

# **HOUGHTON COLLEGE**

**P.A.C.E.**

**Program for Accelerating College Education**

**2011 – 2012  
Student Guide**

# Welcome

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Linda Mills-Woosley  
Academic Dean

I am pleased and proud to welcome you to the Houghton College community of learners. Your involvement in our P.A.C.E. program signals your readiness to enter into an educational process that will prepare you for possible new directions and satisfactions in your personal and vocational journeys. We seek to deliver a high quality, non-traditional, liberal arts education rooted in the historic Christian tradition. We fully commit to helping equip you in practical ways to become a person who can think deeply and globally, but act compassionately and locally in thoughtful service to those in your personal sphere of influence.

You will travel regularly to one of our learning sites, but I invite you to visit the main campus early in your program to gain a better picture of the institution of which you are now a part. Don't wait until your graduation day! We are pleased that Houghton College has a quality national reputation and a 125 year history of preparing students to meet the challenges of our day--challenges that evolve with changing times. So, our P.A.C.E. program is designed to help you broaden your knowledge, wisdom, and skill set to manage the constant change, but remain rooted in the distinctive values of our culture that are enduring and constant. In doing so, you will cultivate important and widely applicable thinking, writing, and speaking skills that are never out of date.

As partners with you in this endeavor, we look forward to a warm and rewarding relationship with you as you progress through the program, and also for years to come as an alumnus. Thank you for joining the more than 1,300 P.A.C.E. graduates who have chosen Houghton College as their *alma mater*. Just as it has been for many, many others, may this program be life-changing for you.



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## INTRODUCTION TO HOUGHTON

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*NOTE: This handbook sets out matters of institutional policy and practice for P.A.C.E. students. As P.A.C.E. 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 2005.

### **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.

## Locations

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 over 1200 students.

### **P.A.C.E. Cohorts meet at the following sites:**

- West Seneca cohorts meet at 810 Union Road, West Seneca, New York. This site is just south of the Southgate Plaza which is located at Union Road and Seneca Street.
- Olean cohorts meet at the Cattaraugus County Campus of Jamestown Community College on North Barry Street.
- The Arcade cohort meets at Genesee Community College at Arcade on Edwards Street.
- The Jamestown cohort meets at Jamestown Community College
- The Dansville cohort meets at Genesee Community College at Dansville on Robert Hart Drive.
- The Williamsville cohort site is currently TBD.

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## ACADEMIC INFORMATION

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Through P.A.C.E., students earn a Bachelor of Science degree in Management. The degree requires 124 total credit hours and is a combination of 37 hours of P.A.C.E. course work (the major), and 87 hours of prior learning, which include 36 hours of general education requirements.

### COURSE DESCRIPTIONS

#### CORE COURSES

##### TERM I

**ADC 321 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.

**ADC 201 Discovery and Practice of Academic Learning (Pass/Fail) (1)**

This is a mandatory workshop that informs and prepares students to maintain their course of study in P.A.C.E. while teaching them how to become successful adult 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 adult 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.

**ADC 322 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.

**ADC 323 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.

**ADC 325 Presentational Speaking (3)**

A performance course involving the preparation, delivery and evaluation of presentations commonly required in an organizational setting, including both informative and persuasive presentations. Course emphasis is on the process of communication, audience analysis, message content and structure, and extemporaneous delivery. The goal is developing confidence and competence as a public speaker.

## TERM II

**ADC 440 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.

**ADC 441 Worldviews at Work (3)**  
Provides managers and other workers with an enhanced understanding of the way in which worldviews, in particular a person's basic faith commitments, impact the workplace, and vice versa. It is an introduction to the relationship between religion and the culture of organizations, and as such is designed to help one identify and begin to reflect (or extend reflections) on the relevant issues.

**ADC 442 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.

**ADC 451 Quantitative Decision Making (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.

## TERM III

**ADC 450 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.

**ADC 444 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.

**ADC 453 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.

**ADC 454 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.

## **Portfolio Breaks**

Portfolio breaks are scheduled the weeks immediately following the completion of Terms 1 and 2. A portfolio writing workshop is scheduled the following week. Detailed instructions about the portfolio writing assignments will be given during the Business Writing course.

## **OPTION COURSES**

### **ADC 155 Computer Applications & Issues (3)**

Provides an introduction to personal computer and Microsoft Office applications including spreadsheet, word processing, presentation, and database software. Students work on real business computing projects. There is frequent discussion of current issues in computing.

### **ADC 209 Introduction to Christianity (3)**

An introductory survey of the main beliefs and practices that constitute the Christian tradition. Christianity will be approached in a way that overcomes the traditional division between doctrine and practice. The Biblical, theological, historical, ethical and spiritually formative aspects of the Christian faith will be explored. The course aims to help the student to develop a personal theology and life perspective that is informed by Christian faith and Christian spirituality.

### **ADC 211 Biblical Literature (3)**

A survey of the types of literature found in the Bible. Considers the origin of the Biblical texts and canon, basic issues of interpretation (hermeneutics), and an outline of the history of Israel and of the New Testament church as a backdrop for the message. Literary, historical, and theological aspects of selected texts will be explored.

### **ADC 213 Masterworks of Sight and Sound (3)**

This course is a survey of art and music in western culture from the late gothic period through modern times. We will be looking at major monuments of art, architecture and music.

### **ADC 217 Social Psychology (3)**

Examines social behavior from a sociological and psychological perspective, examining the interaction of behaviors of individuals in groups. Topics include: prejudice, group processes, leadership, conformity, attitudes, change, and community psychology.

### **ADC 218 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.

### **ADC 224 The Birth and Maturation of Western Culture (3)**

A connected narrative of western culture from ancient Greece to the present. This course surveys the birth and maturation of Western Culture from the Bronze Age through the Renaissance and Reformation. While highlighting key people, places, and events, will examine such important general issues as church and state, public versus private interest, human identity, human capacity, and worldview construction.

### **ADC 225 Western Culture in the Age of Science (3)**

A connected narrative of western culture from ancient Greece to the 20th century. Highlighting key people, places and events, we will examine such issues as church and state, public versus

private interest, human identity and worldview construction. We will also examine each period by weaving literature and philosophy into the fabric of history. Using these elements, we will examine the worldviews that have characterized the past and equip participants to evaluate critically the worldview options available.

**ADC 301 Psychology of Personality (3)**

This course is looks at a description, development, dynamics, determinants and assessment of the normal personality. Emphasis is on contemporary theories and research.

**ADC 311 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.

**ADC 312 Advertising Principles (3)**

Provides an overview of the advertising field and how it functions in society. Studies research, strategies, methods, creativity, and media planning. This course typically includes case study. Prerequisite: ADC 218

**ADC 319 Marketing Research (3)**

A study of the techniques used in collection and analysis of secondary and primary data and the use of that format for decision-making in marketing environment. Student teams work on real business marketing research projects. Prerequisite: ADC 218.

**ADC 320 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.

**ADC 330 Conflict Management (3)**

Provides 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). Our focus is on experiential learning, with heavy emphasis on written analysis that includes analytical journaling and analysis of scientific journal articles. Prerequisite: ADC 311

**ADC 425 Business Ethics (3)**

Studies the ethics-related aspects of the business decision-making process. Students will address a variety of topics, including theoretical underpinnings of ethics, stakeholders, decision-making strategies, and utilization of such strategies in specific areas such as shareholder and employment relations, marketing, and globalization. The emphases of the course are issue recognition, application of ethical principles, and analysis of the consistency of corporate decision-making process with such principles.

**ADC 446 Staffing and Performance Management (3)**  
An 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. Prerequisite: ADC 311.

**ADC 448 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. Prerequisite: ADC 311.

**ADC 449 Employee Relations (3)**  
Surveys the collective bargaining system in the U.S. The development of managerial approaches is provided to achieve labor-management cooperation, negotiations between management and employees' organizations, the nature and significance of collective bargaining, procedures of collective bargaining, bargaining issues, contract administration, current practices and the future directions of unions. Prerequisite: ADC 311.

## **MINOR REQUIRMENTS**

### **Human Resource Management**

ADC 311 Employment Law

ADC 330 Conflict Management *or* ADC 449 Employee Relations (prerequisite: ADC311)

ADC 425 Business Ethics

ADC 446 Performance Management *or* ADC 448 Employee Training and Development (prerequisite: ADC 311)

### **Leadership**

ADC 218 Social Psychology *or* ADC 301 Psychology of Personality

ADC 320 Leadership Development

ADC 330 Conflict Management

ADC 425 Business Ethics

### **Marketing**

ADC 218 Marketing Principles

ADC 312 Advertising (prerequisite: ADC 218)

ADC 319 Market Research (prerequisite: ADC 218)

ADC 425 Business Ethics

# **ADMISSION MATERIALS**

## **Deadlines**

All admission materials (official transcripts, credit completion plan, two references, admission essay, application, and immunization records) are due by week one of the first course. If all admission materials are not received by the date of the third class session of the first course, the student will be terminated from P.A.C.E. The student will still be liable for the cost of the course.

## **Immunizations**

Effective August 1, 1990, New York State Public Health Law 2165 requires all students born after January 1, 1957 to show proof of immunity against measles, mumps, and rubella. In compliance with that law, Houghton College must have documentation of the administration of 2 MMR vaccines (after the age of one and separated by at least one year) prior to the first day of classes. If a student believes they have already had two shots, but cannot provide documentation of the dates, an alternative is to have blood work drawn to prove immunity. Failure to provide adequate documentation of immunity may result in exclusion from classes until such time that the requirements are fulfilled. State law also requires Houghton College to document that each matriculating student has been given information about meningococcal disease and the available vaccine against it, and to document that each student who has not been vaccinated has been offered the vaccine.

There are several ways to show compliance:

- Records must be signed by a health care provider or public school official.
- Students born before 01/01/57 are age exempt.
- Medical exemption
- Religious exemption (not philosophical)
- Blood work to show immunity
- Verification of attendance at a NYS Public School (after 1980) can be used for proof for one measles.
- Verification of military service
- Physician verification of disease for measles and mumps, NOT rubella.

## **Prior Learning**

87 of the 124 credits necessary for graduation are from prior learning. For admission, 64 of these must be transferred from an accredited college or college level testing program. All 87 hours of prior learning may come from other accredited colleges.

## **Credits Transferred From Other Colleges**

Credits which are 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.

## ADDITIONAL CREDITS

For a student who does not have the 87 transfer hours necessary for graduation, credits may be recognized through:

### Option Courses

Option courses are an opportunity for P.A.C.E. students to go beyond the core curriculum. These courses can be used to fulfill requirements to obtain a minor, as a way to earn GAP credits, or simply because it is an area of learning which the student feels would be beneficial. Houghton offers several courses to students either online or in a format similar to core P.A.C.E. classes (accelerated courses meeting five times for three semester hours of credit). These courses typically meet on Saturday mornings or online. Since these are additional courses to the P.A.C.E. schedule, they usually meet every other week to allow students more time to complete assignments and reading. Each year there are four Option Course sessions- two in the spring and two in the fall.

Spring session I: January – March

Spring session II: April – June

Fall session I: July- September

Fall session II: October- December

Contact your academic advisor for further information.

***NOTE:** Students have the opportunity to take up to four Option courses tuition-free provided the student maintains normal progress through the P.A.C.E. core curriculum.*

**Each option course requires a \$50.00 non-refundable registration fee (even if it is one of your tuition-free courses).**

### Cross-Registration

The colleges of the Western New York Consortium have agreed on a cross-registration procedure which allows a full time student at one college to register for a course (3 hour limit per semester) at another college with no additional tuition cost. The colleges in the Consortium are: Houghton, Canisius College, Daemen College, D'Youville College, Erie Community College, Genesee Community College, Hilbert College, Jamestown Community College, Medaille College, Niagara County Community College, Niagara University, St. Bonaventure University, SUNY at Buffalo, SUC at Buffalo, SUC at Fredonia, SUNY College of Technology at Alfred, Trocaire College, and Villa Maria College. ***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

Credits which are recognized in the *Guide to the Evaluation of Educational Experiences in the Armed Services* from the American Council on Education (ACE) will be assessed. These credits are dependent upon the information on form DD-214.

### 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 an additional cost for administration of the tests and a per credit charge if the credits are earned and put on a Houghton College transcript. Study materials are

available in the West Seneca Campus library or from off-site Program Coordinators. 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 P.A.C.E.

1. Occupation, including military
2. Volunteer work
3. Non-credit courses (i.e. workshops, seminars, in-services)
4. Travel
5. Recreation
6. 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.

### **General Education**

As a liberal arts college, Houghton's academic programs include some form of general education. For P.A.C.E., 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 hours
Communication	6 hours
*Humanities & Social Sciences	18 hours
Math and Computer Science	3 hours
Science	3 hours

*\*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.*

### **Degree Completion Plan Work Sheet**

All eligible transfer credits are recorded on a Degree Completion Plan. Courses that fit General Education requirements are noted specifically and the total number of credits recognized from each college is listed. A list of P.A.C.E. courses 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 P.A.C.E. 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 the Records Office to assure that all requirements for the degree have been met. Total prior-learning hours, general education and P.A.C.E. courses are evaluated. This is the final certification for graduation.

## **SCHEDULE**

P.A.C.E. cohorts begin throughout the academic year and proceed through the sequence of courses independent of other P.A.C.E. cohorts. The P.A.C.E. coursework is divided into three, twelve-credit terms and students are registered for the term as a whole, not for individual courses. Although semester hours are awarded for each course, the P.A.C.E. schedule has no specific relationship with traditional college semesters.

Each three credit hour course consists of five class meetings, with courses immediately following each other. The night on which the class meets remains constant for each cohort throughout the program except under the most unusual circumstances.

### **Cohort Design**

The term “cohort” is used to describe each student group involved in P.A.C.E. For record keeping, each cohort is assigned a letter designation by the Record’s Office. This allows the college to identify each group.

### **Vacation Breaks**

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

### **Make-Up Days**

Make-up days are scheduled in case a class is canceled due to inclement weather or for any other unforeseen circumstance. If there is a cancellation, all the classes between the canceled day and the make-up day will be moved forward one week until the make-up day is used. This should allow the remainder of the schedule to continue unaffected by the cancellation. This day should not be viewed as a break; there is always the chance it will need to be used, therefore students should not schedule vacation plans on make-up days. If it is not used, it is a break and classes do not meet. On the schedule it is listed as a make-up day.

### **Classroom Attendance**

Because of the accelerated nature of P.A.C.E., students are expected to attend every class meeting of each course. In the case of any absence, the student is responsible to make arrangements with the professor concerning the ramifications of that absence. These arrangements should be made prior to the absence if possible. **Missing more than one class within a course may require a retake of the complete course at the tuition rate of the cohort joined. Attendance requirements are at the discretion of the professor of the course.**

### **Cancellation of Classes**

P.A.C.E. faculty and students may travel considerable distance to attend class. Since the safety of students and college personnel is of the utmost importance, please allow plenty of time for safe travel especially during the winter driving season. Students and faculty should not risk personal safety to attend class and may decide on an individual basis whether or not driving conditions are safe.

In the event weather becomes threatening, the P.A.C.E. administration, in consultation with instructors, will determine if classes need to be canceled. The initial announcement will be made as early as possible but no later than 3:00 PM. As soon as the decision is made, all students will be called and emailed immediately by P.A.C.E. staff. We will also post a notice of cancellation on the homepage of the P.A.C.E. website.

If a class is canceled, students should be prepared for the canceled class to meet the following week.

## **GRADING SYSTEM**

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

<b>A</b>	Excellent	(94-100%)
<b>B</b>	Good	(85-93%)
<b>C</b>	Average	(73-84%)
<b>D</b>	Below minimum standards for P.A.C.E.	
<b>F</b>	Below minimum standards for P.A.C.E.	

A grade of “**D**” is not a passing grade in a major or minor course. The course must be retaken.

### **P.A.C.E. Drop and Withdraw Policies**

**W- Withdrawn.** An indeterminate grade application to a course dropped after the first class but before the fifth class. Courses discontinued the fifth 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 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. The non-refundable registration fee for Option courses will still be applied to the student’s account.
- *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. The non-refundable registration fee will still be applied to the student’s account.

**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 (as applicable) implications. For Option courses, a student must notify his/her academic advisor by the close of business three days prior to the start of the course or the non-refundable registration fee will still be applied to his/her account.
- *Online Courses* – A student must notify his/her academic advisor within the first week of module one to be eligible to drop the course without any grade or tuition (as applicable) implications. Unless a student notifies his/her academic advisor by the close of business three days prior to the start of module one, the non-refundable registration fee will still be applied to his/her account.

**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 P.A.C.E. offices.

### Scholastic Honors

P.A.C.E. 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 P.A.C.E. 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:

	<b>A</b> = 4.000	<b>A-</b> = 3.667
<b>B+</b> = 3.333	<b>B</b> = 3.000	<b>B-</b> = 2.667
<b>C+</b> = 2.333	<b>C</b> = 2.000	<b>C-</b> = 1.667
<b>D+</b> = 1.333	<b>D</b> = 1.000	<b>D-</b> = 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:

<b>Course</b>	<b>Hours</b>	<b>Grade</b>	<b>Value</b>	<b>Points</b>
Biblical Literature	3	B-	2.67	8.01
Fund of Mgmt	3	A	4.00	12.00
Worldviews at Work	3	B+	3.33	9.99
HRM	3	A	4.00	12.00
Quant Dec Making	3	A-	3.67	11.01
<i>JCC Cross Registration:</i> Intro to Photography	2	B+	3.33	6.66
<b>TOTALS</b>	<b>17</b>			<b>59.67</b>

**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.

# 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 the Bachelor of Science degree in Management, P.A.C.E. students must complete:

- 37 hours of P.A.C.E. course work, including the Portfolio of Reflections, with a QPA of at least 2.00 and no P.A.C.E. grade lower than "C-". Any P.A.C.E. grade lower than "C-" must be retaken no matter what the cumulative grade point average.
- 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

P.A.C.E. 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.

- A. Major:** Have all P.A.C.E. courses completed, each with a grade of "C-" or better.
- B. 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 P.A.C.E. 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 P.A.C.E. 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 Bachelor of Science degree in Management may be requested from the Records 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  
Academic Records Office  
One Willard Avenue  
Houghton, NY 14744**

For more information on ordering official transcripts go to:

[http://www.houghton.edu/alumni/request\\_transcript.htm](http://www.houghton.edu/alumni/request_transcript.htm)

### Termination from the College

A student who terminates his or her involvement with P.A.C.E. is leaving without any plan for returning.

A student in good standing may terminate his/her involvement in P.A.C.E. at any time by completing the Termination Form that is available from P.A.C.E. 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 (See the P.A.C.E. Refund and Withdrawal Policy provided in this Guide). 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.

P.A.C.E. 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.

### Withdrawal from a Course

A student who wishes to withdraw from a course must complete the Withdrawal Form 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 the Student**

**Financial Services Advisor, as well as with the 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 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.

### **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.

## **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 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.

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## COSTS, PAYMENTS AND AID

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### TUITION

Tuition charges are set annually by the Board of Trustees. The tuition is not raised during a cohort's program.

P.A.C.E. students are enrolled for four three-credit courses (12 hours total) per term and a required one credit hour workshop during term one and are billed one-third of the entire program's tuition at the beginning of each term. Periodic statements are sent to each student showing account activity and status.

*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 **\$7,380 per term** for cohorts started in the 2011 – 2012 academic year.

#### *Where applicable, the following charges will apply:*

- **Experiential Learning Credits**  
You will be charged "tuition" of \$50.00 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).
- **Option Course Credits**  
The tuition for up to four *option* courses is waived for students enrolled in P.A.C.E. based on progress through the core curriculum. Each option course carries a \$50 a non-refundable registration fee that will be charged to the student's account. After four tuition-free option courses, a tuition charge of \$195 per credit hour will be charged for any additional option course taken.

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

#### **Overdue Library Books and Course Materials**

Students are allowed to check out core course texts and DSST texts once and renew once. We will send overdue notices on a consistent basis if these materials are not returned promptly. If three notices are sent and the textbook(s) is still not returned, accounts will be charged for the cost of the book(s), as well as a \$25.00 administrative fee. Because texts are used for multiple cohorts and will be needed for use by other students, timely return of any borrowed is extremely important.

## **PAYMENT**

### **Payment Plan Agreement**

All P.A.C.E. students sign a Payment Plan Agreement at Orientation. The Payment Plan details the student's financial plan to pay tuition.

*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.*

### **Paying Tuition Balance**

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

1. Students may pay the balance of each term at the start of each term.
2. Students may make monthly payments by check, MasterCard, American Express, or Discover card.

*Note: All student account balances must be paid in full by the end of each term.*

### **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.

Students eligible for employer reimbursement after the completion of a course may make tuition payments at the end of the course; however failure to submit employer reimbursement payments to the college on a timely basis in Terms 1 and 2 will result in loss of deferred payment privilege in Term 3.

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

Employer tuition reimbursement exceeding \$5,250 per calendar year may be taxable. Please consult your tax advisor for more information.

### **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.

### **Payment Policy**

Tuition is billed at the beginning of each term and must be paid in full by the end of each term; however, if there is pending employer tuition reimbursement, payment for the cost of one course

can be deferred for six weeks into the next term. Special arrangements must be made with the Student Financial Services Advisor to allow an account balance greater than the cost of one course to be deferred into the second and third terms. In addition, students are not permitted to carry an account balance greater than the cost of one course into the last (12<sup>th</sup>) P.A.C.E. course, without special permission from the college. Failure to comply with payment schedules may result in program interruption.

### **Financial Aid**

Federal and New York State aid is available for eligible P.A.C.E. 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.

#### **Financial Aid Documentation Submission Deadline**

If a student is applying for financial aid, all applicable documentation must be submitted for processing prior to Orientation. If this documentation is not received by the date of the second class of the first course, the student will be required to pay for the first course by check/credit card or be terminated from P.A.C.E. If termination occurs, the student will still be liable for the cost of the course.

*Note: For October and November start dates, it is imperative to have all financial aid/student loan documentation submitted by December 1<sup>st</sup>. Failure to do so may jeopardize loan postings and educational tax benefits for the current year.*

## **FINANCIAL AID PROCESS**

To expedite, complete and submit the FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). (school code is **002734**). Keep a copy of the FAFSA for your records.

- An estimated financial aid package will be prepared and sent to you upon receipt of the above items.
- NYS residents can complete an ETA (Express TAP Application) online. A link for New York State residents will come up after the FAFSA is submitted online. (Houghton school code for TAP is **0305**).

#### **For Financial Aid to be applied to your account:**

1. You must be officially admitted to P.A.C.E.
2. FAFSA report from the federal processor must be received by Houghton College.
3. If selected for verification, forward a **signed** copy of your 2010 federal tax return with W-2s
4. If you do not have a current student loan and plan to borrow, you must complete a student loan entrance interview. This may be done online by visiting [www.hesc.com](http://www.hesc.com) and clicking on "Entrance Loan Counseling".
5. If applicable, complete the Master Promissory Note online at the website designated by your lender.

## TYPES OF FINANCIAL AID

*Note: The P.A.C.E. program is approximately 17 months and overlaps two academic years. Students will therefore need to apply for aid twice while in the program.*

### Federal Pell Grant

This is a grant designed for those students with the largest financial need. Maximum award per term is \$2,775. Eligibility is based on the FAFSA.

### NYS TAP

- To receive TAP, a student must maintain full time status by completing 12 credit hours per term.
- TAP is a grant provided to NYS residents with a minimum of one year residency. TAP can be used for tuition costs only.
- If a student receives 100% employer reimbursement, there is no TAP eligibility. If employer reimbursement is less than 100%, the total of TAP and employer reimbursement cannot exceed the cost of tuition.
- Awards are based on *NYS Net Taxable Income*. (NTI must be less than \$80,000 for new recipients w/ dependents. Single students with NTI of less than \$10,000 are also eligible).
- Maximum award is \$2,500 per term.

### Student Loans

*Note: Maximum \$6,250 per term for a student at or over 60 credits*

#### Types of Loans:

1. Federal *Subsidized* Direct Loan

- **Eligibility is determined by the FAFSA**, cost of attendance, and other financial aid.
- Interest is paid (subsidized) by the federal government while the student is enrolled at least six credit hours per semester and during a six-month grace period after the last day of attendance.

2. Federal *Unsubsidized* Direct Loan

- Eligibility is determined same as above.
- The student is responsible for the interest on the loan while enrolled. It may be paid or allowed to accrue and added to the loan at repayment (six months after the student ceases to be enrolled on a least a half time basis).

The Financial Aid office cannot certify a student loan after your last day of class. Remember, a FAFSA must be processed prior to any loans being certified.

*Note: Individuals who are in default on a student loan are not eligible for ANY financial aid.*

**Student loan deferments:** If you are currently in repayment on a student loan and are unable or do not wish to make payments while enrolled in P.A.C.E., you may submit a request for a deferment. Contact your lender and request a loan deferment form. Complete the student section, then mail to:

Houghton College  
Student Financial Services Office  
One Willard Avenue  
Houghton, NY 14744

## **ADDITIONAL INFORMATION**

### **Satisfactory Academic Progress Requirement**

P.A.C.E. students must maintain a GPA of 2.0 at the end of each term 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 twelve P.A.C.E. 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**

P.A.C.E. students are registered for 12 credit hours each term. If a student withdraws from the program prior to the completion of the term, 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 P.A.C.E. tuition and meets federal guidelines. Any federal aid may be adjusted after the refund on tuition is calculated.

#### **Repeating a Course**

When a student must repeat a course, the tuition charged will be that of the cohort joined.

#### **Re-enrollment after Withdrawing From the Program**

If a P.A.C.E. student *terminates* from the program and then rejoins at a later time, the student must pay the tuition rate for the cohort that is joined. The previous bill must be completely paid in order to resume classes.

P.A.C.E. students who *withdraw* from one or more courses in a term must pay the tuition rate of the cohort that they join to make-up the courses that were missed.

#### **Past Due Balances**

If a student has a remaining account balance at the end of term three, a \$2.00 or 1.5% finance charge (the greater of the two) will be assessed each month until the balance is paid in full. Any student with a non-current balance must pay the remaining balance before completing any additional credits.

#### **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.*

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## FACILITIES AND STUDENT SERVICES

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### West Seneca

**Lambein Learning Center** - The center contains offices, classrooms, a tele-link room, three fully networked conference rooms, computer lab with internet access, and a library.

#### Off-Site Facilities

Cohorts that meet off-site utilize facilities as indicated below.

- **Jamestown** – Jamestown Community College -525 Falconer Street
- **Olean** - Cattaraugus County Campus of Jamestown Community College in Olean at 312 North Barry Street
- **Arcade**- Genesee Community College on Edwards Street
- **Dansville** - Genesee Community College in Dansville at 9221 Robert Hart Drive
- **Williamsville** – TBD

#### 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.

#### Computer Labs

The **West Seneca** computer lab is located on the second floor of the Lambein Learning Center. The hardware is IBM compatible with the Windows environment. All computers are connected to a laser printer. The lab is open (or can be made available) to P.A.C.E. students to complete assignments and projects.

Students who attend class at the **Arcade** and **Dansville** locations can access a computer lab during the day and evening, pending availability. This lab is also equipped with IBM compatible computers. See your academic advisor for more information.

There is no computer lab access for students who attend classes at **Jamestown** and **Olean JCC**.

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## INTERCAMPUS COMMUNICATION

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### Mail

Materials for P.A.C.E. faculty or administrative offices on the Houghton campus can be sent intercampus without postage, though this may take extra time. Mail should be put in the "P.A.C.E. STAFF" mail folder. Students may also mail items directly to the Houghton campus through the US Post Office to:

Houghton College  
One Willard Ave.  
Houghton, NY 14744

Mail to the West Seneca Campus should be addressed to:

Houghton College - P.A.C.E.  
810 Union Road  
West Seneca, NY 14224-3499

### E-mail

Houghton College faculty, staff and administration e-mail addresses are the person's first name, a period, and the last name @houghton.edu. (ex: mark.pavone@houghton.edu)

### Fax

Fax numbers are:

<b>West Seneca</b> Campus	716.674.0250
<b>Main Campus</b> (faculty offices)	585.567.9305
<b>Main Campus</b> (admin. building)	585.567.9572

### Student ID Cards

At Orientation a picture is taken of each student for a student identification card. A barcode is placed on the back of the card and is required by the library when checking out books and materials. The card also identifies you as a student at other places where student status may bring benefits.

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## COLLEGE POLICY

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### **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 director of academic records, 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.

**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 P.A.C.E. staff, if appropriate, or the Dean of Student Development at the Main Campus.

### **Immunization Requirements**

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.

*\* Measles vaccine doses administered prior to 1968 are not valid unless the record specifically states it was a live vaccine.*

### **Illnesses**

If you are sick with a contagious illness and your doctor has told you to stay home, do not come to class. Houghton College reserves the right to require a doctor's note before you may return to class. While we understand you do not want to miss class time, it is imperative that we take the proper precautions to keep instructors, fellow students and staff from becoming severely ill. Please note that if your illness forces you to miss several classes, you can retake the course with another cohort.

### **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. P.A.C.E. 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 nunchaku (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 P.A.C.E. 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.

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## FACULTY & STAFF CONTACT INFORMATION

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### Houghton College

You are able to reach P.A.C.E. faculty, Houghton College administration and P.A.C.E. administration, as follows:

- Call the West Seneca campus at **716.674.6363**.
- Toll-free **1.888.874.P.A.C.E.**
- After the automated attendant answers, dial the extension of the person you wish to speak to or press one to speak with our administrative assistant.

If you are calling from the Buffalo area, this will be a local call.

If you are calling the Houghton Campus and do not know the extension, use extension **2000** and the campus Info Center will answer and direct the call.