuse.html</a>	<ul style="list-style-type: none"> <li>• Primary Focus: Substance abuse treatment services</li> <li>• Services Provided: Substance abuse treatment</li> <li>• Type of Care: Outpatient</li> <li>• Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, Gay and lesbian, seniors/older adults, pregnant/postpartum women</li> <li>• Forms of Payment Accepted: Self payment</li> <li>• Payment Assistance: Sliding fee scale (fee is based on income and other factors)</li> </ul>
<b>John F Kennedy Community Mental Health Center</b> Walk In Clinic	<ul style="list-style-type: none"> <li>• Primary Focus: Substance abuse treatment services</li> <li>• Services Provided: Substance abuse treatment</li> </ul>

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<p>112 North Broad Street Philadelphia, PA 19102 215-568-0860 Website: <a href="http://www.jfkibhc.org/">http://www.jfkibhc.org/</a></p>	<ul style="list-style-type: none"> <li>• Type of Care: Outpatient</li> <li>• Special Programs/Groups: Adolescents, persons with co-occurring mental and substance abuse disorders, women, men, criminal justice clients</li> <li>• Forms of Payment Accepted: Self payment, Medicaid, Medicare, private health insurance</li> <li>• Payment Assistance: Sliding fee scale (fee is based on income and other factors), payment assistance</li> <li>• Special Language Services: Spanish</li> </ul>
<p><b>Northeast Treatment Centers</b> Spring Garden Counseling Center 499 N. 5th Street, Suite B and C Philadelphia, PA 19123 215-451-7000 Website: <a href="http://www.netcenters.org">www.netcenters.org</a></p>	<ul style="list-style-type: none"> <li>• Primary Focus: Substance abuse treatment services</li> <li>• Services Provided: Substance abuse treatment</li> <li>• Type of Care: Outpatient</li> <li>• Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, women, men, criminal justice clients</li> <li>• Forms of Payment Accepted: Self payment, Medicaid, Medicare, private health insurance</li> <li>• Payment Assistance: Sliding fee scale (fee is based on income and other factors)</li> </ul>
<p><b>Rehab After Work</b> 1420 Walnut Street Suite 500 Philadelphia, PA 19102 610-644-6464 Website: <a href="http://www.rehabafterwork.com">http://www.rehabafterwork.com</a></p>	<ul style="list-style-type: none"> <li>• Primary Focus: Substance abuse treatment services</li> <li>• Services Provided: Substance abuse treatment</li> <li>• Type of Care: Outpatient</li> <li>• Special Programs/Groups: Adolescents, DUI/DWI offenders</li> <li>• Forms of Payment Accepted: Self payment, private health insurance</li> <li>• Special Language Services: French, German</li> </ul>
<p><b>Wedge Medical Center Substance Abuse Services</b> 2009 South Broad Street Philadelphia PA 19148 Phone: 215-271-2200 Website: <a href="http://www.wedgepc.com/">http://www.wedgepc.com/</a></p>	<ul style="list-style-type: none"> <li>• Primary Focus: Mental health and substance abuse services</li> <li>• Services Provided: Substance abuse treatment</li> <li>• Type of Care: Outpatient, partial hospitalization/day treatment</li> <li>• Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, women, men, DUI/DWI offenders, criminal justice clients</li> <li>• Payment Accepted: Self payment, private health insurance</li> <li>• Payment Assistance: Sliding fee scale based on income and other factors</li> <li>• Special Language Services: Spanish</li> </ul>

**Other resources include:**

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## **Women for Sobriety, Inc.**

215-536-8026

Website: [www.womenforsobriety.org](http://www.womenforsobriety.org)

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

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## **HOMELESS RESOURCES**

### **Covenant House Pennsylvania**

[www.covenanthousepa.org](http://www.covenanthousepa.org) or 215-951-5411

- For homeless youth

### **Emergency Rental Assistance for Philadelphia County**

Office of Supportive Housing

MSB-10th Floor, 1401 JFK Boulevard

Philadelphia, PA 19107

215-686-7105

### **Multi-Color Pearls**

<http://www.multicolorpearls.org/home.html>

### **Resources for Human Development**

[www.rhd.org](http://www.rhd.org) or 215-849-7360

- For single mothers over 21 and their children under 18
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## **Wellness Services**

Peirce College offers free counseling services to enrolled students via UWILL. Students can choose video, phone, or messaging as a means of meeting with a counselor. Students can access the UWILL portal from here: [https://my.peirce.edu/ICS/Campus\\_Life/](https://my.peirce.edu/ICS/Campus_Life/). For more information, contact the Associate Dean, Student Support Services.

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## **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, tenants, 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. You will need to show your Peirce photo ID in order for Security to open the door. When the building is locked, anyone can exit the building by pushing the exit bar on the door. Should you have any questions, please contact Campus Security at 215-670-9297.

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## **CONFIDENTIAL REPORTING POLICY**

Peirce College encourages anyone who is the victim or witness to any crime to report the incident to the local police by dialing 911 promptly. The annual disclosure of crime statistics is published on October 1<sup>st</sup> of each year. Students, faculty, and actively enrolled students are provided access to EthicsPoint, a confidential toll-free hotline for confidential reporting.

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# CAMPUS SAFETY AND SECURITY

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## IDENTIFICATION CARDS

To enhance the security of our premises and off-site premises, the College requires all students, alumni, officers, employees (including faculty members, administration, and staff), tenants, and visitors (including, but not limited to, contractors and vendors) to possess and display while on College owned or leased property, as well as to access College services and events, a valid College-issued Identification Card (ID Card) with a current expiration date. Other premises may require you to obtain their own building Identification Card in addition to a Peirce College Identification Card. All current students, alumni, officers, employees, tenants, and visitors are also required to produce proper valid state or federal photo identification upon request from Security or a College official upon entering any Peirce facility. Random 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 proof that he or she is currently enrolled.

Students without their Peirce ID or a Government issued ID with their name on it will NOT be permitted to attend class, Library, WCAE or see their Advisor, etc. Students should be informed they could be marked absent and may makeup missed work at the faculty member's discretion. If a student needs a replacement card they have to produce a current roster. Students wishing to borrow Peirce library materials must display a current Peirce ID Card. Alumni are welcome to utilize Library resources in accordance with school policy, but may not check material out of the Library. Students needing new ID Cards may obtain them between 8:00 a.m. and 10:00 p.m., Monday through Friday, and the first Saturday of each new session from 8:00 a.m. to 3:00 p.m. at the Security Command Center located on the first floor in Alumni Hall. There is a \$15.00 replacement fee for any lost ID card. Students who are unable to visit the Peirce campus should contact their Faculty Advisor to obtain a Peirce ID Card.

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## 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, tenants, and visitors (including, but not limited to, contractors and vendors) are issued Peirce College identification cards for entering campus buildings and events, as well as to access College services. All College students, officers, faculty members, managers, supervisors, employees, alumni, tenants, 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 or leases or rents space for 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, tenants, visitors, contractors, vendors, and suppliers of Peirce College, are prohibited from the following:

- Possessing or concealing a weapon while on the premises of the College locations 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, fireworks, firearms, knives, explosives, bombs, including recreational and non-recreational fireworks, and any and all other similar items. In the case of guns, rifles, and "fireworks" and other firearms, it is irrelevant and no defense that the



## CAMPUS SAFETY AND SECURITY

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gun, rifle, and “fireworks” and other firearms is not loaded and/or that the person in possession of the firearms or “fireworks” has a license to carry such objects.

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, firearm, or fireworks 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. Having a weapons permit does not give you the right to possess or conceal any type of weapon on campus or at an off-campus College-sponsored activity or event at any time.

- **Threatening to harm any student, officer, faculty member, manager, supervisor, employee, or graduate, tenant, or visitors 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, tenant, or visitors 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, tenant, or visitors 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.
- **Threatening to cause damage to property belonging to the College, to any student, officer, faculty member, manager, supervisor, employee, or graduate, tenant, or visitors 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, tenant, or visitors 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, tenants, visitors, and alumni of the College, as well as all other persons doing business with and/or associated with the College, but also toward persons associated with these individuals (for example, members of a student’s or employee’s family).

Any student who violates any of the prohibitions set forth above, will be subject to disciplinary action under the Student Disciplinary System. Violations of the Safe Campus Program may be punishable by any of the following penalties: expulsion, suspension, monetary penalty, mandatory counseling, community work, required education program, or other penalties deemed appropriate by the College. In addition, students should be aware that violations may result in the reporting of incident to police or other authorities as well as action. Alumni found in violation of any provisions of this policy may have their alumni privileges revoked.

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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.

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 Campus Security, the Vice President, Enrollment Management and Student Services; or the Vice President, Academic Affairs and Provost if any of the following happens:

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

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

Additional safety measures:

- Do not leave valuables in plain view, since the College is not responsible for personal items you bring onto our premises.
- Do not challenge or confront a hostile or angry person. Attempt to defuse the situation and to remove yourself from the situation; then, notify Security and/or other designated College personnel, such as, the Chief Auxiliary Services Officer immediately.

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## REPORTING POLICY VIOLATIONS OF SAFETY AND SECURITY

As a member of the Peirce College community, students and tenants are responsible for reporting violations of the College's safety and security policies as soon as they become aware of such violations. Students and tenants should report immediately to a college official any violation of policy or other event that results in a dangerous or threatening situation. Students at any site other than the Main Campus should immediately contact the local area police by dialing 911.

Students and tenants 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 or Security Services. 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 or Security Services.

# CAMPUS SAFETY AND SECURITY

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## SECURITY BACKGROUND SEARCHES

The College and its affiliated partners at their discretion, may require multi-state criminal background checks, State Child Protective Registry Checks, and FBI fingerprinting checks at the College's expense and/or its affiliated partners expense in order to meet state requirements for attending or working in certain States.

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## SECURITY SEARCHES

To protect our students, tenants, 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, tenant's, visitor's, contractor's personal possessions, handbag, back pack, brief case, packages, belongings, files or any other bag or container that the College deems necessary to search.

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

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

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

In addition, the College reserves the right to view, record, play back, and print recorded images from the College security surveillance system to be used for investigative and/or informational purposes. The College also reserves the right to hand search individuals entering the building or use mechanical devices such as a magnetometers and X-ray equipment for heightened screening.

Further, random 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, anyone 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.

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## 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.

# CAMPUS SAFETY AND SECURITY

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Students and employees of Peirce College seeking law enforcement agency information concerning registered sex offenders can visit [www.pameganslaw.state.pa.us](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: <https://sexoffender.dsp.delaware.gov/>, New Jersey: <https://www.njsp.org/sex-offender-registry/index.shtml>.

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 <https://www.childwelfare.gov/topics/responding/reporting/how/>.

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## HAZING

Peirce College has no tolerance for hazing. Hazing is any activity expected of someone joining or participating in a group, whether on campus or off campus, that humiliates, degrades, abuses, or endangers them mentally or physically regardless of a person's willingness to participate. Hazing is a violation of Pennsylvania law.

Under the Timothy J. Piazza Anti-Hazing Law, hazing is defined as the following:

A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization that causes, coerces, or forces a minor or student to do any of the following:

- (1) Violate Federal or State criminal law.
- (2) Consume any food, liquid, alcoholic liquid, drug or other substance, which subjects the minor or student to a risk of emotional or physical harm.
- (3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
- (4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
- (5) Endure brutality of a sexual nature.
- (6) Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Hazing is a direct violation of the Peirce College Student Code of Conduct policy and therefore, individuals directly, indirectly, or willingly participating in hazing are subject to disciplinary action, leading up to and including expulsion from the College. Any incidents of hazing may be reported to any Peirce College official.

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## STUDENT HEALTH SERVICES

Peirce College does not provide student health services on campus. Students in need of medical attention are encouraged to contact their primary care physician or their local community health services

## CAMPUS SAFETY AND SECURITY

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department, nearby Urgent Care location or hospital. In the event of medical emergency, students should call 911.

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### VISITORS

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

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

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

# CONSUMER INFORMATION

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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:
  - description of all the federal, state, local, private, and institutional need-based and non-need-based student financial assistance programs available to students
  - how students apply for aid and how eligibility is determined
  - criteria for selecting recipients from the group of eligible applicants
  - criteria for determining the amount of a student's award
  - how and when financial aid will be disbursed
  - rights and responsibilities of students receiving aid
  - how the school provides for Pell-eligible students to obtain or purchase required books and supplies by the seventh day of a payment period and how the students may opt out
  - terms and conditions of any employment that is part of the financial aid package
  - terms of, schedules for, and the necessity of loan repayment and required loan exit counseling
  - criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid
  - costs of attendance: the costs of attending the school (tuition and fees, books and supplies, room and board, and applicable transportation costs, such as commuting), and any additional costs of the program in which the student is enrolled or has expressed an interest
  - who to contact for information on student financial assistance and for general school issues
  - withdrawal from the College: a statement of the requirements for the return of Federal Student Aid (FSA) program funds when a student withdraws from the College, information about any refund policy with which the College must comply, and the requirements for officially withdrawing from the College
  - entrance and exit counseling
- General Information about Peirce College
  - accreditation and licensing: the names of associations, agencies, and/or governmental bodies that accredit, approve, or license Peirce College and its programs, and the procedures by which a student may receive a copy for review of the College's accreditation, licensure, or approval
  - degree and certificate programs and training, and other education offered
  - services and special facilities for students with disabilities, including intellectual disabilities
  - voter registration information

## CONSUMER INFORMATION

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- terms and conditions under which students receiving federal education loans may obtain deferments
- instructional, laboratory, and other physical plant facilities associated with the academic programs
- a list of the faculty and other instructional personnel
- any plans by the school to improve academic programs, upon a determination by the school that such a plan exists
- textbook information
- student body diversity information
- job placement and type of employment information on graduates
- graduate and professional education information on bachelor degree graduates
- description of any written agreements the College has entered into
- net price calculator
- The College Financial Plan
- contact information for filing complaints with the College's accreditors, state approval or licensing entities
- established criteria the school uses regarding the transfer of credit earned at another institution, and a list of postsecondary schools with which the school has established an articulation agreement
- penalties and institutional policies on copyright infringement
- Student Rights under the Family Educational Rights and Privacy Act (FERPA). For related information, please refer to the FERPA policy.
- Drug and Alcohol Abuse Prevention Information. For related information, please refer to the Campus Safety and Security policy.
- IRS Form 1098-T an Internal Revenue Service (IRS) requirement

For more information, please go to <https://www.peirce.edu/about-peirce/additional-resources/consumer-information> to find links to other departmental sites that disclose specific information.

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### 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 & Administration with a confirmed agreement before any marketing takes place via mail, email, on campus, or other means deemed appropriate.
2. Credit card marketers may be limited to the amount of time they can market credit card information.
3. Credit card marketers may be limited to specific areas of the campus.
4. Credit card marketers are prohibited from offering tangible items (e.g., gifts, coupons, gift cards, etc.) to any students in exchange for a student applying for or opening a credit card account if such an offer is made on campus, near the campus, or at an event sponsored or related to the College.

## CONSUMER INFORMATION

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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

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## **NONDISCRIMINATION**

Peirce College is an Equal Opportunity Institution. The College is committed to ensuring equal opportunity in all employment decisions, policies and practices and in connection with 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, a religious group's actual or perceived shared ancestry or ethnic characteristics, age, national origin, color, disability, marital status, familial status, veteran status, ancestry, genetic characteristics, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, creed, citizenship, sexual orientation, gender identity or expression, 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, the Age Discrimination in Employment Act of 1967, 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, Equity, & Inclusion Mission Statement**

Diversity, Equity, & Inclusion is broader than our commitment to equal opportunity associated with the protected classifications identified under local, state or federal law. Diversity, Equity, & Inclusion embraces diverse experiences, perspectives, ideas, styles and affiliations as well as fosters an inclusive environment. We believe that we are much stronger as a College as a result of enriching our diversity and creating a culture that promotes inclusion. We strive to ensure that we have policies and practices which are respectful of diversity and inclusion.

# FINANCIAL AID

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## FINANCIAL AID SERVICES

In order to assist students with their financial planning for graduate school, the Office of Student Financial Services has included some important information regarding your financing options. The Department of Education will allow you to file your Free Application for Federal Student Aid on after October 1st each year.—For example, if you are going to attend college in September 2022, you will need to complete the 2022-2023 FAFSA on after October 1, 2021.

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 [studentaid.gov](https://studentaid.gov).
2. The fastest way to complete the FAFSA is online at [studentaid.gov](https://studentaid.gov)

**Step 1:** Create an FSA ID (Student and Parents (if applicable)). See below for more information regarding **Your FSA ID**.

**Step 2:** Start the FAFSA – [studentaid.gov](https://studentaid.gov).

**Step 3:** The FAFSA itself is broken into several sections. Complete each of the sections carefully, making sure that the information is complete and accurate.

**Step 4:** Ensure you have completed your application: Sign and submit and confirm your submission.

**Step 5:** It will take 3-5 business days for your application to process. After you have enrolled, monitor your email for additional communications from Student Financial Services regarding your application and the next steps you need to take.

## What you will need to complete your FAFSA

You must have the following items handy when you file your Free Application for Federal Student Aid (FAFSA). Watch **How to Fill out the FAFSA** at <https://www.youtube.com/watch?v=LK0bbu0y5AM>

1. **Your FSA ID** (see below for more information)
2. **Demographic information:** social security number or your Alien Registration number (For non-U.S. citizens), date of birth, address, email, gender, telephone number, driver's license number (if the student has a driver's license), marital status (including dates), citizenship status, education history and interest in work-study
3. **Peirce College School Code: 003309**
4. **Your tax return and W2s** if you worked or received any federal benefits during the prior, prior year

## Your FSA ID

If you have never filed a FAFSA before in your name, you will need a FSA ID. The FSA ID is your username and password. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have a FSA ID, you can create one by visiting [studentaid.gov](https://studentaid.gov)

If you've already created a FSA ID but need to recover your username and password, visit [studentaid.gov](https://studentaid.gov) and select the "Manage my FSA ID" tab and click the "Forgot my username" or "Forgot my password" links.

**Need assistance in creating or resetting your FSA ID?** Visit **How to Create Your Account Username and Password (FSA ID)** to find videos that will guide you through creating or resetting your username and password.

# FINANCIAL AID

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## Additional information

- To view informational videos about Federal Student Aid and the FAFSA at [How to Create Your Account Username and Password \(FSA ID\)](#)
- If you have unanswered questions about the Free Application for Federal Student Aid (FAFSA) process, visit [FAFSA Help](#) to get in-depth information about the FAFSA form and what to expect after you submit your application.
- We always encourage you to apply for scholarships available through Peirce College at [Peirce Scholarships](#) or through private organizations at [Finaid.org](#)

## If you need additional assistance

At Peirce College, Student Financial Services will work with you in helping you complete your FAFSA online and we are here to answer any questions while you are filling out the application. Call 1-800-433-3243 to reach the Department of Education's help line, or contact Student Financial Services at 215-670-9600 or at [sfs@peirce.edu](mailto:sfs@peirce.edu).

## Peirce's Suggested Deadlines

The Office of Student Financial Services suggests you file your Free Application for Federal Student Aid as close to the beginning of the year (October through May) as possible to ensure you are in the running for all forms of funding. Several funds are limited and often run out early in the year.

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 term as a part-time student. Students who have completed all courses in a Graduate Studies program with the exception of the final two courses, including the Capstone course, may petition for reclassification of enrollment status permitting enrollment in three (3) credits per term for two terms as a half-time student for federal financial aid purposes. This request will be reviewed and approved by the student's Graduate Faculty Advisor in consultation with Student Financial Services as needed. Under no circumstances will the request be considered for terms for students who are not taking their final two courses in the program.

## The Verification Process

In some instances students are selected for a process called verification where the Department of Education asks the Office of Student Financial Services to double check the information a student provided on their FAFSA. If you receive an email from the Office of Student Financial Services 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 billing statements.
2. Please make a copy of all the documents you are being asked to submit
3. Ask questions if you are unsure what documents are required.
4. Continue to attend your course(s) unless instructed otherwise.

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## CONSORTIUM AGREEMENT

Students who want to take classes at Peirce College and another college/university during the same semester may be able to use financial aid, to pay for tuition and fees, at both places provided that requirements for a consortium agreement are satisfied. Peirce College is the "home" institution that must process a consortium agreement with the other college/university, also called the "host" institution. Financial aid is awarded at the "home" institution.

## FINANCIAL AID

The purpose of a consortium agreement is to ensure disbursement of the proper amount of financial aid. Consortium agreements will only be processed if it is necessary for students to receive financial aid.

For students who enroll simultaneously at Peirce and another college/university, the total registration credit hours between the two schools will be used to determine your financial aid eligibility. Students who receive financial aid for classes taken at another college or university, are required to submit an official transcript of these courses to the Peirce College Registrar's Office. Consortium agreement process:

1. Determine which courses you would like to take at another college/university
2. Speak with your Academic Advisor to make sure the course(s) will transfer back into Peirce College.
3. Speak with the Office of Student Financial Services to obtain the consortium agreement application and to make sure you will have enough aid to cover courses at both institutions.
4. Return the application to Student Financial Services once all areas have been completed.
5. The office of Student Financial Services will contact the host institution to verify enrollment at their college/university.
6. Once your courses are completed at the host institution submit an official transcript to the Registrar's Office at Peirce College.

All courses which are taken through the consortium agreement must count towards your degree and be transferable into Peirce College.

**PLEASE NOTE: The host institution determines how they will accept payment for the course(s) taken. Many institutions will require a deposit or partial payment while others may allow you to pay once the course has been completed. It is your responsibility to inquire with the host institution about their billing and payment procedures.**

Consortium Agreement Application processing may vary; therefore, it is recommended for students plan ahead to complete the consortium agreement process and registration at the host institution. A suggested submission time is three weeks prior to the start date of courses offered at the host institution.

## FEDERAL AND STATE AID PENALTIES FOR DRUG VIOLATIONS

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

IF CONVICTED OF AN OFFENSE INVOLVING:	
<b>The possession of a controlled substance:</b>	<b>Ineligibility period is:</b>
First offense	1 year
Second offense	2 years
<b>The sale of a controlled substance:</b>	<b>Ineligibility period is:</b>
First offense	2 years
Second offense	Indefinite

If the student was convicted of both possessing and selling illegal drugs and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program

## FINANCIAL AID

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or passes two unannounced drug tests given by such a program. Any further drug convictions will result in a repeated ineligibility status.

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

### Standards for a Qualified Drug Rehabilitation Program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

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

Students planning to participate in a drug rehabilitation program must ensure that their selected program meets the qualified drug rehabilitation program standards. After completion of a qualified program, a student may submit his/her certification statement to the Director, Student Financial Services, for review.

After review, the student will be contacted by the Director, Student Financial Services, to discuss his/her eligibility status for receiving state, federal, and/or campus-based aid.

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### INSTITUTIONAL REFUND

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

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

# FINANCIAL AID

## MARYLAND INSTITUTIONAL REFUND POLICY

Peirce College is registered by the Maryland Higher Education Commission to enroll Maryland students in its fully online distance education programs. The following Refund Policy applies to students resident in the State of Maryland who are enrolled in online courses and programs at Peirce College for the period of July 1, 2022 through June 30, 2023. Peirce College.

- a) Shall provide a refund to any student who has completed 60% or less of a course, term, or program within the applicable billing period,
- b) Shall conform to §11–202.2. (d)(1) and, (2) of the Annotated Code of Maryland, and to COMAR 13B.05.01.10, and
- c) Shall provide for refunds of tuition to Maryland students as provided above

Proportion of Total Course, Program, or Term Completed as of Date of Withdrawal or Termination	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

Please refer to the Institutional Refund Policy applicable to non-Maryland residents.

## RETURN OF TITLE IV FUNDS POLICY

A statutory schedule is used to determine the amount of Title IV funding a student has earned when he or she ceases attendance based on the attendance records during the period of enrollment. This policy is mandated by Federal Regulation (HEA, Section 484B; 34 CFR Part 668; 34 CFR Part 682) and affects those students who received any Title IV funds during the semester. Students who earned attendance at or below 60 percent of the term will be processed through a Return of Title IV Funds Calculation. The withdrawal and last attendance date are used to determine what percentage of federal funding you are entitled to.

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 date. 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 disbursements. This notification will be provided for post-withdrawal disbursements of both Title IV grant(s) 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

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## FINANCIAL AID

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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. Direct parent or Grad PLUS loans

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

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

### **Calculation of Return of Federal Funds**

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

1. After beginning attendance in the payment period, did the student cease to attend or fail to begin attendance in a course he or she was scheduled to attend? If the answer is no, this is not a withdrawal. If the answer is yes, go to question 2.
2. When the student ceased to attend or failed to begin attendance in a course he or she was scheduled to attend, was the student still attending any other courses? If the answer is yes, this is not a withdrawal; however other regulatory provisions concerning recalculation may apply. If the answer is no, go to question 3.
3. Did the student confirm attendance in a course in a session beginning later in the payment period? If the answer is yes, this is not a withdrawal, unless the student does not return. If the answer is no, this is a withdrawal. Take, for example, a student who is a recipient of Title IV program funds who is scheduled to complete two courses in each of the two sessions within the payment period.

### **Notification**

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

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

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### **SATISFACTORY ACADEMIC PROGRESS**

In accordance with U.S. Department of Education regulations, all students applying for federal and/or state financial assistance must maintain satisfactory progress in their course of study to receive financial aid. A student who does not meet these standards is not eligible to receive federal, state, and/or institutional financial aid. All semesters of attendance are considered for satisfactory progress regardless of whether

# FINANCIAL AID

the student received aid at Peirce College. Student's progress will be evaluated according to this policy before aid is disbursed each semester.

## ***Satisfactory Academic Progress Standards***

### Qualitative Measurement (Grade Point Average - GPA)

- Undergraduate Degrees & Certificate programs students must maintain a 2.0 cumulative GPA\*.
- Graduate Degrees & Certificate programs students must maintain a 3.0 GPA\*.

\*GPA requirements for institutional scholarships may be higher. Graduation requirements for GPA may also differ depending on program/degree. See Peirce College catalog for academic policies regarding the treatment of repeated courses and GPA.

### Quantitative Measurement/Pace of Progression (Credit Hours)

- Complete at least 67% of cumulative credit hours attempted (i.e., earned divided by attempted)
- 9 credit hours earned divided by 12 credit hours attempted =  $9/12 = 75\%$ , Pace Met
- 9 credit hours earned divided by 15 credit hours attempted =  $9/15 = 60\%$ , Pace **Not** Met
- Course grades of "W", "F", "I", or "NG" will be considered as attempted and not completed. Audited courses are not considered credits attempted or earned.
- If/when a student completes a course previously graded as an "I", they must notify Student Financial Services of the completion if they wish to have a review of their Pace after the grade has been updated. Peirce will not review completion of "I" courses after the initial SAP Review has been completed.
- Courses completed at Peirce, as well as courses transferred and accepted by Peirce for the students program are considered in the Pace of Progression completion rate.
- Repeat courses are considered as attempted and earned in the Pace of Progress completion rate. See Peirce College catalog for academic policies regarding the treatment of repeated courses.

### Maximum Timeframe

Degree requirements must be completed within a 150% of the programs published timeframe. Hours earned at Peirce, as well as hours transferred and accepted by Peirce are considered in this timeframe. Any student who has exceeded the maximum timeframe and/or who mathematically cannot finish the program within this period will be considered ineligible for financial aid.

The table below represents potential time-frame calculations for standard program per degree type, actual credit amount(s) will vary depending on student's specific program/degree requirements.

	<b>Certificate Program</b>	<b>Associate Degree</b>	<b>Bachelor's Degree</b>	<b>Master's Degree</b>
<b>Credits required</b>	18-30	60-63	121-123	30-36
<b>150% of Length</b>	27-45	90-94	181-184	45-54

*Please note the following additional considerations regarding SAP Standards:*

- Credits earned by examination or testing are counted in the calculation of all three standards and treated as both.
- If a student changes degree program(s) or graduates and requests another degree program, his/her coursework will be evaluated to determine the credits that count toward the new program.
- For students that are enrolled in multiple programs, SAP standards will be measured on the longest active degree-seeking program.
- If there is no active degree-seeking program, the longest active certificate program will be used.



# FINANCIAL AID

• After a degree audit has been evaluated, the count of credits attempted will be reset based upon the credits completed that satisfy requirements in the new degree program. For example, if a student has attempted 60 credits but only 30 (including transfer credits) will satisfy requirements in the new degree program, then the count of the attempted credits will be reset from 60 to 30. The student in this example would have a new maximum of 60 additional credits to complete the new associate degree program. Further, this student would have a new maximum of 151 credits to complete a new bachelor's degree. However, if the student does not meet the minimum standard requirements, the student may appeal on the basis of a change in program/degree.

## Satisfactory Academic Progress Monitoring

At the end of each semester (Fall, Spring, & Summer), students will be reviewed to assess their SAP status according to the standards of this policy. Students pursuing a second/multiple degree(s) are subject to the same requirements as those students pursuing their initial degree.

## Satisfactory Academic Progress Status

<b>Good Standing</b>	A student that is meeting all SAP standards, for their program/degree.
<b>Warning</b>	<p>Warning A student will be placed on Financial Aid <b>warning</b> if:</p> <ul style="list-style-type: none"> <li>• The cumulative GPA is less than the stated requirement in the Qualitative Measurement section. AND/OR</li> <li>• The student is not meeting the Pace of Progression of 67% as outlined in the Quantitative Measurement section.</li> </ul> <p><i>A student is placed on <b>warning</b> after the 1st semester of failed SAP standards. By the end of the <b>warning</b> semester, the student must meet the standards to regain eligibility/return to normal progress. A student is still eligible for financial aid while on <b>warning</b>.</i></p>
<b>Suspension</b>	<p>A student will be placed on Financial Aid Suspension after the warning semester if:</p> <ul style="list-style-type: none"> <li>• The cumulative GPA is less than the stated requirement in the Qualitative Measurement section. <b>AND/OR</b></li> <li>• The student is not meeting the Pace of Progression of 67% as outlined in the Quantitative Measurement section <b>AND/OR</b></li> <li>• The student has reached or exceeded time-frame cumulative credit hours and will not successfully complete the degree requirements.</li> </ul> <p><i>A student is placed on <b>Suspension</b> after their 2nd consecutive semester of failed SAP Standards or reached Timeframe. Students on <b>Suspension</b> are <b>NOT eligible for Financial Aid</b>. Students in <b>Suspension</b> status have the ability to appeal their Suspension status by completing a SAP Appeal (instructions for SAP Appeal provided below), or attending without Financial Aid until SAP standards are met and the student returns to Good Standing at the end of a semester.</i></p>
<b>Probation (EDP)</b>	<p>A student is placed on <b>Financial Aid Probation</b> when their appeal is approved by the Satisfactory Academic Progress Committee. This status will be reviewed at the end of each semester. Students that are on <b>Probation (EDP)</b> that are unable to reach SAP in a single semester following their initial Suspension status, can continue to eligible for aid if they follow their EDP and show academic growth/progress through the following each semester:</p> <ul style="list-style-type: none"> <li>• The Qualitative Measurement (GPA) and Pace of Progression (67% of attempted hours completed) must be achieved each <b>semester</b> based on their approved EDP. Semester GPA and Pace will be reviewed to determine if the student met this measurement at the end of the semester.</li> <li>• Students on EDP must complete all courses with an above average grade (C or better for UG or B or better for GR) and have semester GPA higher than the previous semester.</li> <li>• Students that wish to change their EDP and/or major must notify their Advisor and Student Financial Services in writing for approval prior to the changes to remain in probation status. A new EDP must be submitted and a letter that addresses the changes needed, describe</li> </ul>

## FINANCIAL AID

	<p>reasonable rationale for major/schedule change(s), and the progression the student expects to achieve with the updated EDP.</p> <ul style="list-style-type: none"> <li>Students are able to submit three adjustments to their EDP during a single probationary period.</li> </ul> <p><i>If either or both measurements are not achieved, the student will return to <b>Financial Aid Suspension</b> and loss of financial aid eligibility. Students that are placed on <b>Suspension</b> more than once may appeal up to a maximum of three times during their academic career at Peirce College. Subsequent appeals may not present the same extenuating or mitigating circumstances as previous approved appeals.</i></p>
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### **Satisfactory Academic Progress Appeal**

A student who has been placed on Suspension may complete and submit a **Satisfactory Academic Progress Appeal and Educational Development Plan**, as a request for reinstatement. Appeal forms are available online via Student's PCFast portal. Appeals and the Educational Development Plan are due as soon as possible and must be submitted before the 100% add/drop period of the next period of enrollment. If there are extenuating or mitigating circumstances contributing to their inability to meet the SAP requirements, students may appeal for one of the following reasons:

<b>Circumstance(s) that apply:</b>	<b>Documentation needed (must include dates)</b>
Severe illness, medical condition or injury	Signed & dated letter from physician on official/office letterhead; legible copy of accident report
Death of a family member	Death certificate and/or official obituary
Traumatic life-altering event such as fire, hurricane, Covid-19, etc.	Evidence of such event such as an insurance claim or FEMA application
Other circumstances beyond the control of the student (must explain in detail the nature of the circumstance and dates of the unexpected circumstance)	Appropriate documentation which will verify the situation

The following scenarios are examples of NON-extenuating circumstances and are not an acceptable justification for appealing:

- Youthfulness, immaturity, or lack of focus;
- Difficult coursework or attempted too many credits and couldn't handle the workload;
- Student / Instructor conflicts;
- Transportation issues;
- Poor time management;
- Financial aid processing late or delayed;
- Medical reasons that were known to you prior to the start of the semester, unless you can document unforeseeable complications;
- Work Conflicts, unless you can document an unexpected, unavoidable, and involuntary change to your work schedule that directly hindered your academic success

### **Reestablishing Aid Eligibility**

Students who are not making SAP can restore their eligibility for Financial Aid by taking action that brings them into compliance with the SAP Standards. These actions include: Successfully completing the appeal process, and being placed on probation (EDP) or meeting all minimum SAP standards through continued enrollment.

A student who has been placed on **Suspension** from financial aid for academic reasons and has not had an appeal approved, may be eligible for reinstatement if they enroll in courses at their own expense and

## FINANCIAL AID

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meet the criteria listed for Satisfactory Academic Progress. Students that are enrolled and placed on **Suspension** will be reviewed at the end of each semester. Once they have successfully maintained Satisfactory Academic Progress, they will have their financial aid reinstated. A student cannot reestablish eligibility by taking a semester off and then returning from a break and/or reapplying to Peirce College.

If a student chooses to attend another college to increase academic performance before returning to Peirce, the student can request reinstatement by completing a **Satisfactory Academic Progress Appeal**, where they use the school's transcripts as part of their documentation for the appeal. The request for reinstatement will be reviewed by the Satisfactory Academic Progress Committee. The student will be notified whether their financial aid has been reinstated or denied.

*By submitting your appeal after the term begins you are responsible for all charges that may be accrued without the eligibility for aid. A student that was on suspension, or on probation then reaches normal progress by meeting SAP requirements, then fails to meet SAP again will go back in **warning**, then suspension progression. A student can then appeal for a second or third time, only if their reasoning for failing the policy is different than before, and new documentation can be provided in lieu of original appeal. Any student who has not previously received financial aid may not be notified of their status until they apply for financial aid.*

### Disclosures

Student Financial Services will attempt to notify students via Peirce email address any student currently receiving financial aid who is placed on Financial Aid Warning and/or Suspension. However, failure to receive such notification does not relieve the student of the requirement to read, understand and follow the Satisfactory Academic Progress Requirements for Financial Aid Recipients. A student who completes all the academic requirements for a certificate or degree but does not yet have a certificate or degree (or has not applied for graduation) is not eligible for further financial assistance for that certificate or degree.

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

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## 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.

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## TYPES OF AID

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 [studentaid.gov](http://studentaid.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 Student Financial Services know and we will retrieve them electronically.

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Graduate students are only eligible participate in the Federal Direct Unsubsidized Loan program. Federal loans are a major source of financial aid for many college students. All loans, including federal direct subsidized loans, represent debts that must be repaid; however, most federal direct loans do not go into repayment until 6 months after you cease enrollment, graduate or have an enrollment status of less than half time. The unsubsidized loan starts to accrue interest while you are in school and the student can choose to pay the interest while in school. In addition to repayment, most federal direct loans have relatively low interest rates, several repayment options from which a student can choose.

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

## **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.

## **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 is encouraged to 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 Free Application for Federal Student Aid (FASFA). 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. Interested students must maintain a GPA of 3.0 or higher throughout the program, as well as meet eligibility requirements determined by the Office of Student Financial Services. The amount of work-study funding that students are eligible to earn during the given academic year will be specified on their financial aid award letters.

Applications can be submitted at [peirce.edu/workstudy](http://peirce.edu/workstudy). The Center for Career & Professional Development reviews resumes and will contact candidates to discuss eligibility for open positions. For more information, please contact the Career Center at 215-670-9202 or [careercenter@peirce.edu](mailto:careercenter@peirce.edu).

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

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Peirce College complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, and makes public notification of the law. This “official notice” is incorporated into the Peirce College Graduate Academic Catalog and is available in the Office of the Registrar and on the Peirce College website <https://www.peirce.edu/about-peirce/consumer-information>. 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](mailto: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](mailto:info@peirce.edu). The written request must identify the record(s) he/she wishes to inspect.

Upon receipt of such written request, the Dean, Academic Advising and Registrar or his/her designee, shall make arrangements for access and shall notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Dean, Academic Advising and Registrar, shall advise the student of the correct official to whom the request should be made.

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

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

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

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

- **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.

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

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## **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 <sup>4</sup>**

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](mailto:info@peirce.edu) in writing within 30 calendars days of the date of this notification and must specify the type(s) of directory information that the student does not want disclosed without prior written consent.

To obtain a list of all of the circumstances under which disclosure may occur in accordance with FERPA law and regulations, contact [info@peirce.edu](mailto: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/fpcoc>.

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<sup>4</sup> These laws are: SECTION 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107–110), the education bill, and 10 U.S.C. 503, as amended by SECTION 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107–107), the legislation that provides funding for the Nation’s armed forces

# SEXUAL VIOLENCE POLICY (AWARENESS, PREVENTION, AND RESPONSE)

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Peirce College does not tolerate any form of sexual violence or sexual harassment including, but not limited to, domestic violence, dating violence, rape, stalking or any other form of sexual offense. These behaviors are more generally addressed in the College's *Policy Prohibiting Sexual Harassment*, set forth under the *Equal Opportunity Policy* found in the *College Catalog* and in the College Policies for employees located at [https://my.peirce.edu/ics/Intranet/College\\_Policies](https://my.peirce.edu/ics/Intranet/College_Policies) (login required). Information provided in this *Sexual Violence Policy* is intended to supplement and reinforce the College's *Policy Prohibiting Sexual Harassment* and the Title IX Policy at <https://www.peirce.edu/about-peirce/additional-resources/consumer-information/title-ix-policy>.

The College is committed to preventing the occurrence of such 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, domestic and dating violence, stalking, and forcible and non-forcible sex offenses, as well as taking appropriate actions in the event a sexual assault is reported. Such offenses may also violate federal, state, and local laws and those who engage in such acts may be subject to criminal prosecution.

## TITLE IX COORDINATOR AND DEPUTY COORDINATOR CONTACT INFORMATION

The Associate Vice President, Human Resources and Chief Diversity & Inclusion Officer has been designated as the Title IX Coordinator to handle inquiries regarding nondiscrimination policies (including policies prohibiting harassment and retaliation) and to serve as the overall campus coordinator for purposes of Title IX compliance, and is available at [cnrobinson@peirce.edu](mailto:cnrobinson@peirce.edu), or 215-670-9328.

In addition, the following individuals have been designated as Title IX Deputy Coordinators:

- The Director, Employment & Employee Services, will serve as the Title IX Deputy Coordinator for matters related to prospective or current employees, and can be contacted at [atdmjuarez@peirce.edu](mailto:atdmjuarez@peirce.edu), or 215-670-9217.
- The Associate Dean, Student Support Services, will serve as the Title IX Deputy Coordinator for matters related to prospective or current students, and can be contacted at [tathomas@peirce.edu](mailto:tathomas@peirce.edu), or 215-670-9423.
- The Associate Director, Faculty Recruitment & Professional Development, will serve as the Title IX Deputy Coordinator for matters related to prospective or current employees, and can be contacted at [gamarte1@peirce.edu](mailto:gamarte1@peirce.edu), or 215-670-9256.

The Title IX Coordinator, supported by the Title IX Deputy Coordinators, (collectively "Title IX personnel") are responsible for the College's compliance with Title IX. They receive complaints of sexual discrimination, ensure a fair and balanced grievance process, and administer the review, investigation, and resolution procedures. The Title IX Coordinator and Deputy Coordinators are trained in state and federal laws that apply to matters of sexual discrimination as well as College policies and procedures.

The Hearing Panel consists of additional Peirce College employees who will consider evidence presented in the live hearing, render findings and sanctions. Title IX personnel will not serve on the Hearing Panel.

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## PROHIBITED BEHAVIORS/CONDUCT

In determining whether alleged conduct violates this policy, the College will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred. Any of the prohibited conduct defined in this policy can be committed by

# SEXUAL VIOLENCE POLICY (AWARENESS, PREVENTION, AND RESPONSE)

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individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships. Unacceptable conduct includes but is not limited to:

Sexual Discrimination  
Sexual Harassment  
Sexual Assault  
Dating Violence  
Domestic Violence  
Stalking  
Retaliation

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## DEFINITIONS

Sexual Discrimination is any conduct that subjects an individual to disparate treatment on the basis of gender identity, gender expression, pregnancy, marital status, sexual orientation. For this policy, it includes sexual harassment, sexual assault and sexual violence as described below.

Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an educational program or activity;
2. A College employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment); or
3. Sexual Assault (as defined in the Clery Act), or Dating Violence, Domestic Violence or Stalking as defined in the Violence Against Women Act (VAWA) (collectively referred to as "Sexual Violence"):
  - Sexual Assault, as defined in 20 U.S.C. 1092(f)(6)(A)(v), means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation<sup>5</sup>. It is actual or attempted sexual contact with another person without that person's consent, including but not limited to, physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability.
  - Dating Violence, as defined in 34 U.S.C. 12291(a)(10), means violence (physical, emotional, psychological or sexual abuse) committed by a person a) who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and b) where the existence of such relationship shall be determined based on a consideration of: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.
  - Domestic Violence, as defined in 34 U.S.C. 12291(a)(8), includes felony or misdemeanor crimes of violence (physical, emotional, psychological, or sexual abuse) committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant

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<sup>5</sup> The FBI's Uniform Crime Reporting Program (FBI UCR) includes forcible and nonforcible sex offenses such as rape, fondling, and statutory rape, which contain elements of "without the consent of the victim."



# SEXUAL VIOLENCE POLICY

## (AWARENESS, PREVENTION, AND RESPONSE)

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monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Intimate partner means a spouse; a former spouse; persons who have a child in common whether or not they have been married or lived together at any time; and persons who are or were involved in a dating relationship. Dating relationship means frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement, but does not include a causal relationship or an ordinary association between persons in a business or social context.

If you or someone you know is experiencing domestic abuse, there is help out there. Call the National Domestic Violence Hotline: 1-800-799-SAFE (7233).

- Stalking, as defined in 34 U.S.C. 12291(a)(30), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Statutory Rape is defined a sexual intercourse with a person who is under the statutory age of consent.

Coercion is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to engage in sexual contact. When a person makes clear that they do not want to go beyond a certain sexual interaction, continued pressure can be coercive. In evaluating whether coercion was used, the College will consider: (i) the frequency of the application of the pressure; (ii) the intensity of the pressure; (iii) the degree of isolation of the person being pressured; (iv) the duration of the pressure; and (v) the relative positions within the College community of those involved.

Retaliation is any act or attempt to retaliate against or seek retribution from any individual or group of individuals involved in the investigation and/or resolution of a complaint under this policy.

Consent is an affirmative decision to engage in mutually acceptable sexual activity, and is given by clear words or actions. It is an informed decision made freely and actively by all parties. Consent may not be inferred from silence, passivity, or lack of resistance alone. Furthermore, consent to one form of sexual activity does not imply consent to other forms of sexual activity and the existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent cannot be obtained from someone who is asleep, unconscious, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by threat, coercion intimidation, isolation, confinement, or force. Agreement given under such conditions does not constitute consent.

Incapacitation is the inability to make informed, rational judgments and decisions. If alcohol or drugs are involved, incapacitation may be assessed by evaluating how the substance has affected a person's decision-making capacity, awareness, and ability to make informed judgments. The perspective of a reasonable person will be considered in the College's determination of whether a person knew, or reasonably should have known under the circumstances, whether the other party was incapacitated. Being intoxicated or incapacitated does not diminish one's responsibility to obtain consent and will not be an excuse for sexual discrimination.

# SEXUAL VIOLENCE POLICY (AWARENESS, PREVENTION, AND RESPONSE)

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Complainant means the individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, regardless of whether a Formal Complaint has been filed. A Complainant must be the alleged victim unless a parent or legal guardian has a legal right to act on the alleged victim's behalf.

Respondent is the individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Party(ies) refers collectively or separately to the Complainant and Respondent.

Decision-Maker refers collectively to the employees who will serve on the Hearing Panel and render a determination on the Formal Complaint.

Formal Complaint is a document (hardcopy or electronic) filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the College investigate. A Formal Complaint must be signed (physical or digital) by the Complainant, the Title IX Coordinator, or otherwise indicate that the Complainant is the person filing the Formal Complaint. At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in the College's education Program or Activity with which the Formal Complaint is filed.

Preponderance of the evidence standard means that a finding is based on whether it is more likely than not that the Respondent violated the policy. In other words, the Hearing Panel concludes that there is a greater than 50% chance that the complaint is true.

Exculpatory evidence favorable to the Respondent

Inculpatory evidence favorable to the Complainant

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## REPORTING SEXUAL DISCRIMINATION

Any person who believes they have been a victim of, have witnessed, or otherwise wish to report any incident of sexual discrimination should contact the Title IX Coordinator as soon as possible by calling, writing or coming into the office:

Carrie Robinson, Associate Vice President, Human Resources and Chief Diversity & Inclusion  
Officer/Title IX Coordinator  
cnrobinson@peirce.edu  
215-670-9328

Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX Coordinator. A report can be made at any time, including during nonbusiness hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed.

A complaint may also be reported by a Mandatory Reporter (described below) to the Title IX Coordinator.

The initial concern of the College is for the well-being and safety of the Complainant and the community. If there is reason to believe that an assailant is at large who poses an immediate threat to the community, the Title IX Coordinator and the designated college officials will take action to protect the campus. The

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College will ensure that the Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. After seeing to the well-being of the individual reporting the alleged assault and to the immediate security of the campus, the College will evaluate the report.

The College does not have a time limit for reporting sexual discrimination. Reports can be submitted at any time following an incident, although the College's ability to take any action may be negatively affected by the length of time between the alleged incident and the report. Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

## **Mandatory Reporter**

A "Mandatory Reporter" is a College employee who must share knowledge, notice and/or reports of sexual discrimination, Sexual Harassment and/or retaliation with the Title IX Coordinator. All members of the faculty and administrators above a Director-level are Mandatory Reporters. This includes: Dean, Associate Dean, Senior Director, Associate Vice President, Vice President, and President.

A Mandatory Reporter who has information regarding, is a witness to, or becomes aware by any means of any form of discrimination that occurs on campus or at a College related activity, is required to report the incident immediately to the Title IX Coordinator. All other employees are strongly encouraged to report such incidents. Reports may be made directly to either the Title IX Coordinator or a Title IX Deputy Coordinator.

Before a Complainant reveals any information to a Mandatory Reporter, the Responsible Employee should ensure that the Complainant understands the employee's reporting obligations – and, if the Complainant wants to maintain confidentiality, direct the Complainant to confidential resources. When a Complainant tells a Mandatory Reporter about an incident of sexual discrimination, the Complainant will be contacted by the Title IX Coordinator.

A Mandatory Reporter must report to the Title IX Coordinator all relevant details about the alleged sexual discrimination shared by the Complainant including the names of the Complainant, Respondent any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

## **Anonymous Reporting**

Any individual may make an anonymous report concerning an act of sexual discrimination or Sexual Harassment (including Sexual Violence). An individual may report the incident without disclosing their name, identifying the Respondent, or requesting any action. Depending on the extent of information available, the College's ability to respond to an anonymous report may be limited. The College provides a 24/7/365 hotline at [www.peirce.ethicspoint.com](http://www.peirce.ethicspoint.com) or (855) 857-5885.

## **Timely Warnings**

When an incident is reported to the College involves an alleged crime that constitutes a possible ongoing or continuing threat to the campus community, the College will evaluate each incident on a case-by-case basis to determine if a timely warning notice will be distributed to the community in a manner consistent with the requirements of the Clery Act. If a timely warning is issued to the campus community due to reported incidents that pose a substantial threat of bodily harm or danger, the College will make every

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effort to ensure that the Complainant's name and other identifying information is not disclosed while still providing enough information to make safety decisions in light of the danger.

### **Local Law Enforcement**

Notwithstanding the Complainant's ability to file a complaint with Peirce College, the Complainant may also file a report with local law enforcement. The Title IX Coordinator or Deputy Coordinator will assist the Complainant in reporting the alleged offense to the local police if the Complainant requests such assistance. In addition, the importance of preserving evidence for proof of a criminal offense is conveyed to the Complainant at the time of first reporting. Although the College strongly encourages all member of its community report Sexual Violence to law enforcement, it is the Complainant's choice whether or not to make such a report. The College's response to alleged violations of this policy does not preclude the possibility of criminal action by civil authorities, should the Complainant wish to pursue this course of action.

### **Medical Attention/Preservation of Evidence**

For your safety and well-being, immediate medical attention is encouraged. In the case of rape or sexual assault, getting immediate medical attention is crucial so you can be evaluated for physical injuries, sexually transmitted diseases and to collect physical evidence. To keep evidence viable, do not change clothes, bathe, shower, use the restroom or cleanse in any way prior to your examination. If you have physical injuries, have them photographed with a date stamp on the photo. Try to memorize details and record those details. Getting medical attention does not require you to report to anyone. You do not have to report the sexual assault to law enforcement; however, the medical staff can collect physical evidence should you choose to press charges later. For information about obtaining a free forensic examination, contact the Rape, Abuse & Incest National Network (RAINN) at (800) 656-HOPE.

### **Preserving Information**

Complainants, Respondents, and witnesses should consider whether there is information to gather that might be helpful to investigator(s) and should preserve relevant items. For example, receipts, text messages, pictures, videos, emails, Facebook posts or messages, Snapchats, or other social media posts may be helpful during an investigation or hearing. It may be helpful not to delete this information and preserve it for later. Also, Complainants and Respondents are encouraged to write down a list of possible witnesses to submit to investigator(s).

### **Protection from Abuse (PFA) and Sexual Violence Protection (SVPO) Orders**

A Protection from Abuse Order is a civil order that provides protection from harm by family or household members, sexual or intimate partners, or someone with whom you have a child in common. A Sexual Violence Protection Order is similar to a PFA and offers civil protection to any victim of sexual violence who is a risk of harm from their perpetrator. PFA's and SVPO's are issued by a judge. Peirce College will honor any official PFA's or SVPO's issued. Copies of such orders should be given to the Chief Auxiliary Officer.

### **Community Resources: Counseling, Mental Health, and Related Services**

Although the College does not currently offer on campus counseling or mental health services for victims of sexual violence and other 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:

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<b>Philadelphia Special Victims Unit</b>	300 E. Hunting Park Ave Philadelphia, PA 19124	(215) 387-9500	Provides initial emergency medical treatment and crisis counseling services for sexual assault victims
<b>Family Based Services – Sexual Abuse</b>	1315 Windrim Avenue Philadelphia, PA 19141	(215) 456-2626	Provides intensive individual, family, and group sexual abuse therapy with on-call crisis response
<b>Rape, Abuse &amp; Incest National Network</b>		(800) 656-HOPE www.rainn.org	RAINN operates the National Sexual Assault Hotline and carries out programs to prevent sexual assault
<b>Sexual Assault Center-Jefferson Hospital Emergency Room</b>	10 <sup>th</sup> and Sansom Street Philadelphia, PA 19107	(215) 955-6840	Provides medical care for injuries, documentation and evidence collection for legal purposes, prevention and treatment.
<b>New Jersey Coalition Against Sexual Assault</b>	2233 Whitehorse Mercerville Rd., Suite J Trenton, NJ 08609	(800) 601-7200 24 hour hotline	Provides confidential, hotline, crisis counseling, referral services and emergency client support.
<b>Woman Organized Against Rape (WOAR)</b>	One Penn Center 1617 JFK Blvd., Ste 1100 Philadelphia, PA 19103	(215) 985-3333 24-hour hotline	Counseling, hotline and information about sexual violence and emergency client support.

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](mailto:WCAE@Peirce.edu).

For more information about sexual assault awareness and counseling services, please refer to these other organizations for additional information and support:

- Philadelphia Domestic Violence Hotline: 1-866-723-3014
- Pennsylvania Coalition Against Rape (PCAR): [www.pcar.org](http://www.pcar.org)
- National Sexual Violence Resource Center: [www.nsvrc.org](http://www.nsvrc.org)
- National Center for Victims of Crime: [www.victimsofcrime.org](http://www.victimsofcrime.org)
- Information on male sexual abuse: [www.malesurvivor.org](http://www.malesurvivor.org)
- Philadelphia Special Victims Unit: 215-685-3251
- Office of Emergency Shelter & Services: 215-686-7150

### Office for Civil Rights

An individual to whom this policy applies may also file a complaint with the Office for Civil Rights (OCR); however, Peirce College encourages you, but does not require you, to first report any sexual discrimination complaint with any of the Peirce College parties named herein. For more information and/or to file a complaint with the OCR: Philadelphia Office for Civil Rights, U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107. Telephone: 215-656-8541 Email: [CR.Philadelphia@ed.gov](mailto:CR.Philadelphia@ed.gov). To the extent that an employee or contract worker is not satisfied with the College's handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

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## **COLLEGE'S RESPONSE**

Peirce College must respond to a complaint when it has actual knowledge of sexual discrimination that occurred within the College's education program or activity against a person on campus or at a college-related event. Actual knowledge is defined as notice of sexual discrimination or allegations of sexual discrimination to the Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College. The College is in violation of Title IX if its response is clearly unreasonable in light of the known circumstances.

The Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint.

Peirce College will keep confidential the identity of Complainants, Respondents and witnesses, except as necessary to carry out a proceeding as described in this policy, or as may be permitted by FERPA, or required by law.

The College must investigate every Formal Complaint of Sexual Harassment, which may be filed by the Complainant or the Title IX Coordinator. If the alleged conduct does not fall under Title IX, the College may address the allegations under other College policies and provide supportive measures.

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## **COMPLAINANT'S RIGHTS**

Peirce College is committed to providing options, support, and assistance for all Complainants of reported campus-related sexual discrimination. We commit to:

- Provide information about the College's sexual discrimination policy;
  - Treat you with respect, dignity, and sensitivity throughout the process;
  - Refer you to available resources and how to access these resources, including counseling;
  - Support your right to choose an advisor, which may be an attorney, for guidance through the investigation, hearing and/or appeal process;
  - Inform you of the option to notify law enforcement, and the option to be assisted by campus personnel in notifying such authorities;
  - Explain and implement reasonable Supportive Measures (described below)
  - Support your right to be free from retaliation by the institution, the Respondent, witnesses, and/or their friends, family and acquaintances within the jurisdiction of the College, as a result of filing a report and/or your involvement in an investigation;
  - Promptly respond to any retaliation or discrimination you experience based on your involvement in this process.
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## **RESPONDENT'S RIGHTS**

If you have been named in a complaint of sexual discrimination, Peirce College Commits to:

- Provide information about the College's sexual discrimination policy;
- Treat you with respect, dignity, and sensitivity throughout the process;
- Refer you to available resources and how to access these resources, including counseling;

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- Support your right to choose an advisor, who may be an attorney, for guidance through the investigation, hearing, and/or appeal process;
  - Provide written notice of the nature of the complaint filed against you;
  - Explain and implement reasonable Supportive Measures (described below)
  - Support your right to be free from retaliation by the institution, the Complainant, witnesses, and/or their friends, family and acquaintances within the jurisdiction of the College, as a result of filing a report and/or your involvement in an investigation;
  - Promptly respond to any retaliation or discrimination you experience based on your involvement in this process.
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### FAIR GRIEVANCE PROCESS

Whether through an informal or formal process, Peirce College will provide a prompt, fair and impartial investigation and resolution to evaluate Formal Complaints of Sexual Harassment. If extenuating circumstances will delay the proceedings, the College will inform both the Complainant and Respondent of the circumstances.

The Title IX personnel recognize the gravity of the complaint for both the Complainant and Respondent and have a responsibility to objectively evaluate all of the relevant evidence and avoid credibility determinations based on a person's status as a Complainant, Respondent, or witness. Title IX personnel must be free from conflicts of interest or bias for or against the parties involved in the complaint and will recuse themselves from the process, if they feel unable to uphold these standards.

The formal process follows progressive steps beginning with the complaint and an investigation to gather evidence. A written report of the evidence will be provided to both Parties. If the complaint is not resolved informally or dismissed, the evidence and testimony will be presented at a live hearing to a Hearing Panel, where both Parties will have the opportunity to present evidence, witnesses, and have their advisors ask questions. Once the Hearing Panel renders a decision, both Parties have the opportunity to appeal.

### Informal Resolution Process

As an alternative to the formal resolution process, both parties can voluntarily agree to an informal resolution process, through which Formal Complaints may be resolved without a live hearing, often through communication, education, and/or mutual agreement. After a Formal Complaint has been filed, both parties can voluntarily through informed written consent agree to the informal resolution process. The process is not required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual discrimination. At any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Peirce College will not offer or facilitate an informal resolution process to resolve allegations of sexual discrimination of an employee against a student.

The goal of informal resolution is to resolve concerns at the earliest stage possible, with the cooperation of the Parties involved. Efforts for early resolution will be flexible and encompass a full range of possible outcomes, including, but not limited to addressing the Respondent, participating in mediation (which may be ended at any time by either Party in favor of the formal process), or arranging a remedy for the

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Complainant and/or agreement by Respondent to accept a disciplinary sanction. The informal resolution process could include by way of example: separating the parties; referring the parties to counseling; conducting targeted educational and training programs; or providing remedies to the Complainant.

If the matter is resolved informally to the satisfaction of all parties, the Title IX Coordinator will maintain a record of the complaint and its resolution.

If informal resolution is not possible, the Formal Complaint will proceed to formal resolution of the complaint.

## **Role of an Advisor**

The Complainant and Respondent are permitted to choose an advisor who may be present during the grievance process, including meetings, interviews, hearings, and appeals. Complainants and Respondents may have any individual of their choosing serve as an advisor, including an attorney, friend, or a family member. If a Party does not have an advisor for the live hearing, the College will provide one. A party may reject a College appointed advisor and choose their own advisor, but they may not proceed to the live hearing without an advisor. An advisor may not speak on behalf of the individual, including answering questions for them. During the hearing, the advisor – not the Complainant or Respondent – will conduct cross-examination of the Parties and witness.

Choosing an advisor who is a witness in the Grievance Process creates potential for bias and conflict of interest. A party who chooses an advisor who is also a witness can anticipate that issues of potential bias will be explored by the Decision-Maker.

The Parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the Grievance Process. Advisors are expected to advise without disrupting proceedings. For example, advisors should not address College officials in a meeting or interview unless invited to. An advisor may not make a presentation during any meeting or proceeding and may not speak on behalf of the party to the investigation or other Decision-Maker except during a Live Hearing, during cross-examination. If an advisor is disruptive or otherwise fails to respect the limits of the advisor role, the meeting or interview may be ended.

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

## **Supportive Measures**

The Title IX Coordinator will provide Supportive Measures as necessary. Supportive Measures are individualized services reasonably available to ensure equal educational access, protect safety or deter prohibited conduct. Supportive Measures are available, as appropriate, to either or both the Complainant and Respondent and are non-punitive, non-disciplinary and not unreasonably burdensome to the other party. Examples include counseling, extensions of time or other course-related adjustments, modifications to work or class schedules, campus escort services, restrictions on contact between the Parties, leave of absence, increased security and monitoring of certain areas on campus, and other similar accommodation. The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.



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Victims of Sexual Violence will also be provided with written notification about counseling, health and/or mental health services, victim advocacy, legal assistance, visa and immigration assistance, safety planning, timely warnings, student financial aid and other services available to victims within the College and in the community.

Once the Title IX Coordinator receives a report, the Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of Supportive Measures (available with or without filing a Formal Complaint) and explain the process for filing a Formal Complaint and provide a copy of this policy. The Title IX Coordinator will consider the Complainant's wishes with respect to Supportive Measures.

The College will keep confidential the identity of the victim of Sexual Violence and any accommodations or Supportive Measures provided, to the extent that maintaining such confidentiality will not impair the College's ability to provide the accommodations or Supportive Measures.

Where the reported conduct poses a substantial and immediate threat of harm to the safety or wellbeing of an individual, members of the campus community, or the performance of normal College functions, the College may suspend a student or impose leave for an employee. Pending resolution of the complaint, the individual may be denied access to the campus and/or all other College activities or privileges for which the student/employee might otherwise be eligible, as the College determines appropriate. When interim suspension or leave is imposed, the College will make reasonable efforts to complete the investigation and resolution within an expedited timeframe.

## **Investigation**

The College will investigate Sexual Harassment allegations in a Formal Complaint signed by a Complainant or the Title IX Coordinator. The Title IX Coordinator will respect the Complainant's wishes as to whether the College investigates an allegation of Sexual Harassment, unless the Title IX Coordinator determines that not investigating would be deliberately indifferent or harmful to the College community. The College may consolidate Formal Complaints where the allegations arise out of the same facts.

In response to a Formal Complaint, the Title IX Coordinator will provide written notice of the allegations to the known parties along with a description for the grievance process with sufficient time for the Parties to prepare a response before their initial interview. The written notice will include:

1. the identity of the Parties (if known);
2. conduct alleged to be sexual discrimination;
3. the alleged incident's date and location;
4. a statement that the Respondent is presumed not responsible until a determination is made at the end of the grievance process;
5. a statement informing the Parties that each is entitled to choose an advisor; and
6. a statement informing the Parties that the College's code of conduct prohibits knowingly making false statements.

The Parties will also be provided with separate written notice of any investigative interview, meeting or hearing. Interview/meeting notices will include the date, time, location, participants and purpose of the investigative interview or meeting.

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Title IX personnel will gather evidence, interview the Complainant, Respondent and witnesses, giving both Parties an equal opportunity to present facts and witnesses and have their advisor present at all meetings. No unauthorized audio or video recording of any kind is permitted during investigation interviews/meetings. The Parties are permitted to discuss the allegations and gather their own evidence. The College has the burden of proof, meaning the College is responsible for collecting evidence. The College is prohibited from using records made or maintained by medical or mental health professionals without the Party's voluntary, written consent.

The Parties will have two opportunities to review the evidence. The Title IX Coordinator will send the Parties and their advisors evidence directly related to the allegations, in electronic format or hard copy, with ten (10) days to inspect, review, and respond to the evidence. Before the investigation report is complete, the Title IX Coordinator will send the Parties and their advisors an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least ten (10) days for the parties to respond. Taking the Parties responses into account, the Title IX Coordinator finalizes the investigative report.

Formal Complaints involving employees will also be referred to Human Resources and simultaneously evaluated under employee conduct policies and procedures.

## **Formal Complaint Dismissal**

The College must dismiss a Formal Complaint if the allegations do not meet the definition of Sexual Harassment, did not occur in the College's education program or activity, or did not occur against a person in the United States. The College may dismiss a Formal Complaint if: 1) the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the Formal Complaint; 2) if the Respondent is no longer enrolled or employed by the College; or 3) if specific circumstances prevent the College from gathering sufficient evidence to reach a determination. In the event of a dismissal, both Parties will be provided a written notice of dismissal and the reasons for the dismissal.

Dismissal does not preclude action by the College under other Policies described in the Undergraduate College Catalog, including but not limited to:

STUDENTS
Code of Student Conduct & Responsibility
Equal Opportunity
Acceptable Use of College Information Technology
Campus Safety & Security
Violation of Copyright Laws
Academic Progress, Probation and Dismissal
Academic Honesty

Unless otherwise dismissed or resolved, once the investigation is complete, the Formal Complaint will proceed to live hearing.

## **Live Hearing**

The Complainant and the Respondent with their advisors will have an equal opportunity to participate in a live hearing. The live hearing is facilitated by the Hearing Panel, separate from the Title IX Coordinator and investigator. The Hearing Panel is comprised of trained College personnel who must be free from

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conflicts of interest or bias for or against the Parties and will recuse themselves from the process, if they feel unable to uphold these standards.

The Live hearing will be conducted directly, orally, and in real time by the party's advisor and not by a party personally. The hearing will be conducted with all parties physically present, or at the College's discretion, any or all parties may appear using technology to facilitate the hearing, as long as the Hearing Panel and Parties can simultaneously see and hear the Parties and witnesses asking and responding to the questions. At the request of either party, the College will provide for the entire live hearing (including cross-examination) to occur with the Parties located in separate rooms with technology enabling the Parties to see and hear each other. The College will produce an audio or audiovisual recording of the hearing. The presiding official of the Hearing Panel cannot be the Title IX Coordinator, Deputy Coordinator(s), or the investigator(s).

The investigative report, witnesses, exculpatory and inculpatory evidence will be presented. While the Parties cannot directly question each other, their advisors can cross-examine the other Party and all witnesses with relevant questions and follow-up questions, including those challenging credibility. The presiding official will determine relevance before the question is answered and provide an explanation if any question is deemed not relevant. Questions related to a Complainant's prior sexual history are deemed not relevant, unless offered to prove someone else was responsible for the alleged conduct, or, if related to the Complainant's prior sexual behavior with the Respondent, are offered to prove consent.

A Party does not have to submit to live cross-examination. If a party or witness does not submit to cross-examination at the live hearing, the Hearing Panel shall not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Hearing Panel will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Deliberations of the Hearing Panel will be conducted without the Parties present and without recording.

### **Written Determination**

The Hearing Panel will issue a written determination regarding responsibility, which includes the allegations of Sexual Harassment, a description of the procedural steps taken (from Formal Complaint through the live hearing), and the findings of fact. In addition, the written determination must include conclusions of how the policy was applied to the facts and a statement with rationale detailing the result of each allegation. The determination also must list any imposed sanctions and remedies along with how to file an appeal and be delivered to the Parties simultaneously. Factual conclusions shall be based upon a preponderance of the evidence standard (e.g. more likely than not.)

### **Possible Disciplinary Sanctions**

The purpose of disciplinary sanctions for violations of this policy is to educate students/employees about responsible behavior as members of the Peirce College community, to maintain order, and to protect the rights of others. Sanctions will be determined individually and will reflect the nature and severity of the offense. Notwithstanding Peirce College's right to impose a sanction under this Policy, students/employees may also be subject to penalties at the local, state, and federal level.

The College reserves the right in its sole discretion to apply sanctions for a violation of this Policy, including the Violence Against Women Act 2013 ("VAWA") offenses of sexual assault, domestic violence, dating violence and stalking, that appropriately addresses the gravity and frequency of the offense. One or more sanctions may be imposed for any offense. Prior offenses are cumulative and any

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student/employee found in violation of the same offense or a second offense of equal or greater magnitude may be suspended/administrative leave or expelled/terminated from the College. The failure to comply with an imposed sanction, as directed, can lead to the imposition of more severe sanctions, up to and including suspension/administrative leave or expulsion/termination. The full range of sanctions, which may be imposed against a student/employee found in violation of this Sexual Discrimination Policy, are:

- Disciplinary Warning or Reprimand - a disciplinary warning or reprimand is an official written statement of censure;
- Letter of Apology to the Aggrieved Party - a student/employee may be required to write a letter of apology to the aggrieved party;
- Requirement to Seek Counseling - the student/employee shall be required to provide evidence to the Title IX Coordinator of attendance and completion of counseling by a qualified professional;
- Participation In, or Conducting, Special Workshops, Classes or Seminars - a student/employee may be required to participate in, or to develop, and present special workshops or seminars related to a Title IX violation;
- Research Assignments - a student may be required to complete a research assignment on a topic related to the Title IX violation within a specified deadline;
- Community Service - a student/employee may be required to perform work assignments at the College or in the local community;
- Persona Non Gratis - prohibiting entry into a specific building on campus for a specific amount of time due to interference with the community;
- Fine - a monetary sanction issued in the form of a charge;
- No Contact Order - prohibits contact between students/employees when there exists a reasonable concern that physical or psychological harm may result from such contact;
- Withholding of an Official Transcript - may be imposed upon a student who fails to fulfill sanction requirements for a violation;
- Delay in Awarding Degrees - the College reserves the right to delay the awarding of any degree.
- Hold on Registration or Re-Enrollment - may be imposed on a student who has a Title IX case pending;
- Restitution - reimbursement to compensate for personal injury, property damage, or misappropriation of College or other personal property. It may be in the form of money or services;
- Disciplinary Probation - disciplinary probation may be imposed for a specified period of time;
- Suspension/Administrative Leave – suspension/administrative leave from the College; the duration will be determined by the Hearing Panel;
- Expulsion/Termination – is the most severe sanction that the College may impose and is permanent dismissal from the College. In addition, the student is not eligible for readmission to the College, the employee is not eligible for rehire and students/employees will be permanently barred from Peirce College property and from all College-sponsored events;
- Other sanctions as deemed appropriate by the Hearing Panel.

If an appeal is not filed within five (5) business days of the written determination, the decision of the Hearing Panel will be final.

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## Remedies

Remedies are provided to a Complainant whenever a Respondent is found responsible. Remedies are implemented by the Title IX Coordinator and may be disciplinary and punitive. Student Remedies are designed to maintain the Complainant's equal access to education. Remedies will be determined on a case-by-case basis and may include Supportive Measures.

## Appeals Process

Both the Respondent and the Complainant have the opportunity to request an appeal of the decision and sanctions rendered by the Hearing Panel. The three grounds upon which an appeal of the decision or sanctions may be made are:

- **Material procedural error:** The Party believes a procedural error occurred, which the Party feels may change or affect the outcome of the decision. The appeal must specify the procedural provision that was violated and the impact of this violation; procedural or technical deviations will not be sufficient to sustain an appeal unless found to have denied the appealing Party a fair process.
- **New material evidence:** The Party has substantive new evidence that was not available to the investigator(s) at the time of the decision and that may change the outcome of the decision. The new evidence must have been previously unknown or unavailable to the Party and pertinent to the case. The appealing Party must provide an explanation as to why the evidence was unknown or unavailable.
- **Conflict of Interest:** The Party believes the Title IX Coordinator, Title IX Deputy Coordinator(s), investigator(s), or a members of the Hearing Panel had a conflict of interest or bias that affected the outcome.

An appeal is not an opportunity to substitute judgement for that of the Title IX personnel and Hearing Panel merely because of disagreement with the finding and/or sanction. In any request for an appeal, the burden of proof lies with the Party requesting the appeal.

The request for an appeal, including the grounds upon which the request is based, must be submitted in writing within five (5) business days following the date of the outcome to the:

- Vice President, Enrollment Management & Student Services for students; or
- Vice President, Finance & Administration for employees

All appeals must clearly cite the grounds for the appeal and the evidence supporting it. Each Party will be notified if an appeal request will be considered and be provided the opportunity to respond.

If the basis for the appeal is a procedural error, new evidence or a conflict of interest with Title IX personnel, the Hearing Panel will determine whether a change in decision is warranted. If the basis for the appeal is a conflict of interest with a member of the Hearing Panel, the two Vice Presidents identified above will jointly review the appeal and determine if a new hearing with a different Hearing Panel is warranted.

Both parties will be notified in writing twenty (20) business days in advance of the date and time of the scheduled appeal hearing. The Hearing Panel will review the appeal, related evidence, and if appropriate, hold a live hearing. The Hearing Panel decision is final. Appeal decisions will be rendered in writing to both Parties within ten (10) business days after the conclusion of the appeal hearing.

# SEXUAL VIOLENCE POLICY

## (AWARENESS, PREVENTION, AND RESPONSE)

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The College will keep all records of the investigation, hearing, and appeal - regardless of the outcome - for seven years.

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### FALSE REPORTS

The College takes the accuracy of information very seriously, as a report of prohibited conduct may have severe consequences. A good-faith complaint that results in a finding of not responsible is not considered a false or fabricated report of prohibited conduct. However, when a Complainant, Respondent or witness is found to have fabricated allegations or given false information with malicious intent or in bad faith, the Complainant, Respondent, or witness may be subject to disciplinary action.

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### RETALIATION PROHIBITION

Peirce College prohibits retaliation against any individual who is a Party to a complaint or has participated in (or refused to participate in) reporting, investigating, or addressing allegations of sexual discrimination. Retaliation is any act or attempt to retaliate against or seek retribution from any individual or group of individuals involved in the investigation and/or resolution of a complaint under this policy. Retaliation can take many forms, including threats and intimidation, harassment, and continued abuse or violence. Actions are considered retaliatory if they have a materially adverse effect on the working or academic environment of an employee or student, or if the employee or student can no longer effectively carry out his or her responsibilities.

However, the exercise of rights protected under the First Amendment does not constitute retaliation. Retaliation includes charging an individual with code of conduct violations that do not involve sexual discrimination, but arise out of the same facts and circumstances as the complaint, if those charges would interfere with any right or privilege secured by Title IX.

However, charging an individual with a code of conduct violation for making a materially false statements in bad faith in the course of a sexual discrimination grievance proceeding does not constitute retaliation.

Any person who believes they have been retaliated against should contact the Title IX Coordinator.

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### TRAINING

The College ensures that its Title IX personnel have adequate training. The Title IX Coordinator and Investigators are trained on the definition of Sexual Harassment, the scope of the College's Education Program or Activity, how to conduct an investigation, the College's Grievance Process (including Live Hearings, appeals, and Informal Resolution processes, as applicable) and how to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Members of the Decision Panel are trained on the definition of Sexual Harassment, the Live Hearing process, the technology to be used in Live Hearings, and issues of relevance (including how to apply the rape shield protections provided for Complainants). Informal Resolution facilitators are trained on the Informal Resolution process.

Materials used to train Title IX personnel are posted on the College's website:  
<https://www.peirce.edu/content/pdf/compliance/DMi-Webinar-TitleIX.pdf>

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act of 2013 ("VAWA"), the College will provide primary prevention and awareness programs to prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking to incoming students (during new student orientation) and new employees (upon hire) and generally every year thereafter.

# SEXUAL VIOLENCE POLICY (AWARENESS, PREVENTION, AND RESPONSE)

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## Prevention and Awareness Programs

Peirce College is committed to providing on-campus and online educational programs to promote the prevention and awareness of sexual violence or sexual harassment including, but not limited to, domestic violence, dating violence, rape, acquaintance rape, stalking or any other form of sexual offense. Such educational programs also address risk reduction and the role of active bystanders in preventing such offenses.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act of 2013 ("VAWA"), educational programs include but are not limited to: information provided in new student orientation programming; awareness, risk reduction, and prevention workshops provided during Sexual Assault Awareness and Prevention month; a community awareness day; and resource materials available throughout the campus. Other educational programs are offered by the Mary W. Walker Center '33 for Academic Excellence throughout the year as well as are available to students upon request.

In addition, literature on preventing and awareness of dating and domestic violence, 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](mailto:WCAE@peirce.edu).

For employees, the College will provide primary prevention and awareness programs to prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking new employees (upon hire) and generally every year thereafter.

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## RISK REDUCTION

Risk reduction involves utilizing strategies to reduce one's risk of sexual assault or harassment. The Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org) provides the following helpful information on its website:

### Avoiding Dangerous Situations:

While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted.

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
- **Walk with purpose.** Even if you don't know where you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.

<https://rainn.org/get-information/sexual-assault-prevention/avoiding-dangerous-situations>

# SEXUAL VIOLENCE POLICY

## (AWARENESS, PREVENTION, AND RESPONSE)

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### Handling Social Situations

While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.

- **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others). <https://rainn.org/get-information/sexual-assault-prevention/social-situations>.

In addition, the RAINN website has other important information on preventing sexual assault in social situations: <https://rainn.org/get-information/sexual-assault-prevention/social-situations>.

The RAINN website also has other important information on safety planning, responding to pressure and computer safety: <https://rainn.org/get-information/sexual-assault-prevention>.

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### ACTIVE BYSTANDER

Active Bystanders play a critical role in the prevention of sexual violence and other sexual offenses. These are individuals who observe violence or conditions that may perpetuate violence and follow the appropriate reporting procedures, such as, calling 911, informing campus security and/or college officials. It is understandable that in many circumstances, the active bystander may be uncomfortable intervening or communicating concerns; however, conveying potential risks to individuals or the college community will help the College maintain a safe environment. As a support to employees, the Walker Center for Academic Excellence provides information on the role of active bystanders. The RAINN website also has other important information on the role bystanders can play in preventing and responding to acts of sexual violence: <https://rainn.org/get-information/sexual-assault-prevention/bystanders-can-help>

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### CONFIDENTIALITY

The College does not currently offer confidential on-campus pastoral, counseling or mental health services for victims of sexual violence and other offenses. However, victims/survivors are encouraged to seek off-campus counseling in order to speak confidentially with a professional and begin the recovery period. A member of the College community 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



## SEXUAL VIOLENCE POLICY (AWARENESS, PREVENTION, AND RESPONSE)

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provided within this document, *See Community Resources: Counseling, Mental Health, and Related Services.*

The College respects the rights of victim confidentiality and will honor victims' requests to keep reports confidential to the extent permitted by law, and to the extent consistent with the College's obligation to investigate allegations. Victims are encouraged to inquire about confidentiality when seeking assistance and support from the varying offices.

The College understands and appreciates that, at times, an individual who reports an act of sexual violence or other sexual offense may wish to remain anonymous and may not wish to pursue the internal disciplinary process. In such instances, consistent with its Title IX obligations, if the College has credible notice of a report of an act of sexual violence or other sexual offense against a member of the College community, the College 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 to such notice cannot be verified by independent facts.

Under the **Clery Act**, federal and state law mandates the disclosure of certain statistics regarding sexual violence that occurs within the geographic boundaries of an institution of higher education. In accordance with both the Clery Act, as well as the **Campus Sexual Violence Elimination Act ("SaVE Act") provisions of the Violence Against Women Reauthorization Act of 2013 ("VAWA")**, Clery Act reports do not include the names of anyone involved, or any other information that identifies an individual. In addition, consistent with applicable law, the College will take appropriate steps to protect the identity of a victim in connection with any publicly available recordkeeping.

Consistent with applicable law, in connection with issuing a Timely Warning involving an incident of sexual violence, the College will withhold the name of the victim.

## TRANSCRIPT REQUEST

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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 official paper transcripts will be sent via standard delivery. Official electronic transcripts are converted into a PDF document and delivered to the recipient using the Clearinghouse GlobalSign certificate or Electronic Transcript Exchange. E-transcripts are available only for students entering the College after 1991. Peirce College will not fax or email 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 or \$6.00, depending upon the delivery method chosen. Transcripts can be ordered from Peirce College under the Transcripts Requests portlet on the home page of [my.peirce.edu](http://my.peirce.edu).

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

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**Peirce College offers several different payment options. They are as follows:**

- Payment in full prior to the start of each session.
- Payment plan set up through the duration of the semester without a credit card on file. Notification prior to 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 Student Financial Services as a guarantee of payment for the following options:**

- Payment Plan — set up through the duration of a term with a valid credit card. The credit card on file is charged on the agreed upon dates without prior notification.
- Tuition Reimbursement — available to students who have the option of being reimbursed by their employer once they submit a paid receipt and the grade. A valid credit card is charged at the end of each course. A paid receipt is then emailed once the student request is submitted to [billing1@peirce.edu](mailto:billing1@peirce.edu).
- 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 emailed at the end of the drop/add period of each session once the student request is submitted to [billing1@peirce.edu](mailto:billing1@peirce.edu). Payment is made to the College upon receipt of the funds from the employer. If payment is not received after eight weeks, or when the class ends, the credit card on file will be charged.
- Direct Billing — available to students who receive tuition assistance from their employers through a voucher system. Tuition vouchers are submitted to the Student Financial Services 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. 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 two-month period, the College reserves the right to financially dismiss the student and to assign the student's account to a collection agency or to an attorney. A student who has been financially dismissed will be eligible for reinstatement only after he/she has paid his/her balance in full. If a student's account is assigned to a collection agency or to an attorney, the student will be liable for the past due balance as well as for accrued interest and any collection or attorney fees 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.

**Peirce College will not impose any penalty including the assessment of late fees, the denial of access to classes, libraries, other institutional facilities, or the requirement that a covered student borrow additional funds, on any covered individual because of the student's ability to meet his or**

# TUITION PAYMENT

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her financial obligations to the college due to the delayed disbursement funding from VA under Chapter 31, Vocational Rehabilitation and Employment, Chapter 33, or Post 9/11 GI Bill® benefits.

*The trademark symbol “®” should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of a webpage and the following trademark attribution notice must be prominently visible: **GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).***

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## Graduate Tuition and Fees for the 2022-23 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.

- Graduate courses are 3 credits.
- The cost of each credit is \$772.
- Comprehensive service fee is \$200 per term.

## Related Costs

- Course Audit fee \$200
- Graduation fee \$75
- Credit for Portfolio Assessment (per course) \$350
- Capstone course extension fee \$750
- Non-refundable application fee \$50
- Payment Plan fee (per term) \$35
- Return Check fee (per check) \$25
- Transcript fee (per transcript) \$5 or \$6, depending upon the delivery method chosen
- Late Payment fee (per month for balance due) 1%



888.467.3472

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