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 lifelong 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.

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.

ADMISSION MATERIALS

Deadlines

All admission materials (application, resume, and official transcripts from your high school and all colleges attended) are due by the end of your first course.

DEGREE COMPLETION

<table>
<thead>
<tr>
<th>Credits needed for graduation</th>
<th>124 credits</th>
<th>All degrees/majors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits earned via majors</td>
<td>40 credits</td>
<td>Leadership and HRM</td>
</tr>
<tr>
<td></td>
<td>37 credits</td>
<td>Management and IMC</td>
</tr>
<tr>
<td>Credits needed for enrollment</td>
<td>63 credits</td>
<td></td>
</tr>
<tr>
<td>Total prior learning credits</td>
<td>84 credits</td>
<td>Leadership and HRM majors</td>
</tr>
<tr>
<td>needed for degree</td>
<td>87 credits</td>
<td>Management and IMC majors</td>
</tr>
</tbody>
</table>

Prior Learning

Eight-seven or 84 of the 124 credits necessary for graduation are from prior learning. For admission, 63 of these must be transferred from an accredited college or college level-testing program. All 87 hours of prior learning may come from accredited colleges.

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 Adult Education, 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 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."

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

Houghton College Adult Education offers two degrees (BS) and (BBA). Students will be notified how many liberal arts credits are transferred from prior learning and earned via their major of choice. This number will guide degree selection i.e. (BS) or (BBA)

Degree Completion Plan Work Sheet

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 Adult Education 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 Adult Education. 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 Houghton’s Academic Records Office to assure that all requirements for the degree have been met. Total prior-learning hours, general education, liberal arts, and Adult Education courses are evaluated. This audit is the final certification for graduation.

ADDITIONAL CREDITS
For a student who does not have the 87 or 84 transfer hours necessary for graduation, credits may be recognized through the following means:

**Transfer Credits**

Students can continue to take courses with other accredited colleges and requests earned credits be transferred to Houghton College.

**Cross-Registration**

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 Records 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 https://jst.doded.mil/smart/signIn.do to request a transcript and have it sent to: Houghton College at West Seneca, 2732 Transit Road, Suite 100, West Seneca, NY 14224. 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. 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 Adult Education:

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._

**GRADING SYSTEM**

A series of letters is used in the grading of college course work as follows:
A grade of “D” is not a passing grade in a major or minor course. The course must be retaken.

SCHOLASTIC HONORS

Adult Education 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 Adult Education 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:

\[
\begin{align*}
A &= 4.000 & A- &= 3.667 \\
B+ &= 3.333 & B &= 3.000 & B- &= 2.667 \\
C+ &= 2.333 & C &= 2.000 & C- &= 1.667 \\
D+ &= 1.333 & D &= 1.000 & D- &= 0.667 \\
\end{align*}
\]

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Value</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biblical Literature</td>
<td>3</td>
<td>B-</td>
<td>2.67</td>
<td>8.01</td>
</tr>
<tr>
<td>Fund of Mgmt</td>
<td>3</td>
<td>A</td>
<td>4.00</td>
<td>12.00</td>
</tr>
<tr>
<td>Worldviews at Work</td>
<td>3</td>
<td>B+</td>
<td>3.33</td>
<td>9.99</td>
</tr>
<tr>
<td>HRM</td>
<td>3</td>
<td>A</td>
<td>4.00</td>
<td>12.00</td>
</tr>
<tr>
<td>Quant Dec Making</td>
<td>3</td>
<td>A-</td>
<td>3.67</td>
<td>11.01</td>
</tr>
<tr>
<td><strong>JCC Cross Registration:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Intro to Photography</strong></td>
<td>2</td>
<td>B+</td>
<td>3.33</td>
<td>6.66</td>
</tr>
</tbody>
</table>
QPA (GPA) = 59.67 divided by 17 = \textbf{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.

REPEATING A COURSE

Students can only repeat courses in which they received a 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.

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 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 Records Office, instructor, and student of its decision.

ADULT EDUCATION DROP AND WITHDRAW POLICIES

\textbf{W} - Withdraw. An indeterminate grade applicable to a course dropped after the first class but before the fifth class. It is vitally important that you notify your academic advisor as
soon as possible if you must withdraw from a course and wish to avoid any excess charges to your student account. Please note that withdrawal implications differ between classroom courses and online courses. See below.

- **Classroom courses** – A student who drops a course after the first class but before the fifth class will be withdrawn from the course in question and receive a “W” on their transcripts. The student will be charged tuition (as applicable) for any weeks officially registered in the course—whether attended or not attended—prior to withdrawing.

- **Online courses** – A student who drops a course after the first week of module one but before the fifth module 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. Drop implications differ between classroom courses and online courses. See below.

- **Classroom courses** – A student must notify his/her academic advisor prior to week one of a course to be eligible to drop the course without any grade or tuition implications.

- **Online Courses** – A student must notify his/her academic advisor within the first two days of the course to be eligible to drop the course without any grade or tuition 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 Academic Records and Adult Education offices.

**GRADUATION**

**Graduation Honors**
Students must complete 62 hours in Houghton College course work in order to be eligible for graduation honors.

**Graduation Requirements**
In order to receive a Bachelor of Science or Bachelor of Business Administration degree, Adult Education students must complete:

- 37/40 hours of Adult Education course work with a QPA of at least 2.00 and no Adult Education grade lower than “C-“. Any Adult Education grade lower than “C-“ must be retaken no matter what the cumulative grade point average.
- 84/87 hours of prior learning which include the 36 hours of general education.
- 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

Adult Education commencement exercises are 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.

- **Major**: Have all Adult Education courses completed, each with a grade of "C-" or better.
- **Other academic requirements**: Students must be within 6 credit hours of having all 87 prior learning credits completed. If a student does not have all 87 prior learning credits at the time that Adult Education classes are completed, then a plan needs to be filed which indicates that all academic requirements can be fulfilled in a timely fashion. This should be done no later than six weeks before the last scheduled class. The plan must be approved by your 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.
- **Grades**: A cumulative average of 2.00 for all courses taken at Houghton.

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 Termination Form that is available from Adult Education staff. After securing the appropriate signatures, the student must have his/her financial record cleared by the accounting office. The completed form must be filed with the academic records office before the process is finished. No refunds will be made by the accounting office until the academic records office certifies that the termination procedure has been properly completed. Unless the Termination 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.

Adult Education students who have terminated may be readmitted for the completion of their program. 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. Depending on the duration of the absence, a readmitted student may be able to rejoin his/her original cohort, but this cannot be guaranteed.

Academic Integrity and 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 Academic Dean 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 Academic 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.

STUDENT FINANCIAL SERVICES

The goal of the Student Financial Services Office (SFSO) is to assist students through the financial aid process and to help them identify sources of aid so that a Houghton education is affordable. Houghton College distributes aid in compliance with all federal, state, and institution policies and procedures. All students are urged to consult with the aid counselors about particular situations regarding funding.

STUDENT ACCOUNTS

The mission of the Student Accounts office is to provide excellent service for our students and colleagues while upholding internal controls that ensure financial transactions are accurately processed and proper records are maintained. The office is responsible for billing and collection of student tuition and fees as well as the receipt and disbursement of all student financial aid, including processing refunds from financial aid awards. It is our goal to provide excellent service and support to our student population in a professional manner in order to create a positive environment for our students, parents, and colleagues. We hope the information here and on our website helps give students insight as to the functions of Student Accounts at Houghton College.

Payment Plan Agreement

All Adult Education students sign a Payment Plan Agreement. The Payment Plan details the student’s financial plan to pay tuition. Several payment plan options are available, including online payment by check or a monthly payment agreement.
Contact our student financial services advisor to determine which plan works best for you and your specific financial information.

*Note: Students should inform the Student Financial Services Advisor of any changes that may affect the student’s ability to honor financial commitments to the college. The Financial Services Advisor will work individually with students that experience financial hardship to ensure that payment plans are reasonable and affordable.*

**Employer Reimbursement**

Many employers have a tuition reimbursement plan. Check with your employer to see if this benefit is offered. If so, forward a copy of your reimbursement policy to our Student Financial Services Advisor. Houghton College will provide all of the necessary documentation to enable students to receive the maximum available benefits. Many people are unaware that their employers offer this benefit, so we encourage you to ask.

**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](http://www.gibill.va.gov).

**Account Statements**

All students receive a periodic statement from the college showing account activity. Students should review these statements for accuracy and report any discrepancies to the Student Financial Services Advisor.

**ADULT EDUCATION COST AND FINANCIAL AID INFORMATION**

- **Tuition Costs**
- **Government Assistance and Loans**
- **Financial Aid Links**
- **Applying for Aid**
- **Financial Aid Forms**
- **Online Payment Information**

Adult Education students have many options for payment including online with a checking account, savings account, or credit card (MasterCard, Discover, American Express); employer sponsored tuition assistance; New York State TAP; Federal PELL grants; Federal Direct Loans; VA grants; etc.

Students are billed at the beginning of each semester. Payment deferment can only be arranged for special circumstances approved by Student Financial Services. Students will receive periodic statements showing account activity for the preceding
period and their current balances. The statement also includes any charges for additional courses taken, experiential learning credits, etc.

**Policy for Return of Title IV Funds**

Houghton College’s refund policy is in accordance with the U.S. Department of Education’s regulations. The policy applies to all Adult Education students who do not complete the enrollment period for which he or she has been charged.

The term “Title IV Funds” refers to the Federal Financial Aid plans authorized under the Higher Education Act of 1965 (as amended) and includes the following: Federal Family Educational Loan Programs (Federal Direct; subsidized and unsubsidized) and Federal Pell Grants.

A student’s withdrawal/drop date is the date the student returns a signed withdrawal/drop form to his or her academic advisor or the student financial services advisor.

Refunds will be prorated on a per diem basis based on the academic calendar. Students withdrawing before the academic period begins will receive a 100 percent refund of charges. A copy of the worksheet used for the refund calculation can be requested from the Student Financial Services Office.

Title IV aid and any institutional aid is earned in a prorated manner on a per diem basis on the academic calendar. A copy of the worksheet used for the Title IV refund calculation can be requested from the Student Financial Services Office.

In accordance with federal regulations, when financial aid is involved, refunds are allocated in the following order: unsubsidized Direct Loans, subsidized Direct Loans, Federal Pell Grants, other federal sources of aid, other state, private and institutional aid, and finally the student. The policy listed above supersedes those previously published and is subject to change at any time.

**ADDITIONAL INFORMATION**

**Satisfactory Academic Progress Requirement**

Adult Education students must maintain a GPA of 2.0 at the end of each semester to be eligible to receive financial aid.

**Verification**

Each year the federal government requires that financial information be verified for about 30% of the students who receive aid. Verification requires that signed tax forms and W-2’s (copies) be submitted to the financial aid office. Verification must be completed prior to aid being credited to the student’s account.

**Rescheduling Policy**

Students should make every effort to complete all courses as scheduled. *Dropping and rescheduling courses or discontinuing attendance can cause serious financial and academic implications.* Students must discuss options with their Academic Advisor and Student Financial Services Advisor prior to making any course changes.
Refund and Withdrawal Policy
If a student withdraws from a course or the program prior to the completion, the student may receive a refund, however the student is financially obligated to pay any remaining balance on his/her account after the refund is credited.

The refund policy applies toward Adult Education tuition and meets federal guidelines. Any federal aid may be adjusted after the refund on tuition is calculated.

Student Responsibility Regarding Financial Aid

Houghton College will provide forms and instruction for students interested in applying for financial aid. Students are personally responsible for completing and submitting the financial aid applications. All forms are expected to be submitted in compliance with government-mandated guidelines. Failure to comply with these guidelines may result in forfeiture of aid.

CONTACT INFORMATION

Student Financial Services Office
Houghton College
One Willard Ave.
PO Box 128
Houghton, NY 14744-0128
585-567-9328
800-777-2556
sfso@houghton.edu

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