



## Academic Information

### **Academic Vice President and Dean of the College**

The dean is the chief academic officer at Houghton. Questions concerning academic policy should be directed to the dean of the college. The office is located on the main floor of Luckey Building.

### **Associate Dean for Academic Administration**

The associate dean for academic administration works with the academic dean to deliver the academic program and curricula of the college and is the main point of contact in the dean's office for students with questions related to the academic program. The office is located on the main floor of Luckey Building.

### **Area Associate Deans**

The area associate deans provide leadership in advising, assessment and evaluation, budgetary and curricular matters, as well as research; enable and promote collaboration across disciplines; coordinate faculty hiring and programs within the area; represent the area to all constituencies and work with Advancement and Development to promote the area departments.

### **Academic Records**

The director of academic records answers questions concerning records, schedules, transfers, transcripts, etc. The Academic Records Office is on the second floor of Luckey Building.

### **Department Chairs**

The college academic structure is organized into 19 departments: Art, Biblical Studies, Biology, Business and Economics, Chemistry, Communication, Education, English and Writing, History and Political Science, Intercultural Studies, Leisure Studies, Mathematics and Computer Science, the Greatbatch School of Music, Philosophy, Physical and Health Education, Physics and Earth Science, Psychology and Sociology, Theology, and World Languages and Literatures. The chair of each department is available to students for counseling and advising.

### **Faculty**

The faculty of the institution includes all full-time teaching faculty, all those individuals classified as non-teaching faculty by the administration (for example, the professional library personnel, some administrators in student life, and the administrators who report directly to the president). Other categories of faculty include: part-time, lecturers, adjunct and interim.

### **Degrees Offered**

Houghton College offers courses of study leading to the degrees of master of music (MMus), master of arts in music (MA), bachelor of arts (BA), bachelor of science (BS), bachelor of music (BMus), and an associate of arts degree (AA). A two-year Christian ministries course in Bible and related studies leads to an associate in applied science degree (AAS).

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## Requirements

### Graduation

A student must complete at least one major. Candidates for BA and BS degrees must complete 124 semester hours. Candidates for the BMus must complete 128 semester hours. No more than 8 hours of ROTC or Theater Workshop may count toward graduation. No more than 8 hours of Equestrian Studies may count toward graduation unless student is in the Recreation major with the Equestrian track or the Equestrian Studies minor. Also, no more than 8 hours of applied music may count toward graduation for students who are not majoring or minoring in music. The minimum quality point average for graduation is 2.0. Grades in major, minor and concentration courses must be at the “C-” level or higher.

### Residency Requirements

A student must complete at least 30 hours, one-half of the major and 18 of the last 24 hours at Houghton (except those under the senior-in-absentia privilege or those with special permission whose major or minor require them to be off campus). Other cases require a petition.

### Second Degree

A student completing two majors, one leading to the BS degree and the other leading to the BA degree, is asked to choose which of the degrees to receive, and then graduates with one degree and two majors. The only situation in which a student may be awarded two *different* baccalaureate degrees simultaneously is by completing all requirements for both a BMus and either a BA or a BS, including the relevant integrative studies hours for each. Students who have already earned a baccalaureate degree, either at Houghton College or elsewhere, may earn a second baccalaureate degree by completing all Houghton College requirements for the degree and earning at least 30 credit hours in residence at Houghton College subsequent to the awarding of the first degree. If the first degree was granted by Houghton College, the second degree *must* be a different degree, e.g., a BS earned subsequently to a BA. The cumulative grade point average of work subsequent to the first degree must be 2.0 or higher. As with all Houghton degrees at least half of the hours for the major must be earned from Houghton; however, they do not all need to be earned subsequent to the first degree.

### Changes in Requirements

Changes in graduation requirements may occur during a student’s career. On such occasions, students generally complete requirements as specified in the catalog for the year of their matriculation. However, the student may select a subsequent catalog in effect during his or her college career. Occasionally changes are made which include more precise implementation guidelines. If the student believes the program is unfairly or unreasonably modified, the student should consult the Academic Records Office.

### Liberal Arts Requirements

Most of the courses at Houghton College are liberal arts courses, designed either for contributing to a general education or for enhancing understanding of a particular subject area or discipline of inquiry. Other courses are professional in nature, designed to prepare a student for a specific occupation, e.g., education, business, ministry.

The State of New York and Houghton College require a minimum of 93 hours of liberal arts courses for the BA degree and 62 hours for the BS degree (in addition to specialized areas of professional work), and a minimum of 32 hours for the BMus degree.

### Master of Arts in Music; Master of Music

A candidate for a master’s degree chooses a curriculum from the listings to be found in The Greatbatch School of Music Graduate Bulletin.

### Bachelor of Arts

A candidate for the Bachelor of Arts degree selects a major, and that choice must be approved by the chair of that department. The BA degree requires a minimum of 93 hours of liberal arts and a total of 124 hours.

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## Bachelor of Science

A candidate for the Bachelor of Science degree may select a major from Bible, business administration, Christian formation, communication, computer science, inclusive childhood education, information technology management, physical education, recreation, science, or writing. The BS degree requires a minimum of 62 liberal arts hours and a total of 124 hours.

## Bachelor of Music

A candidate for the bachelor of music degree chooses a curriculum from the listings to be found under music in the Academic Programs section.

## Associate of Arts

The AA degree is designed to prepare students for continued studies in the liberal arts. However, the program also provides a general education for those wishing a two-year course for their own cultural enrichment.

A student may earn the associate in arts degree by completing a total of 62 semester hours as follows

- a) 40 hours of integrative studies (as described below)
- b) 12 hours in a liberal arts concentration (Allowable concentrations are those for which the college offers a B.A. degree or any liberal arts minor). A student must receive grades of C- or higher in all courses in the concentration. Normally courses which count for the concentration will be numbered 200 or above (except for the calculus sequence and introductory science courses).

OR an optional non-concentration alternative may be selected where the student completes Houghton College's entire Integrative Studies package.

- c) Cumulative grade point average must be 2.0 or higher.
- d) At least 30 hours, including at least 18 of the last 24, must be from Houghton College, as well as at least half of any concentration.

The Integrative Studies requirements for the AA:

Required courses – 12 hours

4 hours of Writing

4 hours of Culture: history *or* philosophy

4 hours of Biblical Literature or, if eligible, a 200 level Bible course (excluding BIBL 251 and BIBL 261)

Additional hours - 28

Culture: (no more than one from each of these)

Art (4), Music (4), History (4) *or* Philosophy (4) (must choose area not taken for the core requirements), and Literature (4)

Faith Foundation: Introduction to Christianity (4)

Creation: (no more than one from each of these)

Lab Science (4)

Mathematics (4)

Competencies: (up to two language courses are allowed)

Health and Wellness (1-4)

Foreign Language (4, 4)

Community: (no more than 8 credits, choosing from at least two of these areas)

Anthropology (4), Communication (2 or 4), Economics (2, 2),

Political Science (4), Psychology (4), Sociology (4)

## Associate in Applied Science

A student earns the associate in applied science degree by completing the two-year Christian ministries course of 62 semester hours, of which at least 22 are in liberal arts.

## Majors/Minors

Each student normally selects, during the first semester of the sophomore year, one major area for specialized study. Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards. Houghton College grants degrees in the following areas:

<i>Department of Art</i>	<i>Degree</i>	<i>HEGIS Code*</i>
Art	BA	1002
<i>Department of Biblical Studies</i>		
Bible	BA, BS	1510
<i>Department of Biology</i>		
Biochemistry	BA, BS	0414
Biology	BA, BS	0401
General Science	BS	4902
<i>Department of Business and Economics</i>		
Business Administration	BS	0506
Information Technology Management	BS	0507
<i>Department of Chemistry</i>		
Biochemistry	BA, BS	0414
Chemistry	BA, BS	1905
General Science	BS	4902
<i>Department of Communication</i>		
Communication	BA, BS	0601
<i>Department of Education</i>		
Adolescence Educ:		
Biology	BA	0401.01
Chemistry	BA	1905.01
English	BA	1501.01
Mathematics	BA	1701.01
Physics	BA	1902.01
Social Studies	BA	2201.01
Spanish	BA	1105.01
Inclusive Childhood Education	BS	0802
TESOL	BA	1508
<i>Department of English and Writing</i>		
English	BA	1501
Writing	BA, BS	1507
<i>Department of History and Political Science</i>		
History	BA	2205
Political Science	BA	2207
<i>Department of Intercultural Studies</i>		
Intercultural Studies	BA	2210
TESOL	BA	1508
<i>Department of Leisure Studies</i>		
Recreation	BS	0835
<i>Department of Mathematics and Computer Science</i>		
Computer Science	BS	0701
Mathematics	BA	1701
General Science	BS	4902
<i>Greatbatch School of Music**</i>		
Music	BA, MA	1004, 1005
Composition	MusB/MusM	1004.10
Music Education	MusB	0832
Music with non-music elective studies	MusB	1004

Perf: Brass Instruments	MusB/MusM	1004
Perf: Organ	MusB/MusM	1004
Perf: Percussion Instruments	MusB/MusM	1004
Perf: Piano	MusB/MusM	1004
Perf: Stringed Instruments	MusB/MusM	1004
Perf: Voice	MusB/MusM	1004
Perf: Woodwind Instruments	MusB/MusM	1004
Collaborative Performance	MusM	1004
Conducting	MusM	1004

*\*\*See Graduate Bulletin for information regarding master's degree programs in music.*

*Department of Philosophy*

Humanities	BA	4903
Philosophy	BA	1509

*Department of Physical and Health Education*

Physical Education	BS	0835
Physical-Health Education	BS	0835

*Department of Physics and Earth Science*

Applied Physics	BS	1999.20
Computational Physics	BS	1999.20
Physics	BA, BS	1902
General Science	BS	4902

*Department of Psychology and Sociology*

Psychology	BA	2001
Sociology	BA	2208

*Department of Theology*

Christian Ministries	AAS	5502
Christian Formation	BS	1510
Religion	BA	1510

*Department of World Languages and Literatures*

Spanish	BA	1105
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*Interdisciplinary/Special Studies*

Management	BS	0515
Liberal Arts	AA	5649

*\*HEGIS - Higher Education General Information Survey*

**Associate Deans and Areas**

*Associate Dean for Arts and Letters: James F. Wardwell*

- Department of Art
- Department of Communication
- Department of English and Writing

*Associate Dean for Biblical Studies, Theology, and Philosophy: W. Christopher Stewart*

- Department of Biblical Studies
- Department of Philosophy
- Department of Theology

*Associate Dean for Education and Physical Education: Cathy E. Freytag*

- Department of Education
- Department of Physical and Health Education

*Associate Dean for Intercultural, World Languages and Leisure Studies: Marcus W. Dean*

- Department of Intercultural Studies
- Department of Leisure Studies

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Department of World Languages and Literatures

*Associate Dean for the Natural Sciences and Mathematics:* Keith A. Horn

Department of Biology

Department of Chemistry

Department of Mathematics and Computer Science

Department of Physics and Earth Science

*Associate Dean for the School of Music:* Ben R. King

*Associate Dean for Social Sciences:* Paul D. Young

Department of Business and Economics

Department of History and Political Science

Department of Psychology and Sociology

### **Integrative Studies (General Education)**

Academic work at Houghton is organized under four categories: integrative studies, major work, minor work, and elective work. The system of majors and minors provides for general coordination and some intensive training that is often introductory to later professional preparation. Each student must have a major. Minors are optional.

### **Majors/Minors**

In the major the student must complete a minimum of 24 semester hours of major credit (any course numbered 200 or above unless otherwise specified). Many majors require more than 24 hours. At least one-half of a student's major must be completed at Houghton. The minor consists of 12 or more hours of work acceptable for major credit unless otherwise stated. No grades below C- count toward the major or minor. Students majoring in a Bachelor of Music curriculum may, with the approval of the director of The Greatbatch School of Music, be permitted to count one D-level grade in the music theory sequence (MTH 225, 227, 325, 327) and one D-level grade in the music history sequence (MHS 231, 232, 333, 334).

### **Self-Designed Minor**

This option is available for students wishing to specialize in an area not covered by an existing minor. It consists of 12 to 15 hours of courses 200 or above and will be proposed by the student in consultation with the faculty advisor and approved by the associate dean for academic administration. Approval for such minors will include consideration of how the choice of courses supports the stated academic goals of the student.

### **Integrative Studies Requirements for BA and BS Degrees**

In keeping with the major objective of the college, to provide a liberal arts education within the framework of the Christian faith, each candidate for the BA and BS degree is required to take a stipulated package of courses unless given graduation credit and/or advanced standing on the basis of advanced placement or standardized departmental tests. (Graduation credit and/or advanced standing are contingent on a favorable review of the examination papers by Houghton faculty members.)

## **POLICIES**

### **Religious Observances**

In compliance with New York's Hevesi-Levy Act, Houghton College will accommodate any of its matriculated students who are unable to register for classes, take an exam, or attend a class because of religious beliefs (taken to mean the doctrinal beliefs of religious organizations which qualify as tax-exempt corporations under federal law).

### **Semester Schedule Load-Limit Policy**

The flat-rate tuition plan at Houghton allows students to take 12 to 18 credits per semester, and a typical student's course load is 15 or 16 semester hours. However, some special limitations and conditions apply.

- a. A student admitted under "**light-load**" provisions is not permitted to take more than 14 credit hours. (Note: Highlander Adventure [2 credits] will appear on the fall transcript but does not count against load limits.)

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- b. The student on **academic probation** is not permitted to take more than 15 hours. Any other student in good standing may take up to 17 hours. However, a student on **academic guidance** who wishes to take 16 or 17 hours must have the explicit approval of the advisor.
  - c. To take 18 credit hours, a student must have the specific permission of his or her advisor recorded on a form in the Academic Records Office.
  - d. To take 19 credit hours, a student must petition the associate academic dean through the academic petitions committee for permission to do so. This academic petition requires the approval of the advisor.
  - e. Special circumstances may be addressed through academic petition. (Academic petition blanks and load-limit forms are available in the Academic Records Office or on the website at <http://campus.houghton.edu/orgs/records/TranscriptsAndForms.htm>.)

The student's choice of courses, once made and filed, is expected to be permanent for the semester. If a course change becomes necessary, it must be recorded on a change of schedule form provided by the Academic Records Office. After the form has been signed by the student's curriculum advisor, it must be returned to the office immediately.

### **Drop/Add Permission**

Courses (including independent studies and tutorials) may not be added for credit after the first ten academic days. Courses from which a student withdraws during the third through the tenth weeks will be recorded with a grade of "W". Courses discontinued within the last four weeks of the semester are assigned "F". **Students are not officially withdrawn from a course until the signed change of schedule form is in the Academic Records Office.** (See Mayterm policy for additional important information.)

### **Classroom Attendance**

Students are expected to attend classes. Each instructor will state expectations in the course syllabus that is to be distributed at the start of each semester.

### **Audit**

Courses may be audited with permission from the professor. This involves enrolling for the course, attending, but receiving neither grade nor academic credit. Charges vary according to the type of course being audited and the rest of the student's load. The full policy can be found at the Academic Records Office.

### **Dual-counting**

Dual-counting addresses the situation in which a single course satisfies requirements in more than one major or minor subject. A student's program in each major must have a minimum of 24 distinct credits and in each minor a minimum of 12 distinct credits. Credits beyond these minimum distinct credits may be dual-counted as permitted by individual major/minor requirements. That is, a course that meets requirements for both a major and a minor (or two majors, etc.) may be used toward both if such a course is beyond the minimum 24/12 distinct hours for the major/minor. This policy also applies to courses that are cross-listed, (identified by more than one prefix) as long as the course-level requirements for those cross-listed courses are the same. Courses that are not the same should be identified by different numbers as well as different prefixes. The restrictions on dual-counting described above do not apply to courses that fulfill both integrative studies requirements and the requirements of a major or minor. Integrative studies courses may be counted toward a major or minor subject without limitation. *Neither do the restrictions on dual-counting apply to concentrations associated with the Inclusive Childhood Education major.*

### **Final Exam Policy**

If a student believes the scheduling of too many exams in one day poses a problem, she or he may appeal to the associate dean for academic administration. Written (email is acceptable) approval by the faculty member who is being asked to move an exam should be forwarded to the associate dean for academic administration.

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## Grading System

A literal system is used in the grading of college course work as follows:

A = Excellent	(94-100%)	A = 4.00	A- = 3.67
B = Good	(85-93%)	B+ = 3.33	B = 3.00 B- = 2.67
C = Average	(73-84%)	C+ = 2.33	C = 2.00 C- = 1.67
D = Passing	(65-72%)	D+ = 1.33	D = 1.00 D- = 0.67
F = Below minimum standards		F = 0	

**W-Withdrawn.** A grade applicable to a withdrawn course from the third through the tenth week of classes.

**I-Incomplete.** A temporary grade limited to a course in which a student has been excused for illness or given an extension for another significant reason. An incomplete grade is to be made up within five weeks of the close of the semester, which is the last day of final exams. At that time, the professor will submit a grade based on work completed by that time. Incomplete forms must be obtained from the Academic Records Office.

**P-Satisfactory work done (equivalent to a regular grade of D or above).** Gives semester hours but no quality points.

**U-Unsatisfactory work.** Credit is not earned from the course and does not figure in the overall quality point average.

**M-No grade assigned.** May be used at mid-semester when a class has not commenced, or for student teachers, or when special permission is granted by the Academic Records Office. It can never be used at the end of a semester or a summer session.

**NR-Not Recorded grade.** Used only for courses extending beyond one semester.

Midterm grade policy: Midterm grades are for all first-year students and any upper class student who has a C- or lower.

## Grade Grievance Procedure

The college has approved a formal procedure for resolving those occasions when a student actively disagrees with the grade received in a course. The steps are:

1. Within the first two weeks of the subsequent semester, the student will meet 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 may 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. If there is no agreement, or if the instructor is also the department chair, go to the next step.
3. The student may appeal the decision to the associate dean for academic administration (ADAA), in writing, again within 10 working days. The ADAA shall investigate carefully and render a decision, which shall be final. If the decision is to reconsider the grade:
  - a. The ADAA shall, within 10 days, form a panel of uninvolved, tenured faculty from the instructor's department. (From a designated pool, the ADAA, the instructor, and the student will each select one member of the panel.)
  - b. The panel, within 30 days, will review all appropriate material and determine the final grade. The panel may retain the original grade or assign a new grade (which may be higher or lower than the grade in question), and it will so inform the records office.

## Quality Point Average (also known as grade point average)

To derive a scholastic average for all of a student's courses each semester, letter grades are assigned numerical equivalents (as shown above) then multiplied by the credit hours for the course. The quality point equivalents grade point for all courses taken are totaled, then divided by the total number of letter grade hours carried.

An example:	Course	Hours	Grade	Value	Points
	Biblical Literature	4	C	2.00	8.00
	Western Civilization	2	B	3.00	6.00
	Intro to Calculus	4	D+	1.33	5.32
	Intro to Psychology	4	B+	3.33	13.32
	Spanish Level 2	4	A-	3.67	14.68
	Totals	18			47.32
	QPA = 47.32 divided by 18 = 2.682				

Courses taken off-campus under Houghton College direction (see special studies section) are considered to be work taken at Houghton College and grades will be recorded. For all other satisfactory off-campus course-work, only a “P” grade can be recorded.

### Repeating a Course

Students can only repeat courses in which they received “D+” or lower. 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. Repeating a course may influence a student’s financial aid or sports eligibility.

### Eligibility for Participation

Being in good standing with the college is a prerequisite for participating in college activities, whether for curricular or co-curricular purposes, including but not limited to:

- intercollegiate athletics;\*
- leadership roles in the Student Government Association;
- leadership in clubs and other student organizations;
- any study for academic credit that is not on Houghton’s main campus (e.g., off-campus programs);
- opera and musical theater production performances or production staff;
- dramatic productions performances or production staff, whether curricular or student-led;
- touring with music ensembles.

A student in good standing will have completed 24 credit hours over the previous two semesters (including Mayterm and summer work following one of the two previous semesters) with a cumulative quality point average of 2.0 and must not be on disciplinary probation nor have unaddressed chapel attendance deficiencies.

**Notes:** \*There are eligibility requirements for intercollegiate athletes governed by an external intercollegiate association that are not addressed here. In addition, this policy does not apply to intramural sports participation (see the *Student Handbook* for further detailed information on both intercollegiate and intramural participation). Other notes: This policy applies to full-time, and not part-time, students. Student membership, as compared to leadership, in other student clubs is exempted from this policy except as outlined in the bullets above. Some campus leadership positions require a higher cumulative quality point average than 2.0, and a student’s eligibility should be reviewed prior to elections for these leadership positions or other participation. Music majors participating in curricular music major ensemble performances on the College’s main campus are exempted from this policy. Eligibility lists for continued participation in college activities are reviewed by the Academic Records Office and by appropriate college officials at the end of each semester. Exceptions to this policy may be considered by petition to the academic or co-curricular administrator in the relevant area.

### Academic Honesty

**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 all 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:

- A. obtaining aid or information without giving due recognition to the sources from which the aid or information was obtained. Such dishonesty encompasses 1) asking to copy or copying other

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students' work to claim as one's own on an exam or assignment of any kind and 2) all forms of plagiarism. Plagiarism includes using ideas, words, or phrases from any source without citing that source and downloading or purchasing papers or parts of papers from others or the World Wide Web and claiming such work as one's own.

B. 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 for academic administration who will ensure that an appropriate record is kept. Students found guilty of intentional dishonesty will automatically receive a failing grade for that work. Instructors may require that such work be redone to their satisfaction as a requirement for passing the course. Nothing higher than the failing grade, however, can figure into the calculation of the final grade. Student questions about appropriate collaboration on specific assignments should be addressed to the faculty member.

At the associate dean for academic administration's discretion, repeated offenses may result in failure of the course or dismissal from the college. If a student is already on disciplinary probation, any offense may result in suspension or dismissal by the dean of student life. Unauthorized use of college computing equipment, facilities, or programs may also be considered grounds for disciplinary probation, suspension, or dismissal from the college.

### **Academic Advising**

Effective student advising contributes to a productive and successful college experience. Advising includes a variety of tasks: course selection, choice of major and minor, monitoring student progress, referring students to support services, and helping students connect their studies to potential career choices. In all of these ways advising complements teaching. But advising can be more, becoming at its best a dynamic relationship between student and professor that encourages students to cultivate thinking and learning skills associated with the liberal arts and to explore their abilities and interests in light of Christian faith and God's calling in their lives.

All entering students are assigned a faculty advisor. When students have a strong interest in an academic major, every effort is made to provide an advisor whose area of expertise matches the students' interest. Students are encouraged to consult with their academic advisor at least once each semester and at any time they have questions that the advisor can address or for which he or she can provide appropriate resources. When a student selects a new major, the department chair will assign an appropriate advisor. To select courses, students must obtain their academic advisor's approval. Although advisors provide guidance, it is the student's responsibility to understand academic policies and complete all requirements for a degree. Contact the Academic Records Office or the associate dean for academic administration with any questions.

### **Classification**

To receive classification as a sophomore, the student must have a minimum of 28 semester hours of accumulated credits; as a junior, a minimum of 60 hours; as a senior, a minimum of 90 hours. The student must also have maintained a quality point average of 2.0 for unconditional classification in any class.

### **Academic Guidance & Probation**

Each incoming student is assigned a faculty advisor who is responsible for academic advising during the first year. A student receiving a semester quality point average below 2.0 but who is not placed on academic probation is placed on academic guidance and is encouraged to work closely with the advisor.

A student whose cumulative quality point average for Houghton College work falls below the following guidelines at the conclusion of a semester is considered in serious academic difficulty and is placed on academic probation, and the student is required to meet with the advisor to develop a plan for academic improvement. Such a student is limited to 15 credit hours in the following semester. (Hours earned includes transfer hours.)

If the total credit hours are less than 15, GPA must be at least 1.0.

If the total credit hours are at least 15, but less than 27, GPA must be at least 1.5.

If the total credit hours are at least 27, but less than 39, GPA must be at least 1.75.

If the total credit hours are at least 39, GPA must be at least 2.0.

Two semesters in a row with a semester GPA below 2.0 also results in probationary status.

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The placement of students on guidance and probation occurs at the end of the semester grading period. If additional information is received that changes or completes the record, any change in status is made at the discretion of the associate dean for academic administration.

### **Academic Dismissal**

A student is academically dismissed if he or she meets the criteria for probation two semesters in a row.

Any student dropped from the college for academic reasons may petition the Admission Committee for readmission. The case will be carefully studied to see if there is a basis for resuming the college program at Houghton.

A student dropped from the student body for the above reason and readmitted by the Admission Committee is placed on academic probation and must maintain a quality point average of 2.00 or higher for each semester thereafter in order to remain in college.

### **Scholastic Honors:**

**President's List** – Recognizes students who complete a minimum of 12 hours with a 4.0 quality point average for the semester – 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.

### **Graduation Honors**

The faculty will select for graduation honors students of outstanding scholarship. Beginning with commencement 2010, for the recognition of *cum laude*, the student must have a cumulative quality point average of at least 3.5; for *magna cum laude*, at least 3.7; and for *summa cum laude*, at least 3.9. **Students transferring from other colleges must complete 62 hours in Houghton College in order to be eligible for graduation honors.** Graduation honors as published in the May commencement program are based on the cumulative record at the end of the spring (normally eighth) semester, including the valedictorian and salutatorian. In order to be eligible to be valedictorian or salutatorian, the student must be full-time in spring, a May grad, and have earned a minimum of 90 Houghton College credits.

### **Honors Project**

Outstanding students may be candidates for honors study projects and commencement citations in their major fields. To be declared eligible to undertake this special study program, a student must have a cumulative quality point average of 3.25 and a 3.4 average in the major (courses numbered 200 and above). A proposal must be prepared and submitted for approval over one year prior to graduation. Guidelines and policy details can be found at the Academic Records Office.

### **Independent Study**

Independent study is a directed course in reading or research in which the student pursues an approved topic of general or special interest and meets with the instructor for direction, progress reports, and evaluation. To be eligible for independent study, a student must have unconditional standing as a sophomore or higher and must have a cumulative GPA of 2.75 or better.

An application for independent study should be submitted during the semester **prior** to the semester of study. Mayterm/summer independent study applications should reach the Academic Records Office by April 1.

A student may take independent study for variable credit (one to four hours maximum during a semester) up to a maximum of 12 semester hours toward graduation. Any faculty member may supervise the independent study project, which **must not duplicate a regular course**. The burden of responsibility for learning will be on the student. Work on an independent study is to be completed within the semester, as in other courses. Because independent study presumes some prior acquaintance by the students with the field to be studied, an independent study may not be used to satisfy integrative studies requirements.

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Students wanting to use an independent study to become full-time MUST submit their independent study paper work during the semester prior to the semester in which they intend to enroll. IF a student is not full-time prior to billing, the bill and financial aid will be incorrect due to the missing hours. IF a student will be considered full-time without the independent study the absolute cutoff date for submission is on or before the **seventh calendar day** after the first day of classes.

### **Internships**

Many academic programs at Houghton College recognize a field placement experience as an integral component of professional preparation. Internships are considered to be quality experiential learning opportunities, generally in off-campus, nonacademic settings. They are intended as highly structured, professionally supervised experiences and usually occur during the junior or senior year of the student's academic program. Internships require approval by the supervising academic department and extensive involvement by the student. Supervision is a shared responsibility between the academic department and the selected field agency. **Students need to be enrolled in their internships prior to beginning the experience.** They should enroll in the term (fall, spring, Mayterm or summer) when they are doing the field placement. They cannot enroll for the internship in a previous or subsequent semester to take advantage of a different year's tuition. Summer internships are specifically included in the Mayterm policy and students and advisors should calculate the hours carefully when contemplating tuition-free internships.

### **Tutorial Study**

Tutorial work is for the benefit of the student who needs a currently unavailable course; for example, one not scheduled for the semester when it is essential for graduation or for remedial purposes. Tutorial courses must be from the regular college catalog. Course approval and registration for tutorial courses shall be made in advance of the instructor's assigning any tutorial work for credit. Concurrence by the advisor, instructor, department chair, and associate dean for academic administration is required. The forms to be used for a proposed tutorial are available in the academic records office.

A tutorial fee shall be charged (see information on expenses). The teacher must meet with the student a minimum of 7.5 clock hours for each credit earned for the purpose of giving instruction and directing the work.

### **Mayterm**

Mayterm begins on the Tuesday immediately following Commencement and usually concludes before June 1, except for four-hour courses. Participation in Mayterm is voluntary. The academic purpose is to permit students to take additional hours of credit before commencing summer employment. In general, catalog courses are offered. Students and professors also are encouraged to work together on campus doing independent studies. Off-campus practicums, if desired, are arranged by the department chair. Travel in the U.S.A. and abroad is a feature of this period. See Financial Information section for tuition information.

### **Senior-in-Absentia**

Students of outstanding ability who are accepted by an accredited professional school after the completion of three years of undergraduate work may qualify for the appropriate degree by transferring back to Houghton credit for the first two years of professional study, thus shortening by one year their professional training. Such students will be taking their senior year in absentia. In such instances the Houghton degree will be conferred at the end of the second year of professional studies. Senior-in-absentia privilege does not apply to AA or AAS students.

The privilege described above may be available to students wishing to enter professional training for a career in medicine, veterinary medicine, dentistry, law, or engineering. Students entering nursing also may qualify for the senior-in-absentia privilege by transferring two years of nurse's training for the Houghton degree.

Preliminary application for the senior-in-absentia privilege must be made to the Houghton associate dean for academic administration in the spring of the junior year. Additional details on this plan may be obtained from the academic records office. Students should notify the office of records at the beginning of their senior year. All senior-in-absentia students are considered August graduates.

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### **Withdrawal from college**

Any student in good standing is entitled to honorable withdrawal at any time. A student desiring to withdraw from the college (or one who does not plan to return the following semester) must obtain an application for withdrawal from the Academic Records Office. After securing the appropriate signatures, the student must have the record cleared by the Student Financial Services Office. The form must be properly completed and filed with the Academic Records Office before the student leaves campus. Withdrawal from college without accomplishing the above procedure will result in forfeiture of the right to honorable dismissal. No refunds (if applicable) will be made by the Student Financial Services Office until the Academic Records Office certifies that the withdrawal procedure has been properly completed.

A student called away during the semester by an emergency (including military duty) and who finds it impossible to resume must notify the Academic Records Office of withdrawal immediately. Unless this notice is filed within three weeks, the student may forfeit the right to honorable dismissal and receive a grade of F in each course.

A student who withdraws or terminates must leave the ID card with the Student Financial Services Office at the signing of the withdrawal or termination notice. If the ID card has been lost or misplaced, a statement must be signed to that effect.

### **Student Academic Services**

Houghton College offers learning support for students through the Student Academic Services Office. Any student may come to SAS for analysis of study strengths and weaknesses, or advice on study and examination strategies. Students may request course-specific peer tutoring. Learning support for students with disabilities is also offered.

### **Students with Disabilities**

Houghton provides academic support services to students with disabilities including those with learning, mobility, sensory, health, or psychological impairments. These services include liaison with faculty members, promotion of self-advocacy skills, and securing appropriate classroom accommodations. Study skills counseling and tutoring are also available. Students with disabilities are encouraged to contact the director of Student Academic Services during the application process to discuss required documentation and appropriate accommodations. Documentation should be no more than three years old. Diagnosis by an appropriately trained professional is required.

Students needing academic adjustments or learning support services must contact the Director of Student Academic Services (585.567.9239).

Students needing facility adjustments must contact the Director of Facilities (585.567.9480).

The complete "Policy for Students with Learning-Related Disabilities" may be obtained from Student Academic Services or from the Admission Office.

### **Academic Petitions**

Each student at Houghton may petition the associate dean for academic administration, through the academic petitions committee, regarding any academic matter. Specific actions requiring petition include: waiver of a specific academic requirement, waiver of a specific academic rule or stipulation, permission for a special academic condition or activity, or a request to take more than 18 credit hours in a semester.

Actions not requiring petition action: permission for 18 hours (use "Request for Academic Overload" form), permission to increase credits in variable-credit course (use "Change of Schedule" form), or permission to attend off-campus program (use specific application).

Further information is available in the Academic Records Office.