



2021-2022
Houghton Online Student Handbook

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INTRODUCTION TO HOUGHTON

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

Academic Standing and Regulations

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

Houghton College Mission and Philosophy

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

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

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

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

History

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

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

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

Location

Houghton College's residential 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 70 full-time faculty members and approximately 1000 students.

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

POLICIES & PROCEDURES
Admission, Academics, Student Accounts

ADMISSION POLICIES

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

Application Outline

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

Recent High School Graduates/Students with no prior college credit may submit SAT/ACT scores and a required admission essay.

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

All official transcripts and test scores must be sent to
Houghton College
Online Admission
One Willard Avenue
Houghton, NY 14744

ACADEMIC POLICIES

Drop, Withdrawal & Termination Policies

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

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

Classroom Attendance

Students are expected to attend their online classes. Attendance for any week of an online course is defined as any observable engagement with course material during the week, including posting in a discussion forum, submitting an assignment, taking a quiz or test, or participating in a live session. This standard is used to determine all attendance issues, including but not limited

to reports of never having attended, reports of last date attended, and final grades of F in the course due to lack of attendance. Professors are required to record online attendance each week in Moodle and to report students who are absent for two consecutive weeks to the Assistant Director of Houghton Online. The Assistant Director also checks on attendance the first week of classes and the week before it is no longer possible to withdraw without failing a course. Beyond this minimum, each instructor will state any additional expectations in the course syllabus, which is available at the start of each course. If a student is determined to be failing due to absences, the instructor may request that the Registrar's Office withdraw the student from the course.

Extended Policies

W - Withdrawn. An indeterminate grade applicable to a course dropped after the first two days of the module but before the end of the fifth week of class (week 5).

Procedure: **Complete the online course withdrawal form found on the website here:**

<https://www.houghton.edu/current-students/registrar/forms/>

AND notify your academic advisor. You must complete this procedure as soon as possible if you wish to avoid any excess charges to your student account. Please see below for additional important information.

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

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

Procedure: **Complete the online Drop form found on the Houghton Online Students Portal page AND notify your academic advisor within the FIRST TWO DAYS of the module.**

Online Courses – A student must notify his/her academic advisor within the first two days of the module to be eligible to drop the course without any grade or tuition (as applicable) implications.

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

STUDENT ACCOUNTS POLICIES

Refund Policy & Schedule

Below is the Online Course Refund Schedule which applies online to students enrolled in a one (1) module semester. During the first two weeks of classes, you may withdraw a course from your schedule and receive a whole or partial refund. The refund given is based on when Houghton College receives official notification from the student. Please carefully consider your options before dropping or withdrawing from courses as this may also impact your financial aid eligibility. Contact Student Financial Services to see how your aid will be impacted.

For students who begin classes during the first module of the semester:

- Students have until the END OF THE SECOND DAY of class, of their first module of the semester, by 11:59 pm to notify of a request to drop a course for a FULL tuition and fee REFUND. This drop period does not extend into the second module. Whatever courses you are registered for in the second module will not be refundable.
- Partial tuition and fee refunds are given on a pro-rated basis through the end of Week 2 in their first module of the semester. This refund policy does not apply to the second module.
- After Week 3, of their first module of the semester, there will be no tuition or fee refunds.
- Please contact our office at 585-567-9328 so we can walk through this with you. Financial aid refunds (full or partial) are highly individualized, so it is important to ensure you understand implications for federal student loan repayment and future eligibility for financial assistance.

For students who begin classes during the second module of the semester:

- Students have until the END OF THE SECOND DAY of class, of their first module of the semester, by 11:59 pm to notify of a request to drop a course for a FULL tuition and fee REFUND.
- Partial tuition and fee refunds are given on a pro-rated basis through the end of Week 2 of the second module of the semester.
- After Week 3, of their first module of the semester, there will be no tuition or fee refunds.
- Please contact our office at 585-567-9328 so we can walk through this with you. Financial aid refunds (full or partial) are highly individualized, so it is important to ensure you understand implications for federal student loan repayment and future eligibility for financial assistance.

When the Financial Aid Office at Houghton College awards federal student financial aid to a student the assumption is that the student will attend the College for the entire period (semester) for which the aid was awarded. When the student withdraws, they may no longer be eligible for the full amount of the federal student financial aid funds they were scheduled to receive.

Federal student financial aid recipients who withdraw from Houghton College are subject to the return of federal student financial aid funds regulations. The calculation for return of federal student financial aid funds will determine the amount of grant and loan assistance a student “earned” for the period of the student’s enrollment at the College. This calculation will be done by the Financial Aid Office using U.S. Department of Education return of federal student financial aid software.

Refund calculations occur when student does not complete all the scheduled days on which Title IV aid was based in the payment period or period of enrollment and does not:

- complete graduation requirements
- successfully complete a module or combination of modules that include at least 49 percent of the countable days in the payment period or period of enrollment (however if a student has a pell grant it will be adjusted based on enrollment status)
- successfully complete at least half-time coursework

OTHER ACADEMIC POLICIES

Grading System

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

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

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

Scholastic Honors

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

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

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

Quality Point Average (QPA)

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

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

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

An example:

Course	Hours	Grade	Value	Points
Biblical Literature	3	B-	2.67	8.01
Fund of Management	3	A	4.00	12.00
Diversity in the Workplace	3	B+	3.33	9.99
Business Writing	3	A	4.00	12.00
Statistics	3	A-	3.67	11.01
Leadership Development	3	B+	3.33	9.99
TOTALS	18			63.00

QPA (GPA) = 63.00 divided by 18 = **3.50** (*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" or "TR" grade can be recorded. This will not impact your GPA.

ACADEMICS & PROGRAM INFORMATION

Through Houghton College Online Programs, students may earn an Associate of Arts with an area of focus in Management, Human Resources Management, Leadership Development, or Integrated Marketing and Communication, a Bachelor of Arts in Psychology or Criminal Justice, or a Bachelor of Science/Bachelor of Business Administration degree in Human Resources Management, Integrated Marketing Communication, Organizational Management, or Leadership Development. BA, BBA, and BS degrees require 124 total credit hours and combine 37-40 hours of core coursework (within the major) with 36-37 hours of general education requirements. The Associate of Arts degree in Liberal Arts requires 62 total credit hours, including 12 hours in an area of focus and 37 hours of general education requirements. For the Leadership Development, Human Resources Management, and Integrated Marketing Communication majors, students must have earned a minimum of 62 college credits prior to enrolling.

DEGREE REQUIREMENTS

Credits needed for graduation	124 credits	BA/BBA/BS degrees
	62 credits	Associate of Arts degree, AS in Psychology, AS in Business, AS in Criminal Justice
	60 credits	AAS
Credits earned via majors	45 credits	Human Resources Management, Integrated Marketing Communication, Leadership Development, Organizational Management
	39 credits	Psychology
	36-38 credits	Criminal Justice
Minimum credits needed for enrollment	62 credits	Leadership Development, HR Management, and Integrated Marketing Communication
	0 credits	AA degree, Criminal Justice, Organizational Management, and Psychology

Prior learning

Students who enroll in our programs do not require prior college credit.

Credits transferred from other colleges

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

General education requirement

As a liberal arts college, Houghton's academic programs include some form of general education. For Online Programs, 36-37 hours of general education are required. The specific courses that fill these requirements are listed in the appropriate section of the student degree audit sheet. The general education requirements are:

Student Success Seminar^	1 credit
Religion or Philosophy	6 credits
Communication	6 credits
Humanities and Social Science*	18 credits
Math or Computer Science	3 credits
Natural Science	3 credits

^Included in major for some programs and in general education requirements for others.

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

Liberal arts requirements

Most courses at Houghton College are liberal arts courses, designed to either contribute to General Education or enhance understanding of a particular subject area or discipline of inquiry. Other courses are professional in nature, designed to prepare a student for a specific occupation, e.g. business.

The State of New York and Houghton College require the following minimum percentages of a degree to be classified as Liberal Arts (LA):

Degree	Minimum percentage of degree classified as LA	Minimum Number of LA Credits
Associate of Applied Science (AAS)	1/3	22
Associate of Arts (AA)	3/4	47
Associate of Science (AS)	1/2	31
Bachelor of Arts (BA)	3/4	93
Bachelor of Science (BS)	1/2	62
Bachelor of Business Administration (BBA)	1/4	31

Degree completion plan worksheet

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

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

Final credit audit

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

Additional Credit Information

Houghton College participates in a Rochester Area and 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.

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

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

Students should check with their Academic Advisor before registering for any additional credits. It is important to get prior approval to be sure courses transfer. Specific courses may be necessary or may not qualify for the credit needs of individual students.

Military training

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

Credit by examination

Students who have acquired knowledge through self-directed research, a particular interest, or a hobby, may validate their college level learning through the DSST or CLEP testing programs. StraighterLine courses which encompass a final examination will be accepted as general

education or elective credit only in the event that Houghton College does not offer an appropriate selection online. **NOTE that students may take a maximum of 32 semester hours of combined, DSST, CLEP, StraighterLine, and Life Learning credits towards their degree. Priority is given for a student to enroll in an available Houghton Online course that will fulfill all requirements, utilizing DSST and CLEP as a secondary ONLY option.**

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

Credit from Experiential Learning

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

1. Occupation, including military
2. Volunteer work
3. Non-credit courses (i.e., workshops, seminars, in-services)
4. Travel
5. Recreation
6. Some Hobbies
7. Independent reading, viewing, and/or listening to and conversing with experts

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

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 admission file, a GPA below 2.0 after two terms, two or more incomplete grades, incomplete financial aid documentation, or an excessive account balance.

SCHEDULE

Houghton Online programs have several start dates throughout the academic year. Thus, admission to any program is on a rolling basis. A student may begin his/her studies at the next available course start date. The academic calendar is divided into three semesters: fall, spring, and summer. Each semester is comprised of two 8-week modules. Students are typically

registered for two courses (3 credits each) within each module. Thus, students are typically registered for two courses (3 credits each) within each module. Thus, students are typically registered for 12 total credits per semester. Students must get approval from their academic advisor to register for more than 12 credits per semester or 8 credits per module/session. Students who wish to take more than 18 hours per semester or summer must file an academic petition.

Vacation Breaks

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

GRADUATION

Graduation Honors

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

Graduation Requirements

A student must complete at least one major. Candidates for BA, BBA, and BS degrees must complete 124 semester hours. The minimum GPA for graduation is 2.0. Grades in major, minor, and concentration courses must be at the C- level or higher. A student must complete at least 30 hours, one-half of the hours in a major and 18 of the last 24 hours at Houghton.

Commencement Exercises

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

- A. **Major:** Have all major coursework courses completed, each with a grade of "C-" or better.
- B. **Other academic requirements:** Students must have earned 118 credit hours in order to participate in commencement exercises. Students must also have an approved graduation plan with their Houghton Online academic advisor. It will indicate either: The student has registered for the classes suitable to finish all requirements within a single academic term (semester, summer, etc.) or the student has submitted materials for experiential learning credit.
- C. **Grades:** A cumulative average of 2.0 for all courses taken at Houghton.

Official Graduation Dates:

May Commencement: Day of Commencement (varies by year, check academic calendar)
August Degrees Conferred: Last Friday in August
December Degrees Conferred: Last Friday in December

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).

ADDITIONAL ACADEMIC INFORMATION

Transcripts

An official transcript of all coursework included in the students' specific degree may be requested from the Registrar's Office. For more information, please see www.houghton.edu/transcripts.

Termination from the College

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

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

Withdrawal from a Course

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

Grievance Procedure

Regarding Grades

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

1. Within the first two weeks after the grade is received by the student, the student will discuss the grievance with the instructor. If a grade inaccuracy is determined, the instructor will process a grade change request.
2. If agreement cannot be reached, the student should contact the instructor's Department Chair in writing within ten working days after the meeting with the instructor. If agreement is reached, a grade change request is processed.
3. If there is no agreement, or if the instructor is also the Department Chair, the student may appeal the decision to the Associate Academic Dean, Dr. Ann Monroe-Baillargeon

in writing within ten working days. The Associate Academic Dean will investigate and render a decision that shall be final using the process described below (#4).

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

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

Repeating a Course

Students can only repeat courses in which they received below a C-. When a course is repeated at Houghton, only the higher grade will count in the calculation of the cumulative average. The hours count only once. All courses and all grades remain on the transcript with an indication of which course is counted. Also note: students needing to repeat a course more than twice should consult the Student Financial Services Office as it may influence a student's financial aid.

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, Dr. Ann Monroe-Baillargeon, who will ensure that an appropriate record is kept. Students found guilty of intentional dishonesty will automatically receive a zero for that work and a lowered grade for the

course. Student questions about appropriate collaboration on specific assignments should be addressed to the faculty member.

At the Associate 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.

COST, FINANCIAL AID & PAYMENT

TUITION

Tuition charges are set annually by the Board of Trustees.

Houghton Online students are typically enrolled for four three-credit courses (12 hours total) per term and a required one credit hour workshop during term one. Students are billed for the entire semester (Module 1 and Module 2) prior to the start of the term.

Note: To be financially eligible to enter the next term, your student balance needs to be at \$0.00.

The current cost of tuition is **\$392 per credit hour enrolled. This does not include textbook and/or miscellaneous institutional fees.**

Where applicable, the following charges will apply:

- **Experiential Learning Credits**
You will be charged \$129.00 per credit hour awarded.

- **DSST Credits**
Credits for exams which receive a passing score will be applied to the student's transcript for \$108.00 (three credits at \$36.00 each).

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

PAYMENT

Payment Plan Agreement

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

Paying Tuition Balance

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

1. Direct Payments
 - a. Send check or money order to Houghton College, SFSO, 1 Willard Ave, Houghton NY 14744.
1. Semester-based monthly payment plans through Nelnet:
Contact Nelnet: 1-800-609-8056, <https://mycollegepaymentplan.com/houghton>
 - a. \$40 enrollment fee per semester to utilize Nelnet payment plan
 - b. Payments due on the 15th of each month
 - c. Pay through US bank account
 - d. Fall payment plans are available for six months (May–October), five months (June–October), and four months (July–October)
 - e. Spring payment plans are available for six months (November–April), five months (December–April), and four months (January–April)
2. Online payments from a US bank account
 - a. Directly from Student Account Center
 - b. “Make a One-Time Payment” at <https://paymybill.houghton.edu>
 - c. International Payments – Canadian & international students may use Flywire (formerly PeerTransfer) to pay with international currencies at <https://www.flywire.com/school/houghton>
3. Private Loans – see page 27

Billing Considerations

Bills are due by the first day of classes. You must pay the balance in full, have a loan in place, establish a monthly payment plan, or have an established monthly payment plan through Nelnet.

Student Account Center

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

Accessing Student Account Center

1. Go to <https://paymybill.houghton.edu> to complete registration.
2. Your Houghton credential’s should be used to register and access this site (Example: Houghton.Highlander25@houghton.edu)

Account Statements

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

FINANCIAL AID

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

Completing your FAFSA Checklist

To Be Completed by Students Who Are Applying for Federal Aid:

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

DESCRIPTION OF FEDERAL & OTHER AID

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

- Pell Grant – a need-based grant; minimum 3 credits enrolled per semester
- Subsidized Loan – a need-based student loan with no interest while in school; minimum 6 credits enrolled per semester
- Unsubsidized Loan – a non-need-based student loan with interest accruing while in school; minimum 6 credits enrolled per semester. Anyone who completes the FAFSA is eligible for this loan, as long as eligibility hasn't been exhausted.

FEDERAL SUBSIDIZED & UNSUBSIDIZED LOANS

To be completed by students accepting subsidized and/or unsubsidized federal student loans:

Direct Loan Entrance Counseling

1. Go to www.studentaid.gov and select "Sign In." You will do this with your FSA ID.

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

Direct Loan Master Promissory Note (MPN) – also found at www.studentaid.gov

1. After signing in with your FSA ID, select "Complete Aid Process" then choose "Complete a MPN."
2. For the type of direct loan you would like to receive, select "Subsidized/Unsubsidized."
3. You will need names and addresses of two references.
4. After you have completed the process, we suggest that you review the signed MPN and save or print a copy for your personal records.

NEW YORK STATE TAP

To Be Completed by New York State Residents Who Are Applying for State Aid:

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

PRIVATE LOANS

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

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

Employer Tuition Reimbursement Information

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

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

Veteran's Benefits

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

FINANCIAL AID POLICIES

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

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

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

Satisfactory Academic Progress Chart for Federal and Houghton Aid

Full-time semesters	Minimum accrued credit hours	Cumulative GPA
1	6	1.1
2	15	1.5
3	27	1.75
4	39	2.0
5	51	2.0
6	63	2.0
7	78	2.0
8	93	2.0
9	108	2.0
10	125	2.0

Satisfactory Academic Progress Chart for New York State

Semesters of TAP received	Minimum accrued credit hours	Cumulative GPA
1	6	1.5
2	15	1.8
3	27	1.8
4	39	2.0
5	51	2.0
6	66	2.0
7	81	2.0
8	96	2.0
9	111	2.0

COMMUNICATION & STUDENT SERVICES

Houghton College Contact Information

You are able to reach Houghton Online administration as follows:

- Call Houghton College at **1.800.777.2556 toll free**
- After the automated attendant answers, dial the extension of the person you wish to speak with, or press 1 to speak with the college receptionist.
- You may also email onlineadmission@houghton.edu for assistance. This email will be forwarded to whoever on staff can best assist you.

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

<http://www.houghton.edu/campus/facultystaff-directory/>

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

Helpful Contact Information

Student Financial Services Office

- **Phone:** (585)-567-9328
- **Fax:** (585)-567-9610
- **Email:** sfso@houghton.edu

Registrar's Office

- **Phone:** (585)-567-9350
- **Fax:** (585)-567-9610
- **Email:** registrarsoffice@houghton.edu

Counseling Services

- **Phone:** (585)-567-9622

HelpDesk (Technology Services)

- **Phone:** (585)-567-9349
- **Email:** helpdesk@houghton.edu

Office of Vocation and Calling

- **Phone:** (585)-567-9622
- **Website:** <https://www.houghton.edu/current-students/center-for-student-success/vocation-and-calling/>

Mail

Physical materials for Houghton Online Education faculty or administrative offices can be addressed to the specific individual or office.

Student Services

Houghton Library

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

Library Access Project (LAP) Card

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

Houghton College Writing Center

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

Vocational Opportunities & Career Advising

The Office of Vocation and Calling serves our students by preparing them for meaningful careers helping them discover the tools to live a fulfilled life.

Website:

<https://www.houghton.edu/current-students/center-for-student-success/vocation-and-calling/>

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

COLLEGE POLICY

Doctrinal Statement

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

We believe that the Scriptures of the Old and New Testaments are fully inspired of God and inerrant in the original writings, and that they are of supreme and final authority for faith and practice.

We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.

We believe that God created the entire universe, including human beings, by special operation of divine power.

We believe in the fall of Adam and Eve and the consequent sinful nature of all humanity which necessitates a divine atonement. We believe 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.

We believe 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.

We believe 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.

We believe in the personal existence of Satan.

We believe in the bodily resurrection of the dead—of the saved to everlasting blessedness and of the lost to everlasting punishment.

Educational Rights and Privacy Act

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

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

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

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
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

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 complete the Request to Prevent Disclosure of Directory Information form found on the Registrar's Office [website](#).

Title IX: Safety & Equity at Houghton College

What is Title IX?

Title IX of the Education Amendments of 1972 (amending the Higher Education Act of 1965) is a federal gender equity law that prohibits discrimination based on sex in education programs and activities that receive federal funding. Sexual discrimination, which includes sexual harassment and all forms of relationship violence and nonconsensual sexual misconduct, are prohibited under this law.

Title IX states

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance. . . .” (20 U.S.C. section 1681)

Title IX at Houghton College

Houghton College is committed to providing a learning environment that is free from sexual discrimination. The mission of Houghton College is to prepare each student to become a Christian scholar-servant, competent and willing to follow God's calling on his/her life. In order to fulfill its mission, Houghton College is committed to providing safety and equity in all its programs and facilities.

If you believe you or someone else that is part of the Houghton College community has been discriminated against based on gender, or if you have questions about Title IX, please contact the Houghton College Title IX Coordinator, Ms. Nancy Louk Murphy, at 403 Chamberlain Center, or by calling (585) 567-9454.

The Title IX Coordinator is the person designated by Houghton College to oversee Title IX compliance efforts.

<https://www.houghton.edu/wp-content/uploads/2019/02/title-ix-hc-policy-on-sexual-harassment-sexual-or-relationship-violence-and-stalking.pdf>

Immunization Requirements

(Main campus students only)

In keeping with New York State's Public Health Law, all students are required to provide documented proof of immunization (two doses of vaccine) or immunity (by bloodwork) to measles, mumps and rubella. In addition, state law requires that, if a student has not had meningococcal vaccine within five years, a waiver form must be completed indicating a specific choice to either receive or decline the immunization. The SHC strongly recommends that students living in the dormitories receive this vaccine. An up-to-date tetanus/diphtheria immunization is also required. TB testing is left to the discretion of the student's physician based on risk profile. In addition to the immunization records, an admission physical/health form is required to be submitted prior to the beginning of classes. Failure to meet these requirements may result in being restricted from attending classes.

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.

Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs

For more than a century Houghton College (and its predecessor, Houghton Wesleyan Seminary) has subscribed to a policy of abstinence regarding the use of alcohol and illicit drugs. The possession, use, and/or sale of alcoholic beverages and /or illegal drugs is strictly forbidden at Houghton College for all students and college employees. Students and employees of Houghton College agree to a statement of community expectations, committing themselves to abide by these and other standards of Christian conduct. Violation of this policy could subject the individual to immediate dismissal from school or employment, as applicable.

Students and employees of Houghton College will neither participate in nor tolerate the possession, use or sale of illegal drugs or alcoholic beverages.

Alleged instances of possession, use, and/or sale of alcoholic beverages and/or illegal drugs should be reported to the Safety and Security Office.

There are significant health risks associated with the use of illegal drugs and the abuse of alcohol. Additional information on health risks is available in the Health Center. Houghton College will provide access to counseling services and to treatment for those college students and employees who seek help in their problems with alcohol and/or drugs and who desire to live a life of sobriety and abstinence. Services and treatment may be at the individual's expense. The contents of this section are included in accordance with the Drug Free School and Communities Act of 1990.

Firearms, Weapons and Fireworks

The following items are considered prohibited weapons that must be stored in the Safety and Security Office **immediately** upon their arrival on campus. They can then be checked out for appropriate use.

- Any weapon powered by pump action, including BB guns or "air soft" guns
- Any weapon powered by compressed air or CO₂ cartridge including all paintball guns
- Any firearm, including black powder weapons
- Any blowgun or similar weapon
- Any type of bow (archery)
- Any martial arts weapon (i.e., nun chucks, throwing stars, throwing knives, etc.)
- Any knife with a blade three (3) inches long or longer
- Any knife with a double-edged blade
- Any other item that may be deemed dangerous at the discretion of the Office of Safety and Security

Fireworks are not allowed on campus unless approved for a particular event. Students may not possess fireworks of any kind.