Houghton Online

2017-2018
Student Handbook

T A B L E   O F   C O N T E N T S

2017-2018

INTRODUCTION TO HOUGHTON

NOTE: This handbook sets out matters of institutional policy and practice for Houghton Online students. As Houghton Online grows and develops, this information may be amended. Houghton College reserves the right to modify curriculum, admission requirements, and tuition and fee rates as necessary.

Academic Standing and Regulations

Houghton College is fully accredited by the Regents of the University of the State of New York and by the Middle States Commission on Higher Education. The Middle States Commission on Higher Education, 3624 Market St, Philadelphia, PA 19104 (267.284.5000) is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The most recent renewal of this status was awarded in 2015.

Houghton College Mission and Philosophy

Houghton College provides an academically challenging Christ-centered education in the liberal arts and sciences to students from diverse traditions and backgrounds and equips them to lead and labor as scholar-servants in a changing world.

The philosophy of Houghton College, an educational institution of the Wesleyan Church, builds on the concept of preparing individuals to become Christian scholar-servants who exhibit the scholar's passionate yet humble commitment to the Christian faith and to their chosen academic discipline, and the servant's qualities of serving enthusiastically and unselfishly wherever called. The indispensable characteristics of the scholar-servant are the *competence to serve* and the *willingness to serve*. To acquire the *competence to serve* the scholar-servant must develop effective skills in listening, reading, written and spoken communication, computation, problem solving, logical reasoning, and value discrimination. In addition, the graduate's cumulative knowledge must provide a solid foundation for life-long learning by a thorough grounding in one or more academic disciplines plus familiarity with fundamental concepts, principles, and methods of the basic fields of knowledge. Learning must also relate disciplines to each other and to life in ways that assist in making wise decisions and appreciating one's individual heritage while respecting cultural diversity and the integrity of creation.

To develop the *willingness to serve*, the scholar-servant must encounter positive models through life examples from Houghton's faculty and staff. Their reasoned faith must rest on sufficient knowledge of the Bible and its central doctrines to communicate Christianity effectively to others, and to produce a world view that infuses Christian truth into knowledge and experience.

To achieve its ideals, Houghton College will sustain a scholarly community of believers who confess the Lordship of Jesus and who actively seek truth and recognize its foundation in Christ. Because of the risks involved in educating the intellect and the character, the faculty and staff will strive to provide a challenging and stimulating environment which is also nurturing and supportive. The community will also be characterized by the historic distinctive of The Wesleyan Church, including purity of heart and life, concern for justice in social issues, and unselfish stewardship of time and the material provisions of Creation.

History

In 1883, the Lockport Conference of The Wesleyan Methodist Church of America founded Houghton Wesleyan Methodist Seminary. The school, established largely through the efforts of Willard J. Houghton, began with elementary and academic departments in 1884 and added a department for training of ministers in 1888. The first college-level courses were offered in 1889, and by 1909, advanced standing was allowed to college students transferring to degree-granting institutions. From 1909 to 1923, three years of college level work were offered.

A provisional charter as a four-year liberal arts college was granted to Houghton in 1923 by the Regents of the University of the State of New York, and the first four-year baccalaureate degrees were awarded in 1925. Houghton received its permanent charter in 1927. In November 1935, the college was given full accreditation through admission to the Middle States Association of Colleges and Secondary Schools.

James Seymour Luckey, college president from 1908 to 1937, provided the leadership that led to Houghton's development as an academically strong and regionally accredited liberal arts college. Under Dr. Stephen W. Paine, president from 1937 until 1972, student enrollment grew to approximately 1100 and the college assumed control of the West Seneca Campus. Wilbur T. Dayton was president from 1972 until 1976; Dr. Daniel R. Chamberlain was then installed as president. His successor, Dr. Shirley A. Mullen, assumed the mantle of the presidency in May 2006. She is Houghton's first woman president.

Location

Houghton College's main campus is located in Allegany County on Route 19 in the hamlet of Houghton. It is about 65 miles southeast of Buffalo and 70 miles south of Rochester. This campus offers over 40 majors and programs, with approximately 80 full-time and part-time faculty members and approximately 1100 students.

> Houghton College Online courses do not require a physical classroom presence. Course materials, assignments, and general information are delivered through the virtual classroom site, Moodle. This can be accessed by using the link https://moodle.houghton.edu/

P O L I C I E S & P R O C E D U R E S
Admission, Academics, Student Accounts

ADMISSION POLICIES

All admission materials (official transcripts, resume, and application) are due one week prior to the start of courses. If all official college and high school transcripts are not submitted to the Houghton College Registrar's Office by the end of the first week of classes, the student will be held liable for any tuition or accessory fees incurred due to the college's inability to disburse financial aid.

Application Outline

For students who have earned an Associate's degree, in order to be considered for admission, they must submit an online application, professional résumé and official college transcripts.

Recent High School Graduates/ Students with no Prior College Credit
Must submit SAT/ACT scores and admission essay.

**The Admission committee reserves the right to request any additional information from any applicant as necessary.

All official transcripts and test scores must be sent to
ATTN: Casey Conklin
Registrar's Office
One Willard Avenue
Houghton, NY 14744

ACADEMIC POLICIES

Drop, Withdrawal & Termination Policies

W - Withdrawn. An indeterminate grade application to a course dropped within the first two days of the module but before the end of the fourth week (week 4). Courses discontinued beginning the fifth week (week 5) of class or beyond are assigned an "F." (Extended policy follows).

I - Incomplete. A temporary grade limited to a course in which a student has been given an extension for a significant reason. Students are allowed a maximum of three weeks from the completion of the course (week 5) to satisfy all course requirements or the incomplete grade "I" shall automatically be recorded as "F." (Extended policy follows).

Extended Policies

W - Withdrawn. An indeterminate grade applicable to a course dropped after the first two days of the module but before the end of the fourth week of class (week 4).

> Procedure: **Complete the online withdrawal form found on the Houghton Online Student Portal page AND notify your academic advisor.** You must complete this

procedure as soon as possible if you wish to avoid any excess charges to your student account. Please see below for additional important information.

> *Online courses* – A student who drops a course after the first week of module one but before the fifth week will be withdrawn from the course in question and receive a "W" on his/her transcript. The student will be charged tuition (as applicable) for any weeks officially registered in a course – whether attended or not attended- prior to withdrawing.

D - Drop. A student can drop a course with no academic or financial implications if his/her academic advisor is notified *prior to the start of the course*.

> Procedure: **Complete the online Drop form found on the Houghton Online Students Portal page AND notify your academic advisor within the FIRST TWO DAYS of the module.**
> > *Online Courses* – A student must notify his/her academic advisor within the first two days of the module to be eligible to drop the course without any grade or tuition (as applicable) implications.

I - Incomplete. A student who has not fulfilled course requirements may be given an incomplete ("I") until all requirements are satisfied. Students must contact the professor to determine a course completion plan. *Students will be allowed a maximum of three weeks from the completion of the course (week or module 5) to satisfy all requirements or the incomplete grade "I" shall automatically be recorded as an "F."* Once the maximum time has expired the course instructor is responsible for submitting a grade to both the Registrar's Office and Houghton College Department of Online Programs.

STUDENT ACCOUNTS POLICIES

Refund Policy & Schedule

Below is the Online Course Refund Schedule. During the first two weeks of classes, you may withdraw a course from your schedule and receive a whole or partial refund. The refund given is based on when Houghton College receives official notification from the student. Please carefully consider your options before dropping or withdrawing from courses as this may also impact your financial aid eligibility. Contact Student Financial Services to see how your aid will be impacted.

Online Course Refund Schedule	Percent of Charges Refunded
Days 1-2 (drop/add)	100%
Days 3-7 (remainder of 1st week)	75%
Week 2	50%
Week 3 and after	0%

OTHER ACADEMIC POLICIES

Grading System

A series of letters is used in the grading of college course work as follows:

A	Excellent	(94-100%)
B	Good	(85-93%)
C	Average	(73-84%)
D	**(65-72%)** Below minimum standards for Houghton Online	
F	**(Below 65%)** Below minimum standards for Houghton Online	

A grade of below "C-" is not a passing grade in a major or minor course. The course must be retaken if the student receives a grade of below a C-.

Scholastic Honors

Houghton Online students are eligible for Scholastic Honors. Students must complete the following to be eligible for each honor:

- **President's List** – Recognizes students who complete a minimum of 12 hours with a 4.0 quality point average for the term – no incompletes allowed.
- **Dean's Honor List** – Recognizes students who complete a minimum of 12 hours with a quality point average for the semester of 3.75-3.999 – no incompletes allowed.
- **Dean's List** – Recognizes students who complete a minimum of 12 hours with a quality point average for the semester of 3.5 – 3.749 – no incompletes allowed.

Upon award, students will receive an official letter from the President's or Dean's office. Additionally, student names will be posted on the Houghton Online website and social media outlets.

Quality Point Average (QPA)

To derive a scholastic average for all of a student's courses each term, letter grades are assigned the following numerical equivalents:

	A = 4.000	**A-** = 3.667
B+ = 3.333	**B** = 3.000	**B-** = 2.667
C+ = 2.333	**C** = 2.000	**C-** = 1.667
D+ = 1.333	**D** = 1.000	**D-** = 0.667

These are multiplied by the credit hours for the course, then added together and divided by the number of credit hours carried. (*See example that follows*). A student in good standing must maintain a cumulative quality point average of 2.0. The QPA is calculated only on the course work taken at Houghton College. Only credit hours, not grades, are transferred in from other colleges.

An example:

Course	Hours	Grade	Value	Points
Biblical Literature	3	B-	2.67	8.01
Fund of Mgmt	3	A	4.00	12.00

Diversity in the Workplace	3	B+	3.33	9.99
Business Writing	3	A	4.00	12.00
Statistics	3	A-	3.67	11.01
Leadership Development	3	B+	3.33	6.66
TOTALS	**18**			**59.67**

QPA (GPA) = 59.67 divided by 17 = **3.51** *(In this example, the student would qualify for the Dean's List.)*

Courses taken off-campus under Houghton College direction (cross registration) are considered to be work taken at Houghton College and grades will be recorded. For all other satisfactory off-campus coursework (i.e.: DSST, ELA), only a "P" grade can be recorded.

ACADEMICS
&
PROGRAM INFORMATION

Through Houghton College Online Programs, students earn a Bachelor of Science or Bachelor of Business Administration degree in management, leadership development, human resources management, or integrated marketing and communication. The degree requires 124 total credit hours and is a combination of 37-40 hours of core course work (within the major), which includes 36 hours of general education requirements. For the Leadership Development, Human Resources Management, and Integrated Marketing Communication majors, students must earn a total of 63 prior college credits to enroll. Houghton College Online additionally offers a Bachelor of Arts degree in Psychology which also requires 124 total credit hours, 39 hours of core course work and 86 hours of liberal arts. The Associate of Arts degree in Liberal Arts requires 62 total credit hours, with 12 hours of core course work and 47 liberal arts hours.

<u>DEGREE REQUIREMENTS</u>

Credits needed for graduation	124 credits	All degrees/majors
Credits earned via majors	40 credits	Leadership and HRM
	37 credits	Management and IMC
	39 credits	Psychology
	47 credits	Liberal Arts (62 total credits for degree)
Credits needed for enrollment in Leadership, HRM, and IMC	63 credits	

Prior learning

Students who enroll in the Management, Psychology, or Liberal Arts (AA) degree do not require prior college credit to enroll. For admission in to HRM, Leadership, and IMC, 63 credits must be transferred from an accredited college or college level-testing program. Students who do not have 63 prior college credits may enroll in the Management degree at any time and switch to their desired major (Leadership, HRM, or IMC) upon completion of the 63 credit hours. Students are responsible for tracking when they have achieved the required hours, for filing the necessary paperwork with the Registrar's Office to change majors, and notifying their academic advisor of the request.

Credits transferred from other colleges

Credits represented on official transcripts must be sent directly from regionally accredited colleges to Houghton. Only grades of C- or higher will be transferred. All transfer credits are subject to approval.

General education requirement

As a liberal arts college, Houghton's academic programs include some form of general education. For Online Programs, 36 hours of general education are found within the 87 hours of prior learning. The specific courses that fill these requirements are listed in the appropriate section of the student degree audit work sheet. The general education requirements are:

Religion and Philosophy	6 credits
Communication	6 credits
Humanities and Social Science*	18 credits
Math or Computer Science	3 credits
Natural Science	3 credits

*Of which at least 6 credit hours are Humanities, 3 credit hours are Social Science, and no more than 6 credit hours are from any single discipline.

New York State Education Liberal Arts Requirement

This guidance is intended to assist institutions of higher education in New York State in meeting the requirements of the Rules of the Board of Regents, Section 3.47 (c), Requirements for Earned Degrees, Undergraduate degrees:

Undergraduate degrees shall be distinguished, as follows, by the minimum amount of liberal arts content required for each degree. The required liberal arts core shall not be directed toward specific occupational or professional objectives.

Degree	Minimum Proportion of Content	Minimum Number of Credits
Bachelor of Arts (BA)	3/4	90
Bachelor of Science (BS)	1/2	60
All other undergraduate baccalaureate degrees (BBA, BE, BFA, BPS, BTech, etc.)	1/4	30

Houghton College Online Programs offer four degrees (BS) or (BBA) in the Business degree areas, (BA) in Psychology, and (AA) in Liberal Arts. Students will be notified how many liberal arts credits are transferred from prior learning and earned via their major of choice. Note: This number will guide degree selection i.e. (BS) or (BBA) for Business students.

Degree completion plan worksheet

All eligible transfer credits are recorded on a Degree Completion Plan worksheet. Courses that fit General Education and Liberal Arts requirements are noted specifically and the total number of credits recognized from each college is listed. A list of Houghton Online Programs courses to be completed is also included.

A preliminary work sheet is prepared as part of admission and provides the prospective students with a sense of how their transfer credits fit into Houghton Online Programs. It is revised and becomes the degree completion plan upon receipt of official transcripts and is used throughout the program to monitor student progress.

Final credit audit

A final evaluation of all credit is performed by Registrar's Office to assure that all requirements for the degree have been met. Total prior-learning hours, general education, liberal arts, and Houghton Online Programs courses are evaluated. This audit is the final certification for graduation.

COURSE DESCRIPTIONS

CORE COURSES
Management, HR Management, Leadership Development, & Integrated Marketing Communication

ID200 Student Success Seminar   (Pass/Fail)   (1)
This is a mandatory workshop that informs and prepares students to maintain their course of study in Houghton Online while teaching them how to become successful online learners. Students are introduced to the Houghton campus and its services, while learning the value of a Christian liberal arts education. Key factors include the importance of critical thinking and insight into online learning theories. Emphasis will be placed on self-directed learning as it relates to the program and beyond. Students also learn how to avoid plagiarism by utilizing database research methods and APA citation sources. Opportunities for reflection, based on completion of Adult Development and content of the workshop, lead to a purpose statement and goal-setting exercise that integrates with the Portfolio process.

BU300 Business Writing   (3)
Places the emphasis on improving ability to communicate effectively through writing, identification of audience and purpose, clear reasoning and rational organization, suitable wording and effective rewriting.

BU315 Work Team Dynamics   (3)
Focuses on the dynamic processes affecting task-oriented work groups, including formation, development, maturity and effectiveness. The course addresses goals, interactions, problem recognition, interventions and team meetings.

BU400 Fundamentals of Management   (3)
Focuses on effective reasoning and decision-making for organizational managers. The course

delves into the assessment and development of individual managerial competencies, involving leadership styles, ethical perspectives, problem solving, stating goals and objectives, and strategic and tactical planning.

BU475 Organizational Development **(3)**
Looks at the development of theory and innovative practice relevant to leadership and organizational change. Major topics include change processes within organizations, intervention strategies in organizations to improve their effectiveness, studies of such interventions, the roles of change agents, and problems of self-awareness, responsibility and the political consequences of organizational development theory and practice.

PY300 Adult Development **(3)**
This course is an overview of adulthood in the context of life span, including biological change, cognitive characteristics, personality and moral reasoning. The course also addresses issues of gender, interpersonal relations, ethnicity, aging and impact of theory on organizational development.

PSY309 Statistics **(3)**
Demonstrates the use of statistics as a tool in solving real-world problems, including organizing data, using models for predictions, constructing simple graphics; use of logic and reasoning in drawing conclusions and making recommendations. Emphasis is on process improvement and decision making.

SO400 Diversity in the Workplace **(3)**
Takes a sociological approach to examining workplace diversity, stratification, stereotyping and misunderstandings, including matters related to culture, gender, ethnicity and race. Emphasis is placed on contemporary issues and problem solving.

PH400 Personal and Professional Ethics **(3)**
Focuses on ethical theories and specific moral issues in the workplace. The course includes small group analyses of selected cases and applicable principles.

Additional Courses- Management

AC400 Accounting and Finance for Non-Financial Managers **(3)**
An introduction to accounting and finance concepts, including cost control, understanding and analyses of financial statements, budgeting, working capital management and financing alternatives.

BU325 Project Management **(3)**
The primary premise of this course is that project management concepts are fundamental to most activities undertaken by organizations and individuals. Students will learn the elements of initiating, planning scheduling, resource allocation, executing, controlling and closeout for functional projects and other management initiatives. Team leadership and team dynamics will be explored as essential elements of a successful project. Opportunities to apply technology to project management will also be addressed.

BU410 Human Resources Management **(3)**
Examines the perspectives on traditional, current and emerging practices in human resources

management, including matters related to economics, law, psychology, sociology, and programs and policies used in employee management.

PY310 Conflict Management **(3)**
An introduction to conflict management that balances coverage of major theories with practice in communication skills and conflict intervention techniques (e.g. assertiveness training, mediation, negotiation). Focus on experiential learning, with heavy emphasis on written analysis that includes analytical journaling and analysis of scientific journal articles.

Additional Courses- HR Management

BU310 Employment Law **(3)**
A conceptual and functional analysis of the legal framework and principles of industrial and employment relations with special emphasis on discrimination based on race, sex, age, and disability; testing and performance appraisal; wrongful discharge; labor/ management issues; and employee benefits.

BU410 Human Resources Management **(3)**
Examines the perspectives on traditional, current and emerging practices in human resources management, including matters related to economics, law, psychology, sociology, and programs and policies used in employee management.

BU415 Staffing and Performance Management **(3)**
Examination of recruiting, selection, and performance appraisal and an understanding of all facets of performance management including training and development, developing reward systems, performance measurement, equal employment practices, counseling and promotion processes. Discussions will also include strategies to recruit, retain and develop a diverse workforce.

BU420 Employee Training and Development **(3)**
An examination of employee training and human resource development in various organizations. Topics include the development, administration, and evaluation of training programs; employee development,; career development; and organizational change. Issues in employee development (including assessment of employee competencies, opportunities for learning and growth, and the roles of managers in employee development) are explored.

BU425 Managing Total Rewards: Comp and Benefits **(3)**
This course explores the concept of total rewards, its fundamental elements and strategic prevalence in attracting, motivating and retaining valued employees. Additional focus will be allocated to compensation and benefits, relevant philosophies, designs, and best practices, incorporating latest issues/trends along with their potential implications. Students will participate in strategic goal and program development, examining how total rewards, compensation and benefit designs, impact individual/organization performance and contribute to defining organization culture.

Additional Courses- Leadership Development

CM210 Interpersonal Communication **(3)**
Principles, application of interpersonal skills in the context of friendships and families. Includes personal and relational awareness, person perception, verbal and non-verbal communication, relational development, and gender communication.

BU320 Leadership Development **(3)**
A study of the principles of leadership found in biblical leaders, throughout history, and in our own lives. Designed as an interdisciplinary course, specifically to help guide personal understanding both of leadership responsibilities and leadership abilities. It is not intended only for individuals who aspire to positions of leadership or just for those who think they have what are normally considered "leadership" abilities. It is intended for anyone seeking to understand how to better be able to influence others for good, regardless of their profession, position, gifts, or calling.

BU330 Leading Change **(3)**
Examination of the critical success factors for managing organizational change successfully, that is, to become more productive and competitive. Topics to be discussed include: driving forces for change, common approaches to change initiatives, the competencies required to be effective change leaders and managers, the effect of change on an organization's stakeholders, and the measurement of results. Case studies will be used and there will be a heavy reliance on student experience with change initiatives in their own organizations.

PY218 Social Psychology **(3)**
– CHOOSE Social Psychology OR Psychology of Personality
Social behavior from a sociological and psychological perspective, examining the interaction of behaviors of individuals in groups. Topics: prejudice, group processes, leadership, conformity, attitudes, change.

PY301 Psychology of Personality **(2)**
– CHOOSE Psychology of Personality OR Social Psychology
Description, development, dynamics, determinants and assessment of the normal personality. Emphasis on contemporary theories and research.

PY310 Conflict Management **(3)**
An introduction to conflict management that balances coverage of major theories with practice in communication skills and conflict intervention techniques (e.g. assertiveness training, mediation, negotiation). Focus on experiential learning, with heavy emphasis on written analysis that includes analytical journaling and analysis of scientific journal articles.

Additional Courses- Integrated Marketing and Communication

CM311 Marketing Principles **(3)**
An overview of consumer behavior and strategies related to product development, pricing, promotion and distribution of consumer and business products and services, in both domestic and international markets.

CM342 Advertising Principles **(3)**
Overview of the advertising field and how it functions in society. Studies research, strategies, methods, creativity, and media planning. Typically includes case study.

CM356 Marketing Research **(3)**
Study of the techniques used in collection and analysis of secondary and primary data and use of that format for decision-making in marketing environment. Student teams work on real business marketing research projects.

CM430 Integrated Marketing and Communication **(3)**
Focuses on both the theory and practice of blending strategies and tactics within the discipline of market communications. Integrated Marketing Communications explores ways to unify disparate initiatives within Marketing, Advertising, Public Relations, Sales Promotion, Branding and Event Management to achieve maximum, coordinated effectiveness in the marketplace. IMC prepares students for today's workplace by studying the manner in which current organizations practice Marketing for cost-effective results.

CORE COURSES

PSYCHOLOGY

PSY 111 Introduction to Psychology (3) Scientific study of thinking, emotion and behavior. Surveys theories, issues and concepts of psychology. May include research participation requirements.

PSY 217 Adolescence and Emerging Adulthood (3) Concepts and principles, theories, and research methods associated with the development of the individual from early adolescence to young adulthood.

PSY 218 Social Psychology (3) Social behavior from a sociological and psychological perspective, examining the interaction of behaviors of individuals in groups. Topics: prejudice, group processes, leadership, conformity, attitudes and change.

PSY 305 Abnormal Psychology (3) Etiology, dynamics, assessment and treatment of psychopathology.

PSY 310 Experimental Methods (4) Experimental and other quantitative methods used in the study of thinking and behavior. Applied statistical analysis, laboratory experiences and research writing.

PSY 335 Drugs and Behavior (3) Principles of action of psychoactive drugs; their effects on body, mind and society; patterns and causes of their use and abuse; and prevention and treatment.

PSY 354 Brain and Behavior (4) Relationship of brain, nervous system and physiology with behavior. Brain basis of sensation, emotion, aggression, learning, communication and mental disorders. Three hours of lecture, three hours of lab each week. This course has a lab fee.

PSY 480 Senior Capstone Seminar (3) Informed discussion of significant and contemporary concepts and issues. Includes development of an individual research or group project on some aspect of the discipline. Required of all senior majors.

PSY 306 Psychology of Religion (3) Study of religious and spiritual experience and behavior from a psychological perspective, including the integration of psychology and Christianity. Topics covered include conversion, faith, mysticism and spiritual development. Examines the origin and nature of religion according to thinkers such as Kierkegaard, Freud, Jung, Maslow, Tillich and Frankl.

And two additional courses in Psychology such as:

PSY 213 Developmental Psychology (3) Concepts and principles, theories, and research methods associated with the development of the individual from conception through old age.

PSY 314 Child Psychopathology (3) The etiology, dynamics and treatment of psychopathology in children. The main objective is to think developmentally about psychopathology as it unfolds from childhood through adolescence.

PSY 330 Conflict Management (3) An introduction to conflict management that balances coverage of major theories with practice in communication skills and conflict intervention techniques (e.g., assertiveness training, mediation and negotiation). Focus on experiential learning with heavy emphasis on written analysis that includes analytical journaling and analysis of scientific journal articles.

PSY 335 Human Sexuality (3) Examines sexuality as a component of our personalities, an aspect of our behavior and an element in our environment. Considers how sexuality develops and interacts with other aspects of our thought and behavior.

The following common core courses listed in the section previously are suggested core courses to fulfill general education or remaining elective credits.

PY 300 Adult Development (3)

ID 200 Student Success Seminar (1)

BU 300 Business Writing (3)

BU 315 Work Team Dynamics (3)

BU 400 Fundamentals of Management (3)

PSY 309 Statistics (3)

SO 400 Diversity in the Workplace (3)

PH 400 Personal and Professional Ethics (3)

BU 430 Organizational Development (3)

LIBERAL ARTS (AA)

Students must fulfill **37 General Education requirements** in the areas of religion/philosophy, social science, humanities or social science, communication, math, natural science, and additional humanities courses. **12 elective credits** must also be taken.

ID200 Student Success Seminar (1) is a required course for this degree.

Focus area (12 credits total) must also be selected by the student in one of the four Business degrees: Management, Leadership Development, Human Resources Management, and Integrated Marketing Communication. Any courses listed in the previous sections under these degrees will meet the requirement.

Additional Credit Information

Houghton College participates in a Western New York Consortium Agreement whereby full-time, matriculated students may cross register for an additional course, without cost, at

a private or public, 2-year or 4-year college, which is a member of the consortium. You are eligible for this program ONLY if you are a full-time student currently enrolled in a degree program at Houghton.

Currently we have cross registration agreements with the following colleges and universities:

- Buffalo State College

- Canisius College

- Daemen College

- D'Youville College

- Empire State College

- Erie Community College

- Genesee Community College

- Hilbert College

- Houghton College

- Jamestown Community College

- Medaille College

- Niagara University

- Saint Bonaventure University

- State University College at Fredonia

- State University of NY College of Technology at Alfred

- SUNY at Buffalo

- Trocaire College

- Villa Maria College

You can receive a cross registration form from your Academic Advisor. After you complete the form, you must have it signed by your advisor and the Registrar (Cross Registration Officer) at Houghton. Once completed and approved, the form will be given back to you. You then need to submit all copies to the Registrar's Office of the institution at which you will be cross registering.

There are several limitations to cross-registration and participation requires a form signed by Houghton officials. Check with your Academic Advisor to discuss the possibilities.

Military training

The American Council on Education (ACE) provides quality assurance and policy guidance for the Joint Services Transcript (JST) used by the Army, Marine Corps, Navy, and Coast Guard. More than 2,300 colleges and universities (to include Houghton College) recognize these transcripts as official documentation of military training and experiences and applicable ACE credit recommendations. Go to Joint Services Transcript to request a transcript and have it sent to: Houghton College Registrar's Office One Willard Avenue, Houghton New York 14744. Upon receipt of your transcript, your academic advisor can let you know how many transfer credits you have.

Credit by examination

Students who have acquired knowledge through self-directed research, a particular interest, or a hobby, may validate their college level learning through the DSST or CLEP testing programs. **NOTE that students may take a maximum of 32 semester hours of combined, DSST, CLEP, and Life Learning credits towards their degree. Priority is given for a student to enroll in an available Houghton Online course that will fulfill a requirements, utilizing DSST and CLEP as a secondary ONLY option.**

Passing scores differ depending on the test, but students who receive an adequate score are awarded the credits. There is a cost to take the tests and a per credit charge if the credits are earned and put on a Houghton College transcript. Study materials are available online or in local libraries. CLEP subject examinations are also accepted and may be available through your local community college.

Credit from Experiential Learning

Up to 24 semester hours of college credit can be awarded to a student who can validate that the knowledge gained through experiential learning is equal to that required for a college level course. College credit is not granted for the experience itself, but rather for the knowledge gained by means of experience. The Council for Adult and Experiential Learning (CAEL) lists seven major categories that potentially yield learning that qualifies for college credit in non-traditional degree programs such as Houghton Online Programs:

1. Occupation, including military

2. Volunteer work

3. Non-credit courses (i.e., workshops, seminars, in-services)

4. Travel

5. Recreation

6. Some Hobbies

7. Independent reading, viewing, and/or listening to and conversing with experts

Experiential learning credit is awarded when the evaluator is satisfied that the documentation gives evidence of college-level learning. Credits can then be officially recorded on the student's transcript.

Caution!

Students should check with their Academic Advisor before registering for any additional credits. Specific courses may be necessary or may not qualify for the credit needs of individual students.

REGISTRATION

Registration is automatic for students who remain in good standing with the college. Registration for subsequent terms **will be denied** if the student has an incomplete admissions file, a G.P.A. below 2.0 after two terms, two or more incomplete grades, incomplete financial aid documentation, or excessive account balance.

SCHEDULE

Houghton Online programs have several start dates throughout the academic year. Thus, admission to any program is on a rolling basis. A student may begin his/her studies at the next available course start date. The academic calendar is divided in to three semesters; these include fall, spring, and summer. Within each of these semesters, there are two modules. Each module is 8 weeks in length. Students are typically registered for two courses (3 credits each) within each module. Thus, in a semester, as there are two modules, students are registered for 12 total credits. Students may request to register for more than 12 credits by speaking with their academic advisor.

Vacation Breaks

Vacation breaks are related to major holidays: Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas and New Year's. There is no summer break. Your vacation breaks are noted on your course schedule.

GRADUATION

Graduation Honors

Students must complete 62 hours in Houghton College course work in order to be eligible for graduation honors for a bachelor's degree.

Graduation Requirements

In order to receive the Bachelor of Science degree in management, Houghton Online students must complete:

- 37-40 hours of major course work, with a GPA of at least 2.00 and no major course work grades lower than "C-". Students who earn below a C- in a course must retake the course.

- Prior learning must be validated with official college transcripts or other acceptable documentation.

A diploma is mailed to the graduate approximately 4-6 weeks after the satisfaction of all academic requirements and financial obligations (including the return of all course materials).

Commencement Exercises

All Houghton Online graduates are invited to participate in the commencement exercises held in the spring at the Houghton campus in Houghton, NY. In order to participate in commencement exercises a student must fulfill the following requirements.

A. **Major**: Have all major course work courses completed, each with a grade of "C-" or better.

B. **Other academic requirements**: Students must have earned 118 credit hours in order to participate in commencement exercises. Students must also have an approved graduation plan with your Houghton Online academic advisor. It will indicate either: The student has registered for the classes suitable to finish all requirements within a single academic term (semester, summer, etc.) or, the student has submitted materials for experiential learning credit.

C. **Grades**: A cumulative average of 2.00 for all courses taken at Houghton.

ADDITIONAL ACADEMIC INFORMATION

Transcripts

An official transcript of all course work included in the students' specific degree may be requested from the Registrar's Office. A $5.00 fee is charged for a student or graduate. With the necessary fee, send a letter including your name, your name while at Houghton, the years you attended, your social security number and the address where you want the transcript sent. An official transcript will be issued only when all financial obligations (including return of course materials) have been met.

Transcript requests should be mailed to:
> **Houghton College**
> **Registrar's Office**
> **One Willard Avenue**
> **Houghton, NY 14744**

For more information on ordering official transcripts go to:

http://www.houghton.edu/alumni/request_transcript.htm

Termination from the College

A student who terminates his or her involvement with Houghton College is leaving without any plan for returning.

A student in good standing may terminate his/her involvement in Houghton College at any time by completing the Withdrawal Form found on the Houghton Online Students Portal site. The student must indicate on the form that they are terminating their studies at Houghton on the form and electronically submit their signature. Once the form is submitted, the student must have his/her financial record cleared by the Student Financial Services Office. No refunds will be made by the Student Financial Services Office until the registrar's office certifies that the termination procedure has been properly completed. Unless the Withdrawal Form is filed within three weeks, the student may forfeit the right to honorable dismissal, receive a grade of "F" in each remaining course in the term, and jeopardize potential readmission.

Houghton Online students who have terminated may be readmitted for the completion of their program. A re-application must be submitted along with a letter asking for re-admission must be written and submitted to the Admission Committee. The Committee will ascertain that all records were in order at the time of termination and decide upon readmission.

Withdrawal from a Course

A student who wishes to withdraw from a course must complete the Withdrawal Form found on the Houghton Online Students Portal immediately. This will inform the College of the student's personal situation and intentions to take that course at a future specified date. Withdrawing from a course may negatively affect financial aid. **Prior to withdrawing, the student must discuss the matter with his/her Academic Advisor.** Failure to complete the Withdrawal Form may result in no refund for the course. Students will be charged for the classes attended.

Grievance Procedure
Regarding Grades

In order to resolve a dispute over grades, a grievance procedure has been established. The steps are:

1. Within the first two weeks after the grade is received by the student, the student will discuss the grievance with the instructor. If a grade inaccuracy is determined, the instructor will process a grade change request.

2. If agreement cannot be reached, the student should contact the instructor's Department Chair in writing within ten working days after the meeting with the instructor. If agreement is reached, a grade change request is processed.

3. If there is no agreement, or if the instructor is also the Department Chair, the student may appeal the decision to the Associate Dean, **Dr. Marlene Collins-Blair** in writing within ten working days. The Associate Dean will investigate and render a decision that shall be final.

4. If the decision is to reconsider the grade, the Associate Dean shall, within 10 days, form a panel of uninvolved, tenured faculty from the instructor's department. (From a designated pool, the Associate Dean, the instructor, and the student will each select one additional member for the panel.) The panel will review all appropriate material and determine the final grade within 30 days.

The panel may retain the original grade or assign a new grade (which may be higher or lower than the grade in question) and will inform the Registrar's Office, instructor, and student of its decision.

Repeating a Course

Students can only repeat courses in which they received below a C-. When a course is repeated at Houghton, only the higher grade will count in the calculation of the cumulative average. The hours count only once. Both courses and both grades remain on the transcript with an indication of which course is counted.

Student Honesty, Cheating
& Plagiarism

Honesty is the foundation on which all intellectual endeavors rest. To use the ideas of others without acknowledging the authors of those ideas belies the nature and purpose of academic life. At Houghton where we strive to live out Christian calling and commitment, personal integrity including academic honesty should be the hallmark of our work and relationships.

Students are expected to exhibit extreme care relative to personal honesty in all academic work, including in-class and out-of-class learning experiences such as exams, quizzes, journals, papers, research projects, etc. Dishonest work includes but is not limited to the following:

- Obtaining aid or information without giving due recognition to the sources from which the aid or information was obtained. Such dishonesty encompasses:
  - Asking to copy or copying other students' work to claim as one's own on an exam or assignment of any kind
  - All forms of plagiarism. Plagiarism includes using ideas, words, or phrases from any source without citing that source, as well as downloading or purchasing papers or parts of papers from others or from the World Wide Web and claiming such work as one's own.
- Giving aid or information when it is clearly inappropriate to do so, such as providing answers for an exam or writing a portion of a paper or an entire paper for someone, including the selling of one's work.

Faculty members are required to report all offenses to the Associate Dean of Distance Education, Dr. Marlene-Collins Blair who will ensure that an appropriate record is kept. Students found guilty of intentional dishonesty will automatically receive a zero for that work and a lowered grade for the course. Student questions about appropriate collaboration on specific assignments should be addressed to the faculty member.

At the Associate Dean's discretion, repeated offenses may result in failure of the course or dismissal from the college. Unauthorized use of college computing equipment, facilities, or programs may also be considered grounds for disciplinary probation, suspension, or dismissal from the college.

C O S T S ,   P A Y M E N T S   A N D   A I D

<u>TUITION</u>

Tuition charges are set annually by the Board of Trustees.

Houghton Online students are enrolled for four three-credit courses (12 hours total) per term and a required one credit hour workshop during term one. Students are billed for the entire semester (Module 1 and Module 2) prior to the start of the term.
.
Note: To be financially eligible to enter the next term, your student balance needs to be at $0.00 by the last night of the term (fifth week of the last course).

The current cost of tuition is **$475 per credit hour enrolled. This does not include textbook and/or miscellaneous institutional fees.**

Where applicable, the following charges will apply:

- **Experiential Learning Credits**
  You will be charged $125.00 per credit hour awarded.

- **DSST Credits**
  There is a fee of $80.00 to take a DSST exam (payable at the time of the exam to DSST by credit card or money order). Credits for exams which receive a passing score will be applied to the student's transcript for $105.00 (three credits at $35.00 each).

The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.

<u>PAYMENT</u>

Payment Plan Agreement
All Houghton Online students sign a Financial Consent Form before or during the first week of classes. The form is located on the Houghton Online Students Portal page. The Consent Form describes the student's responsibilities and authorizes Houghton College to use Title IV funds on the student's account. Students may also enroll in Houghton's TMS electronic payment plan option. See Student Accounts Policies for further information.

Paying Tuition Balance
Students may choose from the following options for payment of a remaining tuition balance:

1. Direct Payments
   i.   Send check or money order to Houghton College, SFSO. 1 Willard Ave. Houghton NY 14744.
2. Semester-based monthly payment plans through Tuition Management Systems (TMS):

Contact TMS: 1-800-309-2521, service@afford.com or www.houghton.afford.com
- i. $40 enrollment fee per semester to utilize TMS payment plan
- ii.   Payments due on the 15th of each month
- iii.   Pay through US bank account
- iv.   Fall payment plans are available for six months (May–October), five months (June–October), and four months (July–October)
- v.   Spring payment plans are available for six months (November–April), five months (December– April), and four months (January–April)

3. Online payments from a US bank account
   - i.   Directly from Student Account Center
   - ii.   "Make a One-Time Payment" at www.houghton.afford.com
   - iii. International Payments – Canadian & international students may use Flywire (formerly PeerTransfer) to pay with international currencies at https://www.flywire.com/school/houghton

4. Private Loans – see page 27

Billing Considerations

Bills are due before the second week of classes. You must pay the balance in full, have a loan in place, or establish a monthly payment plan or have an established monthly payment plan through TMS no later than the first day of the second week of classes. Accounts not fully covered by this date are subject to a late fee of $50.

Student Account Center

Houghton College uses a real-time Student Account Center (SAC) and electronic billing in partnership with Tuition Management Systems; we do not send paper bills. Students may view their financial profile and billing statements by logging into the Student Account Center. Email notifications are generated every time a new electronic billing statement is posted. You can also view your account activity at any time using the "Account Activity" tab in SAC.

Accessing Student Account Center
1. Students will receive login information for the Student Account Center at their Houghton College email address. Click on the "Register" link to create password. Do not change the email address that auto-fills.
2. You will be taken to www.houghton.afford.com to complete registration.
3. Username is your student ID: The letter P with four leading zeros followed by five numbers: P000012345@houghton.edu
4. It is strongly recommended you change the login email after you first log into SAC. Your official Houghton email is preferred.

Account Statements

All students receive a periodic statement from the college showing account activity.   When you receive your electronic bill (eBill) via email, please review it carefully to confirm payments, charges and aid in the correct amount have been applied. Your eBills are sent to your Houghton College Email address.

FINANCIAL AID

Federal and New York State aid is available for eligible Houghton Online students. Students wishing to apply for aid should follow the checklist below. Students are also encouraged to search for private sources of funding from local service groups or foundations.

Completing your FAFSA Checklist
To Be Completed by Students Who Are Applying for Federal Aid:

1. Go to www.fafsa.gov and sign in with your FSA ID (if you don't have one, you may create one at https://fsaid.ed.gov/).
2. Complete the FAFSA and be sure to list Houghton's school code (002734). If possible, transfer your tax information directly from the IRS into the FAFSA.
3. Sign and submit the FAFSA.
4. Complete your NYS TAP application at www.hesc.ny.gov
5. Register for the Student Account Center (registration email will come to your Houghton inbox)
    Add additional users to Student Account Center (optional)
6. Complete verification (if selected, we will notify you)
7. Fill out loan entrance counseling and master promissory note at www.studentloans.gov, if taking federal loans
8. Sign the Houghton College Online Student Financial Consent Form
9. Receive billing statement online through Student Account Center (www.houghton.afford.com)
10. Pay balance in full by the end of the first week of classes:
        -Check or money order, mailed to SFSO, 1 Willard Ave, Houghton, NY 14744
        -Online, one-time payment from checking/savings account at www.houghton.afford.com
        -Monthly payment plan, available at www.houghton.afford.com
        -Private loan, if needed; preferred lender list can be found at
        www.houghton.edu/preferredlenders
11. Submit appropriate documentation for anything unique to your situation:
        Employer Reimbursement
        Veterans Benefits

DESCRIPTION OF FEDERAL
& OTHER AID

There are 3 types of federal aid you may be eligible for:

• Pell Grant – a need-based grant; minimum 3 credits enrolled per semester

• Subsidized Loan – a need-based student loan with no interest while in school; minimum 6 credits enrolled per semester

• Unsubsidized Loan – a non-need-based student loan with interest accruing while in school; minimum 6 credits enrolled per semester. Anyone who completes the FAFSA is eligible for this loan, as long as eligibility hasn't been exhausted.

FEDERAL SUBSIDIZED & UNSUBSIDIZED LOANS
To Be Completed by Students Who Are Accepting Federal Direct Loans
– Subsidized and/or Unsubsidized:

Direct Loan Entrance Counseling
1. Go to www.studentloans.gov and select "Sign In." You will do this with your FSA ID.
2. Select "Complete Counseling."

3. Choose "Entrance Counseling."
4. Complete all five sections. If you have any questions, you may call 800.557.7394.

Direct Loan Master Promissory Note (MPN) – also found at www.studentloans.gov
1. After signing in with your FSA ID, select "complete MPN."
2. For the type of direct loan you would like to receive, select "Subsidized/Unsubsidized."
3. You will need names and addresses of two references
4. After you have completed the process, we suggest that you review the signed MPN and save or print a copy for your personal records

NEW YORK STATE TAP
To Be Completed by New York State Residents Who Are Applying for State Aid:

1. Go to www.hesc.ny.gov and complete a TAP (Tuition Assistance Program) Application, using your New York State Taxes.
2. TAP provides a need-based grant; if eligible, must be enrolled at a minimum of 12 credits per semester.

PRIVATE LOANS
To Be Completed by Students and Co-signers (if needed) Applying for a Private Loan:

1. Go to www.houghton.edu/preferredlenders and follow the instructions provided there.
2. If you choose a lender not listed, notify us of how to process your loan.

Employer Tuition
Reimbursement Information
Houghton provides students who receive this benefit a letter at the end of each course that indicates the name of the course completed, number of credits received, grade, and cost. This letter may be used as proof of course completion for employer reimbursement purposes.

Note: If applicable, please provide the college with a copy of your employer's tuition reimbursement policy.

Veteran's Benefits
Students who are eligible to receive Veteran's benefits should obtain the *Application for Education Benefits* from their VA office or from the VA website at www.gibill.va.gov.

FINANCIAL AID POLICIES

FREQUENCY: Financial Aid can only be received 2 semesters a year.

DOCUMENT SUBMISSION: If a student is applying for financial aid, all applicable documentation must be submitted for processing prior to the start of classes. If this documentation is not received by the end of the first week of classes, the student will be required to pay for classes by check or online payment, or be terminated from Online Education. If termination occurs, the student will still be liable for the cost of the course.

SATISFACTORY ACADEMIC PROGRESS: All students must achieve satisfactory academic progress to receive federal and state financial aid. Academic progress is determined by both number of credits earned and grades earned at the end of each semester. A student who does not meet the requirements may apply for a one-time waiver to receive one probationary semester in which to re-attain satisfactory academic progress. Students are permitted to receive federal and state aid during the probationary semester. A student will lose all federal and state aid if they do not re-attain satisfactory academy progress after their probationary semester. Please see the charts below.

Satisfactory Academic Progress Chart for Federal and Houghton Aid

Semesters	Min. credit hrs. enrolled	Credit hrs. that must be completed	Min. accrued credit hrs.	Cum. grade point average
1	12	6	6	1.1
2	12	6	15	1.5
3	12	9	27	1.75
4	12	9	39	2.0
5	12	12	51	2.0
6	12	12	63	2.0
7	12	12	78	2.0
8	12	12	93	2.0
9	12	12	108	2.0
10	12	12	123	2.0

Satisfactory Academic Progress Chart for New York State

Semesters	Min. credit hrs. enrolled	Cum. grade point average
1	12	1.5
2	12	1.8
3	12	1.8
4	12	2.0
5	12	2.0
6	12	2.0
7	12	2.0
8	12	2.0
9	12	2.0

COMMUNICATION & STUDENT SERVICES

Houghton College Contact INFORMATION

You are able to reach Houghton Online faculty, Houghton College administration as follows:
- Call Houghton College at **1.800.777.2556 toll free**
- After the automated attendant answers, dial the extension of the person you wish to speak to (**3550** for Casey Conklin) or press one to speak with the college receptionist.
- You may email onlineadmission@houghton.edu for assistance. This email will be forwarded to whoever on staff can best assist you.

All Houghton Online Faculty list their immediate contact information, phone number and email address, directly on their course homepage. You may also access contact information for any Houghton Faculty or staff member by viewing the college's directory found here http://www.houghton.edu/campus/facultystaff-directory/

All course syllabi will additionally have contact information and important policies relative to each specific faculty member and course.

Helpful Contact Information

Student Financial Services Office……………………………………Phone: (585)-567-9328
…………………………………………………………………………..…**Fax:** (585)-567-9610
…………………………………………………………………...........**Email:** sfso@houghton.edu

Registrar's Office………………………………………………………**Phone:** (585)-567-9350
……………………………………………………………………… **Email:** registrar@houghton.edu

Counseling Services……………………………………………………**Phone:** (585)-567-9622

HelpDesk (Technology Services)………………………………………...**Phone:** (585)-567-9349
…………………………………………………………………**Email:** helpdesk@houghton.edu

VOCA (Career Opportunities & Advising) ....**Phone:** (585)-567-9622
……………………………………………………………………...**Email:** voca@houghton.edu
…………………………………………………**Website:** **http://www.houghton.edu/students/voca/**

Mail
Physical materials for Houghton Online Education faculty or administrative offices can be addressed to the specific individual or office
> Example: ATTN: Casey Conklin
> Houghton College Admission Office
> One Willard Avenue
> Houghton, NY 14744

Student Services

Houghton Library

The library at the Houghton campus contains over 225,000 volumes as well as periodicals. In addition, students have access to on-line databases through the Houghton College library.

Library Access Project (LAP) Card

The Western New York Library Resources Council provides a library access card that permits students to use most of the local academic and corporate libraries. Contact your Program Coordinator to request a card.

Houghton College Writing Center

Houghton Online students have access to the Houghton College Writing Center's services. Students must contact Laurie Dashnau, Writing Center Director, to request 30 minute or hour-long Skype help-sessions with a Writing Center consultant. 24 hour advance notice is requested. Check the Writing Center's website for current consultant availability. When possible, it is requested that students email specific assignment directions and any work completed on the assignment prior to their scheduled appointment. Laurie.Dashnau@houghton.edu

Vocational Opportunities & Career Advising (VOCA)

The mission of the office is to help students and alumni integrate God's calling with their unique interests, skills, and attributes and connect them with opportunities to serve in a changing world. The VOCA Center contributes to the teaching mission of the college by preparing students to enter their chosen vocations directly or through further professional or graduate studies.

Website:
http://www.houghton.edu/students/voca/

VOCA Services: Career assessments, Resume building, Internship assistance, Graduate school planning, Job Search Tools, On and off-Campus Job Fairs, Career workshops

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COLLEGE POLICY

Doctrinal Statement

As an evangelical Christian institution of higher learning, Houghton College ascribes to the following statement of religious belief.

We believe...

- That the Scriptures of the Old and New Testaments are fully inspired of God, and inerrant in the original writings, and that they are of supreme and final authority for faith and practice.
- That there is one God, eternally existing in three persons: Father, Son and Holy Spirit.
- That God created the entire universe including human beings by special operation of divine power.
- In the fall of Adam and Eve and the consequent sinful nature of all humanity which necessitates a divine atonement.
- In Jesus Christ as truly God and truly man, and in His virgin birth, His matchless teachings, His vicarious death, His bodily resurrection, and His promised second coming.
- That the foundation for all truth is found in the Lordship of Jesus Christ.
- In justification by grace through faith and in regeneration by the Holy Spirit, who makes the penitent believer a new creature in Christ and commences His lifelong sanctifying work.
- That the Christian may be filled with the Holy Spirit or sanctified wholly, as a definite act of divine grace wrought in the heart of the believer to take full possession, cleanse and equip for service on condition of total surrender and obedient faith.
- In the personal existence of Satan.
- In the bodily resurrection of the dead - of the saved to everlasting blessedness and of the lost to everlasting punishment.

Educational Rights and Privacy Act

This notice is to inform students of the Family Educational Rights and Privacy Act of 1974, as amended in 1988 and 1996. This Act, with which Houghton College intends to comply fully, affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is a 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 law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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 responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Houghton College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

> Family Policy Compliance Office
> U.S. Department of Education
> 600 Independence Avenue, SW
> Washington, DC 20202-4604

In accordance with the provisions of the Act, students may request that Houghton College not disclose information such as major(s), Dean's list, other academic honors, and sports information such as height, weight, etc. Students wishing to prevent disclosure of Directory Information should indicate "no" on the Personal and Confidential Information Form.

Sexual Harassment Policy

Houghton College affirms that its students, faculty, and staff have the right to freedom from sex discrimination in the form of sexual harassment by any member of the academic community. In providing an educational and work climate which is positive and discrimination-free, faculty, staff, and students should be aware that sexual harassment in the workplace or educational environment is unacceptable conduct and will result in disciplinary action.

Houghton's position against sexual harassment is thoroughly consistent with the overall mission of the college and its long-standing commitment to Christian values as presented in the Holy Scriptures. Sexual harassment transgresses holy law as well as constituting a form of illegal discrimination which is abhorrent to the college. Each member of the Houghton College community - administration, faculty, staff, and students - is obligated to adhere to this anti-harassment policy. It will be enforced against perpetrators who are current students or college employees.

Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly and implicitly a term or condition of an individual's employment or participation in a college-sponsored educational program or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interference with an individual's employment or academic performance or creation of an intimidating, hostile, or offensive working or educational environment.

Although it is impossible to delineate all prohibited behavior, the following may be of further help to students in defining sexual harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in which a faculty member, staff member or student intentionally uses the power inherent in the college-student relationship to threaten, coerce, or intimidate a person to accept such behavior or risk reprisal in terms of a grade, evaluation, or recommendation.

Students who believe they have been a victim of sexual harassment may confidentially discuss this with a member of the Houghton Online staff, if appropriate, or the Associate Dean of Distance Education.

Immunization Requirements
(Main campus students only)

New York State Public Health Law requires students attending post-secondary institutions to provide proof of immunity to measles,* mumps and rubella. This requirement includes full and part-time undergraduate, graduate and professional students born on or after January 1, 1957. IF
* *Measles vaccine doses administered prior to 1968 are not valid unless the record specifically states it was a live vaccine.*

Nondiscrimination Policy

Houghton College admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin, or handicap in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs. The College is committed to compliance with Title IX of the Federal Education Amendments of 1972.

Drug Free Schools and Communities Act

Since its founding Houghton College has subscribed to a policy of abstinence regarding the use of alcohol and illicit drugs. The College supports both the letter and intent of the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

The college opposes the use of tobacco, illegal drugs, alcoholic beverages and behaviors which detract from one's Christian testimony. Houghton Online students are expected to refrain from the use of alcohol on campus or at social functions where the College's name is involved. Students are expected to attend classes and college functions unaffected by alcohol or illicit drugs.

Weapons Possession Policy

In accordance with New York State Penal Law Article 265 Section 265.01, it is a crime in New York State to possess a rifle, shotgun, air gun (including BB guns), spring gun, or other firearm when in the buildings or on the grounds of any school, college, or university, even if you have a valid New York State firearm permit. It is also a crime to possess nunchacku (or karate sticks), daggers, switchblades, locking butterfly knives, stun guns, and any other instruments that are deemed unlawful by New York State Penal Law Article 10. Sworn Federal, State, or local law enforcement officers who are enrolled in Houghton Online and are authorized by their employer to carry a firearm, may do so while on owned or leased Houghton College property. Any law enforcement officer, not in full uniform, when carrying a weapon on his or her person, must carry the weapon in an inconspicuous manner. At all times, the officer must also have valid identification officially identifying them as a law enforcement officer.